



Job Description – Clerk to the Council

Job Title: Clerk to the Council

Responsible to: Full Council

Responsible for: All Council staff, property, and financial resources

Hours of Work: Full-time/Part-time (30-37 hours per week), including some evening work

Salary Scale: SCP 29-32

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. To carry out functions required by law as the Council's Proper Officer, while 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: Clerk

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

1. Proper Officer Functions

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.
 - (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.
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2. Advising the Council

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. Implementing the Council's Instructions

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 Neighbourhood Plan and similar exercises affecting the Council, including all necessary consultations.

(c) Organising and managing complex Parish Council projects, including arranging all necessary actions such as 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, and appropriate attitude and behaviour of its employees.

4. Management of Resources and Staff

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) Instigating and managing 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 are 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 Regulation 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, licences, and other legal or confidential documents, and ensuring that they are kept in a safe and secure manner.

5. **Representing the Council Externally**

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, 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, 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, preparing and issuing press releases and other communications (mindful of potential liability and litigation, and in consultation with the Chair of the Council) about the Council's activities and/or decisions.