



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **Town Clerk – Job Description.**

### **Key Terms**

<b>Job Title:</b>	Town Clerk
<b>Responsible to:</b>	Full Council
<b>Responsible for:</b>	All Council staff, property and financial resources.
<b>Employment Status:</b>	Full-time (37 hours per week) including some evening work
<b>Salary scale:</b>	NJC Scale 33 – 36 (in the range of £39,493 - £42,503) per annum, depending on experience and qualifications.

### **Job Purpose**

As Head of the Paid Service to develop and manage policy, strategy and operations across the Council's services by working with Councillors, external bodies and staff and to carry out functions required by law as the Council's Proper Officer whilst providing inspirational leadership to all Council staff and seeking opportunities to develop the Council's services and facilities to meet the needs of the community.

### **Duties and Responsibilities:**

In compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council: -

1. To carry out all the functions required by law as the Proper Officer of the Council, and in particular to serve or issue all the statutory notifications required of a Local Authority's Proper Officer in a timely manner, including: -
  - (a) ensuring that all meetings of the Council and of its Committees, Sub-Committees and Working Parties are clerked and minutes approved, attending personally other than where such duties have been delegated to another Officer, and maintaining Councillors attendance records.
  - (b) understanding planning and development issues as they affect the Council, and ensuring the Council's planning application obligations are met.
  - (c) ensuring the confidentiality of those Council matters which are not in the public domain to comply with all relevant law.

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- (d) preparing and publishing the Council's Annual Report.
  - (e) taking appropriate action to ensure that all Council elections are arranged and held successfully.
  - (f) ensuring that all health and safety obligations required by the Health and Safety at Work Act and other related legislation are met and all necessary risk assessments are undertaken.
2. To advise the Council on, and assist in the formation of, all necessary procedures and policies to be followed in respect of the Council's activities, and in particular to produce all the information required for the Council to make effective decisions, including: -
- (a) being the Council's principal adviser on all policy issues, including keeping up to date with current and forthcoming changes in legislation, advising the Council accordingly, and ensuring that all Council policies and procedures meet statutory requirements.
  - (b) receiving, issuing and drawing to the attention of the Council all correspondence and documents relevant to the activities, instructions or policies of the Council.
  - (c) evaluating reports and other data relating to the activities of the Council, drawing up proposals and preparing reports for consideration by the Council (where appropriate drawing on external expertise), and advising on both the practicability and likely effects of the proposed courses of action.
  - (d) ensuring that, in consultation with appropriate Councillors, agendas for meetings of the Council and Committees are prepared and published.
  - (e) being the principal adviser to the Council on matters of ceremony and civic protocol, making appropriate arrangements for civic and/or ceremonial functions and occasions, and attending such occasions to support the Chair of Council.
3. To record and ensure the implementation of the instructions of the Council in connection with its function as a Local Council, in accordance with its policies, including: -
- (a) monitoring the implementation of the policies of the Council to ensure they are achieving the desired result and where appropriate suggesting modifications.
  - (b) undertaking all necessary actions required by the strategic plan and similar

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- exercises affecting the Council, including all necessary consultations.
- (c) organising and managing complex Town Council projects, including arranging all necessary actions including consultations, communications, and legal and technical requirements to achieve the objectives required by the Council.
  - (d) applying the principles of equality and equal opportunities as embodied in the Council's policies, in order to promote equality of opportunity and treatment, the appropriate attitude and behavior of its employees.
4. To be accountable to the Council for the effective management of all its resources and staff, and to ensure that the Council's civic and administrative functions and services are performed professionally, reporting to the Council as and when required, including: -
- (a) managing the Council's business planning process effectively including workforce planning.
  - (b) keeping services and activities under continuous review, and identifying, planning and implementing improvements in quality, efficiency and effectiveness.
  - (c) heading the Council's paid service and supervising all staff to ensure they perform to expected standards in keeping with the policies of the Council and within employment law and the Equality Act 2010.
  - (d) Undertaking all necessary activities in connection with the conditions of employment and work of the staff, including undertaking all staff annual performance appraisals to develop them into an effective and cohesive team.
  - (e) being responsible for the management, maintenance, cleanliness, use and security of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
  - (f) instigate and manage disciplinary, redundancy, capability and grievance policy and procedures reporting to the relevant Committee/Sub-committee as required.
  - (g) ensuring that the Council's IT systems and hardware is sufficient, up-to-date and secure, and kept under review for operational effectiveness.
  - (h) ensuring that the requirements of the Data Protection Act 2018 and the General Data Protection Act 2018 are complied with.
  - (i) maintaining such records and systems as are necessary for the effective administration of the affairs of the Council.
  - (j) producing and maintaining all deeds, leases, contracts, conveyances, licenses

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and other legal or confidential documents, and ensuring that they are kept in a safe and secure manner.

5. To represent the Council on and to appropriate external bodies, and to ensure effective and mutually beneficial relations with Parishioners and others, including: -
  - (a) acting as the official representative of the Council at relevant meetings of other relevant organisations as required.
  - (b) attending meetings as required and developing effective working partnerships with other relevant Local Authorities, other public, statutory and voluntary bodies, and other agencies, and ensuring that the Council plays an informed and effective role in local issues.
  - (c) developing relevant cultural, community and commercial links.
  - (d) promoting the Council through its website and ensuring that the information is regularly and accurately updated and producing and issuing the Council's periodic newsletter or other communications to the agreed deadlines.
  - (e) issuing notices and preparing agendas and minutes for the Annual Parish Meeting and attending such assemblies.
  - (f) Maintaining effective and positive press and public relations and preparing and issuing press releases and other communications (about the Council's activities and/or decisions).

### **General Duties**

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
2. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
3. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

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