



# KETLEY PARISH COUNCIL

## JOB DESCRIPTION

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### **Clerk to the Council & Responsible Financial Officer (under section 151 of the Local Government Act 1972)**

#### **Overall Responsibilities**

The clerk to the Council is the 'Proper Officer' of the Council and 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 Office.

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, and assist in the formation of, overall policies. These are 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 of the Council or a Committee with delegated powers. 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.

The Clerk will be responsible for all financial records of the Council and the careful administration of its finances. The Clerk will also be required to be responsible for all its buildings and their effective management.

The Clerk will also be expected to actively design and promote policies that respond to the community need and expectation.

The Clerk will be responsible for carrying out the wishes of the Council on any decision lawfully taken by the Council or a Committee with delegated authority.

#### **Duties & Responsibilities**

##### **a) Administration**

- 1) To ensure that the legal, statutory and other provisions governing or affecting The Council are observed.
- 2) To prepare, in consultation with appropriate members (Chair and / or Vice Chair of Council or Committees), agendas for all the meetings of the Council and its Committees and to attend the meetings and prepare Minutes for approval.
- 3) Execute promptly all decisions and resolutions as recorded in the Minutes.
- 4) To receive and deal with all correspondence and documents on behalf of the Council, and where necessary bring such items to the attention of the Council.
- 5) To issues notices and prepare agendas and minutes for all parish meetings and to attend and implement all the decisions made at those meeting
- 6) In consultation with the Chair issue press releases about the activities and decisions of the Council.
- 7) Keep the Chair and Council informed of issues of importance and record or actions to the Council or Committee as appropriate.
- 8) Ensure that the financial regulations and standing orders are current and implemented.
- 9) Organisation and management of Red Lees Garden of Rest
- 10) Organisation and management of Ketley Community Centre buildings

## **b) Policy**

- 1) To monitor the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest amendments.
- 2) Assist as required in the formulation, development, revision, monitoring and reviewing of the Council's policies and objectives.
- 3) Support initiatives of the Council through research and analysis.
- 4) To draw up either personally by initiative or as a result of suggestions by councillors proposals for consideration by the Council, and to advise on the practicability and the likely effects of specific courses of action.

## **c) Personnel**

- 1) To supervise other members of staff in line with Council policy and procedure
- 2) Ensure the proper remuneration of all the council employees whether full-time, part-time or temporary.
- 3) Ensure that all employees are appointed correctly and that the appropriate contractual documentation, in line with current legislation, is issued.
- 4) Fulfil the council's personnel responsibilities particularly with regard to employee records, advice, statutory sick pay, statutory maternity pay pension rights, discipline, grievance etc.
- 5) Ensure the efficient and effective performance of all the council's employees.
- 6) Ensure the proper safety of all council employees whilst at work as prescribed in The Health and Safety at Work Act.

## **d) Finance**

- 1) The proper control of all the Council's dealings including necessary records (whether legally required or not)
- 2) The application of budgetary control of all the Council's expenditure and income.
- 3) The preparation of budgets of expenditure and revenue for consideration by the Council.
- 4) The investment and security of the Council's finance to the best reasonable advantage.
- 5) The proper care and security of all cash and the monies of the Council in collection and banking.
- 6) Submission of all necessary records and documents to the Council's appointed Auditors and secure the auditors final approval
- 7) Ensure that the Council is presented with the annual audit approval and comments.
- 8) The proper care, security and adequate insurance of all the Council's assets.
- 9) To seek the most advantageous purchasing terms for the council.

## **e) General**

- 1) To oversee the execution of work undertaken on the Council's behalf.
- 2) To ensure confidentiality of all matters relating to the Council at all times.
- 3) Liaise with the Borough of Telford & Wrekin, Government Departments and other Agencies as necessary.
- 4) Liaise with local organisations as necessary.
- 5) To attend training courses on the role and work of the Clerk as required by Council.
- 6) To attend conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies as a representative of the Council as required
- 7) To organise and attend Civic functions as directed by the Council, and to advise the chairperson on all matters of civic protocol.
- 8) To act as a representative of the Council as required.
- 9) Undertake any other duties which may from time to time be reasonably required by the Council.
- 10) To cover the duties of any administrative staff during holidays and periods of sickness.

## **f) Any other duty or function as required by resolution of the Council**