



JOB DESCRIPTION - CLERK TO THE COUNCIL

Job Title	Clerk to the Council and Proper Officer
Responsible to:	Parish Council
Hours	17hrs per week
Salary	From £12.98 per hour plus office allowance

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 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 on, produce the information required for making effective decisions and to implement constructively all decisions. The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Specific Responsibilities

- To ensure that statutory and other provisions governing or affecting the running of the council are observed.
- To ensure that the council's obligations for risk assessments and actions needed are properly met.
- To ensure that the council's obligations relating to GDPR, Freedom of Information Requests, Subject Access Requests and similar are properly met.
- To ensure that all committees have appropriate Terms of Reference and are advised as to how to follow correct procedures.
- To deal with complaints, compliments, and suggestions as per the council's policies and GDPR rules.
- To prepare, in consultation with appropriate members, agendas 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.
- 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.
- To receive correspondence and documents on behalf of the council and to deal with the 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.
- 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.

- 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.
- To work with and supervise as necessary, any other members of staff and contractors, in keeping with the policies of the council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff and contractors.
- To monitor the implemented policies of the council to ensure they are achieving the desired result, and in conjunction with the RFO, suggest modifications as needed.
- To act as the representative of the council as required.
- To ensure the correct maintenance, and recommendations for replacement as needed, of all council assets. This will be according to health and safety requirements, legislation, insurance requirements, policies of the council and good practice.
- To issue notices and prepare agendas and minutes for the Annual Parish Meeting: to attend the assemblies of the Annual Parish Meeting and to implement the decisions made at the assemblies that are agreed by the council.
- To assist in or organise, events or attendance of the council at events, as decided upon by the council and according to workload.
- To ensure the maintenance and surveying of trees and bushes, on or bordering council property, and taking appropriate action as needed.
- To ensure that all documents, both digital and physical, are kept in accordance with GDPR, council policies and regulations surrounding individual documents.
- To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the council.
- To attend necessary training courses or seminars on the work and role of the Clerk.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the council.
- To attend relevant bodies meetings and conferences, as a representative of the council as required.
- To work with the RFO to maintain the asset register and log of maintenance as needed.
- To step in for the RFO for essential tasks should the RFO be absent for any reason.

Other Responsibilities

- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety within the Council.
- A commitment to equality / diversity in both the delivery of services and to staff. Demonstrate awareness / understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- To comply with the Council's policies and procedures.
- To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.

- Job descriptions will be subject to review on an annual basis at the Annual Staff Reviews.