

Stantonbury Parish Council

Job Description

Clerk to the Council

Overall responsibilities

The Clerk to the Council is 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 totally 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 on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed is accountable to the Council for the effective management of all of its resources and will report to them as and when required.

Specific responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. To ensure that the Council's obligations for asset management are properly met.
4. To prepare, in consultation with appropriate members, agenda for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval (other than where such duties have been delegated to another officer).
5. To attend all meetings of the Council and all meetings of its committees and sub-committees (other than where such duties have been delegated to another Officer).
6. To receive correspondence and documents on behalf of the Council and to deal with correspondence or documents, 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.
7. 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.

8. To draw up both on his/her 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.
9. To participate in the selection of staff, supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, pensions, contracts of employment, conditions of employment and the employment and work of other staff.
10. To monitor the implemented policies of the Council to ensure that they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required, including being available to the public at reasonable times to respond to their queries and complaints (other than where such duties have been delegated to another Officer).
12. To issue notices and prepare agenda and minutes for the Parish Council meetings; to attend Parish Council meetings, and if required, the meetings of its committees and working parties, and to implement decisions that are agreed by Council.
13. To prepare, in consultation with the Chair or other Council authority as delegated, public communications and press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and the role of the Clerk as required by the Council.
15. To hold Level 3, CiLCA qualification as a minimum requirement for effectiveness in the position of Clerk to the Council.
16. To attend Conferences of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council, as required.
17. To assist with the administration of such other not-for-profit and charitable organisations as the Council undertakes to lawfully administer.