

TWYFORD PARISH COUNCIL

JOB DESCRIPTION - CLERK

Accountable to: Twyford Parish Council

Responsible for: Undertaking the role of the Proper Officer and Statutory Office Holder for the Council in an efficient and effective manner

Overall Responsibilities

The Clerk to Twyford Parish Council will be 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 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

1. To ensure that statutory and other provisions affecting the running of the Council are observed.
2. To ensure that the Council's obligations for risk assessment and management are properly met.
3. To prepare, in consultation with the appropriate Members, agendas for meetings of the Council and its Committees. To advertise meetings in accordance with Council and legislative procedures. To attend such meetings and prepare minutes for approval.
4. To attend all meetings of the Council and all meetings of its Committees and Sub-committees.
5. To receive and deal with, in accordance with the Council's procedures, any or all correspondence and documents.
6. To oversee the management of the planning consultation process in line with agreed procedures.
7. To seek information and advice from specialists in order to support Council decisions.
8. To be accessible; and respond to inquiries with a minimum of delay, as the focal point for all communications with the Council.

9. To liaise with local authority officers, local businesses, other external organisations and parishioners in order to undertake Council business, unless responsibility is specifically allocated to a Member of the Council.
10. To study reports and other data on activities of the Council. Where appropriate, to discuss such matters with specialists and to produce reports for circulation and discussion by the Council.
11. To draw up reports on his/her own initiative and as a result of suggestions by Councillors, to present these reports for consideration by the Council and advise on the practicality and likely effects of specific courses of action.
12. To supervise any other members of Council staff as their line manager in keeping with the policies of the Council. To undertake all necessary activities in connection with the conditions of employment and the work of other staff.
13. To prepare contract specifications for Council agreement, ensuring the Council's safeguarding and health and safety procedures are implemented. To tender and present the Council with quotations in line with the Council's Financial Regulations and Standing Orders. To manage agreed projects in partnership with an allocated Councillor.
14. To ensure all policies required of the Council by government legislation are in place. To draft amendments and new policies for Council agreement as required. To monitor and review implemented policies to ensure they achieve the desired results and suggest changes where appropriate.
15. To act as the representative of the Council as required.
16. To issue notices and prepare an agenda and minutes for the Annual Parish Meeting. To attend the Annual Parish Meeting and to implement decisions made at the Annual Parish Meeting, as agreed by the Council.
17. To co-ordinate as necessary and update information for the Twyford Parish and Community Website and public email system and social media.
18. To schedule and attend the deployment of the Speed Limit Reminder (SLR) and downloading, analysing and dissemination of the data, ensuring it is made accessible for public examination.
19. To assist the Neighbourhood Plan technical team and secretary with the progress of the Neighbourhood Plan, it's preparation for public consultation, submission for inspection and parish referendum.
20. To prepare, in consultation with the Chair, press releases about the activities or decisions of, the Council.

21. To attend training courses or seminars and to make arrangements to enable Councillors to receive regular training through either attending courses or arranging on-site training sessions at least annually and to maintain training records.
22. To work towards achievement of the status of being a CiLCA (or equivalent) qualified clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
23. To arrange and attend two monthly clinics/surgeries in Twyford to enable its parishioners to meet the Clerk and Councillors to discuss local matters.
24. To undertake any other responsibilities as requested by the Council providing they are deemed reasonable and within the remit of the role, with any areas or issues of concern being raised with the Chair of the Council in the first instance.
25. To be the responsible financial officer for the Parish Council see attached Job Description headed JOB DESCRIPTION – RESPONSIBLE FINANCIAL OFFICER
26. To attend an annual appraisal.

W D Lawton

Dated: July 2020