



STOCKSFIELD PARISH COUNCIL

JOB DESCRIPTION – CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council 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 law, of a local authority's Proper Officer. The Clerk will be totally 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 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. 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 the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances. The Clerk will also be the Data Protection Officer, responsible for advising the Council on and monitoring compliance with the General Data Protection Regulations (GDPR) and other data protection laws.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed, in accordance with Stocksfield Parish Council's Standing Orders.
2. To ensure that all of the Council's policies are implemented, and to keep an up-to-date register and copies of the policies, with a record showing the date of the Council meeting when each policy was approved and when each is due for review.
3. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, in accordance with Stocksfield Parish Council's Financial Regulations and Standing Orders.
4. To ensure that the Council's obligations for risk assessment are properly met, in accordance with Stocksfield Parish Council's Standing Orders.
5. To ensure that the Council's collection and processing of data comply with the GDPR and the Data Protection Act 2018, in accordance with Stocksfield Parish Council's Data Protection Policy.
6. To maintain a register of the Council's assets, and to produce it for inspection by Councillors or members of the public when requested.

7. To effect all insurances and negotiate all claims on the Council's insurers, and to inform the Council immediately of any new risk which requires to be insured, and of any alterations affecting existing insurances.
8. To prepare, in consultation with appropriate members, agendas for meetings of the Parish Council, to attend such meetings and to prepare minutes for approval.
9. To attend all full meetings of the Council, and attend meetings of the Council's Advisory Groups where necessary.
10. To issue notices and prepare agendas for a parish meeting that may be convened in accordance with Section 15(1) Local Government Act 1972 and to attend and prepare minutes for such annual parish meetings as may be convened by the Chair of the Parish Council.
11. 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 the instructions of, or the known policy of, the Council.
12. To monitor the quality of the environment in the area covered by the Parish Council, taking account of issues raised by members of the public, and to draw the Parish Council's attention to health and safety risks and action required. To liaise with Northumberland County Council, where appropriate, on action required in relation to the wellbeing and health and safety of local residents.
13. To supervise and direct the work of contractors and their staff, in keeping with the policies of the Council, and to undertake all necessary activities in connection with co-ordinating and monitoring this work.
14. To procure goods and services on behalf of the Council, having due regard to value for money. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
15. To be responsible for the physical resources of the Council, including repair and maintenance, security and stock control.
16. To study reports and other data on the 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 and discussion by the Council.
17. To draw up, both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and to advise on the practicability and likely effects of specific courses of action.
18. To monitor the implemented policies of the Council to ensure they are achieving the desired result, and where appropriate, suggest modifications.

19. To act as the representative of the Council as required.
20. To take overall responsibility for the Parish Council's communications, including the production of the Parish Council newsletter and regular updating of the content of the Parish Council's website.
21. In consultation with the Chairman, to prepare press releases about the activities of, or decisions of, the Council.
22. To disseminate information on external funding to voluntary and community groups operating in the area covered by the Parish Council.
23. To work towards achieving the Certificate in Local Council Administration (CiLCA), and to attend training courses or seminars on the work and role of the Clerk as required by the Council.
24. To continue to acquire the necessary organisational, procedural and policy professional knowledge required for the efficient management of the affairs of the Council, for example via membership of the Society of Local Council Clerks.
25. To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

Date reviewed or amended: 04/01/21