



Clerk of the Council
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Greenham, Berkshire RG19 6HW

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www.greenham.gov.uk
01635 564900

Recruitment Information Pack

Job Title:	CLERK TO THE COUNCIL
Reports to (line manager):	Chairman of the Council
Accountable to:	The Council
Key accountabilities:	All Council staff, property and resources

INTRODUCTION

Thank you for responding to the Council's recent advertisement for this post. We hope that you find this Recruitment Information Pack of assistance in deciding whether to apply.

The information is arranged as follows:-

- The role of a Clerk to the Council
- The application and selection process
- The job advertisement
- The job description
- The person specification

Enclosed with this Recruitment Information Pack is an application form (CVs alone will not be acceptable).

This Recruitment Information Pack will not form part of any subsequent Contract of Employment.

Further information about the Council can be found at www.greenham.gov.uk

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview please let us know.

Closing date for receipt of completed applications is 5:00 p.m. Monday 6 March 2017. Interviews are planned for Tuesday 14 March 2017.

Should you wish to have an informal discussion prior to submitting your application, please feel free to contact me on 07799 888444.

Cllr Julian Swift-Hook
Chairman
Greenham Parish Council

ROLE OF THE CLERK TO THE COUNCIL

Why become a Clerk?

Becoming a Clerk to a Parish or Town Council is one of the most rewarding jobs in a local community - a competent Clerk underpins a good Council.

The role of Clerk is to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support. Being a Clerk puts you in the centre of things.

Parish and Town Councils are part of Local Government in West Berkshire together with West Berkshire District Council (WBC - a Unitary Authority).

West Berkshire Council is responsible for strategic services such as highways, education, libraries, social services, strategic planning and refuse disposal. It is also responsible for local services including housing, local planning and refuse collection.

Parish and Town Councils are often viewed as the part of government closest to the people. Greenham is one of the largest parish councils in West Berkshire.

They are the only local government tier that represents residents at Parish and Town level. Parish and Town Councils can “precept” – raising a local tax each year, paid as part of Council Tax, to improve facilities and services for local people.

Their powers and duties cover many things that we may take for granted where we live and can include the provision and maintenance of allotments, burial grounds and public monuments, public clocks, halls, some street lighting, litter bins, car parks, public lavatories, rights of way, roadside verges, bus shelters, swimming pools and village greens.

Parish Councils are consulted on, and can comment on, planning applications, and can be represented at public inquiries. Similarly they advise the District authorities on the views of residents, and especially on priorities for local investment.

Most Council meetings are open to the public. The meetings are led by the Chairperson and advised by the Clerk to the Council who is there to see that business is conducted within the law.

What does the Clerk to the Council do?

The enclosed job description lists the duties in detail but the main duties of the job can be summarised as:

- To ensure that the Council conducts its business lawfully;
- To administer all the Council's paperwork;
- To ensure that meeting papers are properly prepared and that councillors and public are aware of meeting times;
- To communicate and carry out the Council's decisions;
- To organise and manage the provision of the Council services;
- To organise and oversee the implementation of projects;
- To manage and lead the Council's staff;
- To communicate and market the Council services and facilities;
- To keep property register and other legal documents;
- To keep up to date by training/qualification/professional development.

The key duties and responsibilities of the post are in the job description included in this pack.

Like everything else in life, once you know how to do it it's a very rewarding role.

It is important to understand however that being a Clerk to a Parish or Town Council is a job not a spare time activity!

Fundamentally the job is no different for large or small Councils. What is different however is the amount of time needed to deal with the volume of business.

Most Council meetings are held in the evening, so being a Clerk is not just a daytime activity.

Skills and attributes needed

Clerks usually pride themselves in having a good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people.

The key attributes required are detailed in the person specification included in the Pack, but underlying these qualities is a sense of public duty - of wanting to help others in the community.

APPLICATION SELECTION PROCESS

Selection Process

The recruitment process will include:

- Shortlisting, based on the information submitted in the application form;
- Assessment against the person specification, and
- Selection interviews, with a panel of interviewers consisting of Councillors of Greenham Parish Council.

You should complete the enclosed Application Form in full and not disregard any section.

CV s are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short listing process.

You will be required to show documentary proof of any qualifications you may claim to hold.

