



BISHOPS LYDEARD AND COTHELSTONE PARISH COUNCIL

JOB DESCRIPTION

Job Title	Clerk
Responsible to	Full Council
Responsible for	Clerk (Proper Officer)
Employment Status	Part-time (15 hours per week) including some evening work
Salary scale	LC2: SCP 18 – 23 (£16.35 to £17.85) per hour

Job Purpose

1. To ensure that the Council's civic and 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 be the Council's principal adviser on policy matters, manage the provision of Council services, buildings, land and resources and to promote the Council when required.
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 when required.
6. To liaise with the council's Responsible Finance Officer (RFO) as required.

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 including the RFO, 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 action 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, conveyances, licences, consents, approvals etc on behalf of the Council. To ensure the Council's planning obligations are met.
8. 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.
9. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
12. To act as the official representative of the Council at meetings of other relevant organisations as required.
13. To issue notices and prepare agendas and minutes for the Annual Parish Meeting, attend the Annual Parish Meeting and to implement the decisions made by the Council.
14. 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.
15. To develop effective liaison and an effective working partnership with Somerset Council, 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.
16. To work to improve, develop and up-date the Council's website.
17. To have an understanding of planning and development issues as they affect the Council area, in particular Neighbourhood Plans, the Local Development Plan, the Local Strategic Partnership, economic strategies and the Emergency and Resilience Plan and advise Councillors accordingly.
18. To ensure the casual vacancy process is followed when a Councillor vacancy arises. To explain the requirements of Ordinary Elections to all Councillors and undertake publicity for recruitment.
19. 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.
20. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
21. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.

22. To assist in managing the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.

General Duties

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
2. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
3. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.