SHEARSBY PARISH COUNCIL

JOB DESCRIPTION

Job Title: Clerk to the Council

Responsible to: Chair of the Council

Responsible for: Smooth running of Council and be RFO

Job Purpose

1. To ensure that the Council’s administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.

2. To carry out all the functions required by law of a local authority’s Proper Officer in a timely manner and to issue all statutory notifications.

3. To ensure that the Council’s Standing Orders and Financial Regulations are correctly observed and implemented.

4. To manage the Council’s to be the Council’s principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services and resources alongside appointed councillor and to promote the Council.

5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

Key Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.

2. To be the Council’s principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.

3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.

5. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor’s attendance records.

6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.

7. To sign, seal and deliver any agreements, contracts, consents, approvals etc on behalf of the Council and other consents on behalf of the Council as authorised.

8. To be the Responsible Financial Officer and work on the budget preparation process, the presentation of budget estimates and precept proposals to the Council and ensure that all financially related information is reported to the Council and the statutory External Audit requirements are completed each year.

9. To ensure as RFO that Council’s budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.

10. To prepare and publish the Council’s Annual Report.

11. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.

12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

13. To act as the official representative of the Council at meetings of other relevant organisations as required.

14. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.

15. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.

16. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.

17. To develop effective liaison and an effective working partnership with other relevant District and County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council’s representative, to ensure that the Council plays a full and effective role in issues affecting the area.

18. To work to develop and up-date the Council’s website.
19. To be part of the preparation of the Development Plan and produce a rolling business plan in liaison with the Councillors and help the Council keep to its 5 year plan document.

20. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Plan and the Emergency Plan and advise Councillors accordingly.

21. To take appropriate action to ensure that all Council elections are arranged and held successfully.

22. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.

23. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.

24. To attend training courses or seminars on the work and role of the Clerk and the Council’s activities as required by the Council.

25. To work towards the achievement of full Power of Competency for the Council as a requirement for effectiveness in the role.

26. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

27. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

PARTICULAR TO THE CLERKS ROLE FOR SHEARSBY PARISH COUNCIL:

1. To complete CiLCA training

2. WEBSITE
   To have control of day to day management / updating of website including financial spreadsheet
   Add news from councillors (sent by email)
   Collate and direct LRALC information and HDC information (Hayley) to come to councillors who will act on it informing you whether to add or not
   Publish agenda 2 weeks ahead of meeting date and publish minutes from that meeting 1 week after meeting date
   Respond appropriately to planning applications
   Book courses and inform councillors
3 FINANCE

Keep finances in auditable order and bring them to each meeting
Keep financial spreadsheet up to date on website
Keep records of grants and funding reminding council of need to use appropriately

4 TRAINING

To undergo Website training with 2Commune and use their expertise to enable full use of site
Work with council to upgrade skills in outlook, excel and powerpoint

5 CODE OF TRANSPARENCY

To make sure the council is compliant in all areas of the code and keep council aware of what is needed in order to do this.

6 LOCALISM ACT

To be familiar with the areas needed to help give guidance to council during completion of Neighbourhood Development Plan

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JANE VANN                  PHILLIP BAILDON
CHAIRMAN                   CLERK
DATE                      DATE