TUXFORD TOWN COUNCIL

JOB DESCRIPTION

CLERK TO THE COUNCIL

Job Title: Clerk to the Council

Accountable To: The Council through the Chairman of the Council

Salary: LC2 SCP (18 – 28) £14.21 to £18.05 per hour or £7,389.20 to £9,386.00 per annum (2022/2023)

Nature of Contract: Permanent

Full Time/Part Time: Part –Time, 10 hours per week (including paid leave)

Overall Responsibilities:

The Clerk 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 the law of a local council's Proper Officer. The Clerk will be responsible for ensuring the instructions of the Council in connection with its function as a local council are carried out, and have the overall responsibility. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of its activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The post holder will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be required to obtain CiLCA qualification within two years of employment.

Specific Responsibilities:

1. To convene meetings of the Council, its Committees and Working Groups and, in liaison with the relevant Chairman, prepare pre-meeting briefings, agendas, and reports. To attend such briefings and meetings, provide advice on procedure and ensure accurate minutes are prepared.

2. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

3. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

4. To advise the Parish Council as to the requirements of new legislation and to ensure compliance with approved Standing Orders and other council policies or protocols.

5. To receive, deal with and/or issue correspondence and documents on behalf of the Council bringing such items to the attention of the Council.

6. To draw upon his/her initiative and as a result of suggestions by Councillors make proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action, in conjunction with the Office Manager and RFO.

7. To provide administrative support for all Council project's – in particular the Neighbourhood Plan

8. To seek funding options available to the Town Council.

9. To study reports and other data on activities of the Council and where appropriate discuss such matters with administrators and specialists in particular fields.

10. To research, prepare and develop with the Parish Council, policies, strategies, and business objectives.

11. To monitor the implemented policies of the Council, seeking to ensure they are achieving the desired results and where appropriate suggest modifications. In particular, regard is to be paid to the management of Freedom of Information, Data Protection, and information security.

12. To seek to ensure cost conscious, efficient and effective utilisation of all Council resources within Council policy.

13. To seek to ensure that the Council's obligations in respect of insurance are properly met.

14. To seek to ensure that all the Council's obligations for health and safety and the environment are properly met.

15. To maintain a working knowledge of relevant legislation, statutory instruments, and codes of practice.

16. Co-ordinate events throughout the year, as required.

17. Sourcing and applying for funding/grants.

18. To liaise and develop relationships with external bodies, including other Local Authorities, residents, businesses, and local organisations.

19. To attend meetings of outside bodies as the Council's representative or as a spokesperson to explain Council policies and functions.

20. To attend training courses or seminars on the work and role of the clerk and council as required by the Council.

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

22. Being aware and compliant with General Data Protection Regulations.

Other Duties

To undertake additional duties as required, commensurate with the level of the role.

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Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with the grading of this post.

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