

# **Llantrisant Community Council**

## **Clerk to the Council Job Description**

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### **JOB PURPOSE:**

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council/assist in the formation of policies to be followed in respect of the Authority's activities and in particular to produce all information required for making effective decisions and to constructively implement all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that all legal responsibilities of the Council are properly met.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend all meetings of the Council, its committees and sub-committees and prepare minutes for approval and to implement the decisions made that are agreed by the Council.
4. To receive correspondence and documents on behalf of the Council, and to deal appropriately with or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy, of the Council.
5. To study reports and other data on activities of the Council, and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
6. To draw up, both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
7. To supervise all other members of staff as their line manager in keeping with the policies of the Council and to undertake site inspections to check quality of works ongoing and any necessary activities in connection with the management of salaries, conditions of employment and work of other staff. Including regular appraisals for all staff.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
9. To act as the representative of the Council as required.

10. To actively manage the Charter of Friendship agreement with Crecy, France in partnership with the other parties involved.
11. To ensure the Council complies with the terms of the Wellbeing of Future Generations Act and actively encourage a Wellbeing agenda for the Council.
12. To manage the Council's health and safety function including completing risk assessments, reports for Council and organisation of remedial/preventative action as required.
13. To prepare, in consultation with the Chair of the Council, press releases about the activities of, or decisions of, the Council.
14. To act as one of the key holders for the Community Halls and respond to call outs as necessary.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
18. When required to attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.
19. To cover any other duties that may be required under national terms and conditions.