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do.

If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and/or unfair discrimination including on the grounds of any protected characteristic in accordance with the Equality Act 2010.

We will appoint purely on merit and suitability for the post on offer.

Further Information

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

Further information can be found at www.greenham.gov.uk.

JOB ADVERTISEMENT



Clerk to the Council

**SCP 30-34 - £26,822- £30,153 p.a. (pro-rata) depending on skills and experience
Circa 25 hours per week.
Flexible working pattern to be agreed.**

Greenham Parish Council in West Berkshire needs a driven, motivated and high performing individual to take on the role of Clerk to the Council and drive the delivery of the Council's objectives.

Applicants need to be able to demonstrate they have the necessary strategic vision and leadership skills in addition to having previous experience of working in Local Government, including formal Committee work (e.g. agenda preparation, minute taking).

Applicants must also have proven experience of line management of staff, financial management, and strong communication skills with the ability to maintain relations with the public and key external bodies and have a willingness to identify and pursue ongoing personal development opportunities.

Greenham is a very attractive place to live and work and you could help our Council promote its services and uphold a good reputation within the local community. For further information on this role, please download a recruitment pack from www.greenham.gov.uk or write to the Chairman, Councillor Julian Swift-Hook at julian@swift-hook.co.uk

Greenham Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

Closing date for receipt of completed applications is 5:00 p.m. Monday 6 March 2017. Interviews are planned for Tuesday 14 March 2017.

JOB DESCRIPTION

Job Title:	CLERK TO THE COUNCIL
Reports to (line manager):	Chairman of the Council
Accountable to:	The Council
Key accountabilities:	All Council staff, property and resources

Job Purpose

The Clerk to the Council is the Proper Officer of the Council and as such is under statutory duty to carry out all functions and in particular to serve or issue all the notifications required by law of a local council's Proper Officer.

The purpose of this role is to ensure the Council is run and operates in line with relevant laws and statutory obligations.

Key Accountabilities

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 council'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 properly observed and implemented.
4. To be responsible as the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council and to ensure that the duties of this statutory role are correctly performed.
5. To manage the Council's employees effectively.
6. To be the Council's principal adviser on policy and service delivery matters.
7. To be responsible for ensuring compliance with all aspects of Health and Safety legislation.
8. To manage the provision of Council services, buildings, land and resources.
9. To promote the Council.
10. To be responsible for ensuring that the reasonable instructions of the Council in connection with its function as a Local Council are carried out, to produce all the information reasonably required for making effective decisions and to implement constructively all decisions.

Key Duties and Responsibilities

Leadership and staff management

1. To provide a positive role model for employees, to inspire them to promote the Council and to uphold the good reputation of the Council within the wider community.

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2. To provide strong, inspirational and effective leadership and direction to Council staff.
3. To arrange and/or undertake staff annual performance appraisals.
4. To undertake necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
5. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.

Statutory and policies

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, agendas for meetings of the Council and Council Committees in accordance with all statutory requirements, and prepare minutes for approval.
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 the assistant clerk, and to maintain Councillor attendance records.
6. To issue notices and prepare agendas and minutes for the Annual Meeting and to attend the Annual Meeting.
7. To implement the decisions made by the Council.
8. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the decisions or the known policy of the Council and when appropriate, bring relevant items to the attention of the Council.
9. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc. on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
10. 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, including matters relating to Greenham Common.
11. To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
12. 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.

13. To act as the official representative of the Council at meetings of other relevant organisations as required.
14. To take appropriate action to ensure that all Council elections and co-options are arranged and held successfully.
15. 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.
16. To implement the Council's key objectives, policies and protocols to guide its work and help the Council to allocate resources effectively. In addition, to monitor the implemented policies to ensure they are achieving the desired result and where appropriate suggest modifications.

