

East Challow Parish Council

Job Title: Clerk to the Council (Proper Officer)

Job Purpose: To carrying out all the functions required by law of Council's Proper Officer.

Responsible to: The Parish Council.

Principal Duties and Responsibilities:

1. 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 of a council's Proper Officer, and in particular to serve or issue all the notifications required by law.
2. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a parish council are carried out.
3. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the council's activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.
4. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.
5. The Clerk will understand the issues facing Parish Councils and the environment within which our Council operates, and will commit themselves and the Council to an ethos of public service.

Ensuring compliance with legal duties:

1. To ensure that statutory and other provisions governing or affecting the running of the council are observed, including advising the council as to the requirements of existing and new legislation.
2. To ensure that the council discharges properly its obligations regarding health and safety and risk assessments.
3. To ensure that the council's obligations in respect of insurance are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the council and committees.
5. To attend meetings of the Council or Committees as required and prepare minutes for approval.
6. 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 or the known policy of the council.
7. To manage the ordering of goods and services supplied to the council and ensure they are properly paid for.
8. 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 to and discussion by the council.

9. To draw up both on his or 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.
10. To supervise any 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, conditions of employment and work of other staff.
11. To monitor the implemented policies of the council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
12. To issue notices and prepare agendas and minutes for the parish meeting (an annual event): if required, to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies that are agreed by the council.
13. To manage the council's website, ensuring that it's content of is kept fully up to date and in compliance with the requirements of freedom of information legislation and data protection; and to ensure that it remains technically suitable to the needs of the council.
14. To manage the council's cemeteries.
15. To prepare, in accordance with the appropriate rules agreed by the council, news releases about the activities and decisions of the council and to respond to media enquiries in accordance with the same rules.
16. To comply with the Freedom of Information and Data Protection Acts.
17. To continue to acquire the professional knowledge necessary for the efficient management of the affairs of the council, including attendance at training courses and seminars on the work and role of the clerk/assistant clerk, as required by the council.

Other duties:

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

Note:

This job description outlines the main duties and responsibilities of the position of Clerk at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village. Some of these duties may be executed by other employees of the council.