Responsible Financial Officer

1. As the Responsible Financial Officer (RFO), to provide general advice as appropriate on the budget preparation process, the presentation of budget estimates and precept proposals to Committees and the Council and ensure that all Management Reports are reported to the Council and the statutory External Audit requirements are completed each year.
2. As the Responsible Financial Officer, to ensure that Council's budget is prepared and balanced and accounts raised and invoices paid, and to prepare records for audit and VAT purposes.
3. To act as the Council's principal adviser on financial matters and to be responsible for the careful administration of the Council's finances.
4. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that the Council's Financial Regulations are correctly observed, implemented, and regularly reviewed, and recommend revisions where necessary.
5. To ensure that the Council's finances are effectively managed and monitored and to advise the Council on its financial forward plan, strategy and policies.
6. To advise on, prepare, and present the annual estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements to Committees and the Council.
7. To ensure that all Management Reports are reported to the Council and the statutory external audit requirements are completed each year.
8. To monitor and manage the Council's budget expenditure and income and provide Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.
9. To ensure that the Council's obligations for financial risk assessment are properly met.
10. To report on invoices for goods and services to be paid for by the Council and to ensure such accounts are paid.
11. To ensure that:
 - a. all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - b. all payments made to the Council are recorded, any necessary receipts issued, all cash

- and cheques received banked and all associated records kept and any queries are investigated and resolved
 - c. invoices are prepared and issued promptly on behalf of the Council for goods and services supplied and to ensure payment is received
 - d. all necessary records in connection with the above are properly maintained
 - e. all necessary administration and banking procedures are arranged to ensure that all full and part time staff wages and salaries are paid
 - f. petty cash and imprest accounts are operated properly and all associated records are accurately maintained
 - g. all relevant rents or charges are collected for relevant Council services and facilities
 - h. all necessary HM Revenue and Customs, VAT, SSP and pension financial returns and/or payments (including RTI submissions) are completed and dispatched on time
 - i. records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - j. appropriate financial and other IT systems are in place and operated securely
12. To monitor and ensure that the Council's accounts are balanced and that the Council is informed of the ongoing financial situation.
 13. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
 14. To work closely with internal and external audit to ensure financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the relevant Committee.
 15. To ensure that appropriate and adequate insurances are maintained and an annual asset inventory is carried out.
 16. To advise the Council on, and to generate funds for council programmes and initiatives by way of grants and sponsorship etc.
 17. To ensure that all surplus Council funds are invested securely and to maximise income.

Press, public relations & liaison and other partnerships

1. To maintain effective and positive press and public relations and prepare and publish press releases about the activities and decisions of the Council in consultation with Council and Committee Chairpersons and Vice Chairpersons.
2. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the interests of the Council with all relevant external organisations or individuals.
3. To develop effective liaison and an effective working partnership with other Councils and public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council has the opportunity to play a full and effective role in issues affecting the area.
4. To work to improve, develop, maintain and up-date the Council's website.
5. To maintain an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan or Core Strategy, the Local Strategic Partnership and the Emergency Plan, and advise Councillors accordingly.

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6. To be the principal adviser to the Council on matters of ceremony and civic protocol, and develop relevant cultural, community and commercial links.
7. To make appropriate arrangements for civic functions and occasions and to attend same on behalf of the Council.
8. 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.

Continuous professional and personal development

1. 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 continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Other

1. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.
2. To work towards the achievement of the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.

PERSON SPECIFICATION

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Qualifications and Experience

<i>Essential</i>	<i>Desirable</i>
<p>At least three years' previous experience of working as a Parish or Town Clerk or in a relevant Local Government sector.</p> <p>Proven experience of the following:</p> <ul style="list-style-type: none"> • formal Committee work, agenda preparation and minute taking; • dealing with the public; • budget setting, monitoring processes, controls and financial management reports 	<p>Knowledge of the governance and legal framework in which the Councils operate</p> <p>A track record of successful external grant applications and ability to obtain funding from non-traditional sources.</p>
Proven staff leadership and management experience	Be able to show a knowledge of importance of good public relations and how to raise the Council's profile in the community
Good organisational and administrative experience and the ability to prioritise	Certificate in Local Council Administration (CILCA) or equivalent qualification
Strong interpersonal skills	Commitment to continual professional development and a willingness to study
Ability to form and maintain sound working relationships with key internal and external stakeholders	<p>Good working knowledge of:</p> <ul style="list-style-type: none"> • employment practice and legislation • Health and Safety law • laws and procedures relating to local councils, including in relation to the planning process
Solid oral and written communication skills, including ability to assimilate and present complex information coherently and concisely	
Good working knowledge of Microsoft Office software	Interest in using and learning IT systems

Personal Qualities and Other Requirements

<i>Essential</i>	<i>Desirable</i>
Self-reliant and self-motivated with the drive, commitment and initiative to achieve results and motivate others	Commercially astute to ensure best “value” for the Parish Council
Trustworthy with confidential information	Business perspective and acumen
Ability to demonstrate tact and diplomacy	Sensitivity to working in a political environment
Ability to exercise sound judgement and lead by example in ensuring the standards of conduct and integrity.	
Availability and willingness to attend evening Council meetings	Current driving licence

APPLICATION FORM

Job Title:	CLERK TO THE COUNCIL
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Greenham Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form to provide the best chance of obtaining an interview. **Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets. Please ensure pagination is retained.**

<i>Personal Details</i>			
Name		Preferred title	
Address			
		Postcode	
Home Tel			What is your preferred contact phone number in connection with this application? Please tick.
Work Tel			
Mobile			
Work Email			What is your preferred contact email address in connection with this application? Please tick.
Personal Email			

Outside Interests or Non-vocational Experience

Please give details of any outside interests or non-vocational experience which you feel will support your application.

Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

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Please give details of your education and qualifications obtained plus those currently being pursued.

School/college/university	Date from	Date to	Subjects studied, qualifications obtained

You will be asked to provide evidence of your qualifications.

Professional Institute Membership

Please give details of any relevant professional or technical bodies of which you are a member.

Name of Institute/Professional Body	Level of Membership	Year of Award

Training Courses

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title & Duration	Provider	Date

Current or most recent employment

Employer			
Address			
			Postcode
Job Title			Current/final salary:
Date Commenced:		Date left or Notice Period Required:	

Please provide a brief description of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)

Why do you/did you wish to leave your current/most recent job?

Employment History

Please list your previous employment history in chronological order, using a separate sheet if necessary, and please give reasons for any gaps in your employment history.

Name & Address of employer	From	To	Job Title, main responsibilities	Reason for leaving

Relevant skills, experience and knowledge

Please give your reasons for applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Person Specification and ensure you cover all of the criteria set out for this post. This should include information about any period not accounted for in the section above by full time employment or education and training (and if appropriate, voluntary work). Please use a separate sheet if necessary and/or attach any supporting documents.

Prevention of Illegal Working

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Do you require permission or a work permit to take up employment in the UK?	Please write “Yes” or “No”:	
Are there any restrictions on your residing in the UK?	Please write “Yes” or “No”:	

Driving and Driving Licence

Do you hold a current full driving licence?	Please write “Yes” or “No”:	
If “Yes”, What type/class of licence?		
Do you have any current endorsements or are you currently banned from driving?	Please write “Yes” or “No”:	
If “Yes”, please provide details:		
Are you a car owner or do you have access to a car?	Please write “Yes” or “No”:	

References

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers, including your current employer if applicable.

Name:	Name:
Address:	Address:
Email:	Email:
Tel No:	Tel No:

May we obtain references prior to interview?	Please write “Yes” or “No”:	
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References will be obtained and their authenticity checked if you are to be offered the appointment.

Relationships

Are you, to your knowledge, related to, or do you have any relationship with, an Elected or Co-opted Member or an employee of the Council?	Please write “Yes” or “No”:	
If “yes”, please give details.		

Declaration and Data Protection Act Consent

I declare that all the foregoing details given in this application are true to the best of my knowledge and belief, and I understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed by the Council only for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Signed	Date
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Notification of Vacancy

How did you find out about this vacancy?	Advertisement	Word of mouth	Other
If ‘advertisement’ in which publication or if ‘other’ please explain.			

ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

Please return the completed application form to recruitment@greenham.gov.uk

Return by email is preferred. However, if you return by post, please send to:
Chair of Greenham Parish Council, Liberty House, Greenham Bus Park, Greenham, RG19 6HW

Please mark the envelope “Strictly Confidential – Application for post of Clerk to Greenham Parish Council”. If you would like a written acknowledgement of receipt please enclose a stamped addressed envelope when submitting this application form.

INTERVIEW ARRANGEMENTS

We will contact you with interview details, should you be successful in reaching this stage of the recruitment process.