



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
TR5 0TL

01872 553801

clerk@stagnes-pc.gov.uk
www.stagnes-pc.gov.uk

JOB DESCRIPTION

Job title: Parish Clerk & Responsible Financial Officer

Responsible to: Council

Main purpose of job:

Ensuring the legal and effective operation of the Council

Reviewing and advising on policies and procedures relevant to the Council as a whole

Overseeing all staffing matters as the head of paid staff, and to provide overall leadership and direction to a well-managed team

Holding responsibility for revising and monitoring the annual budget, advising the Council with informed data

Administering and advising at Full Council meetings

Administering and advising at Human Resources Committee meetings

Liaising with partners to harness beneficial relationships for the Council

Conduct research, and then advise on, future strategy for the Council as a whole

Key functions:

The Clerk is the Proper Officer of the Council and as such is under a statutory duty to ensure that the Council's civic and administrative functions and services are performed professionally, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. 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's key functions include, but are not limited to, matters of: Human Resources, Policy, Strategy, Finance, Services, Democratic process, and Council internal structures.

The Clerk will:

- ensure that the Council's Standing Orders and Financial Regulations are observed and implemented.
- 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.
- be accountable to the Council for the effective management of all its resources – with the ability to delegate tasks amongst staff.
- manage the Council's employees effectively.
- oversee the provision of Council, buildings, land and resources.
- oversee the provision of Council services – notably working alongside the Library Manager to ensure the effective running of St Agnes Library.
- take a flexible approach in order to meet the requirements of the job.
- undertake other duties that may be required from time to time within the general scope of the post.

Governance responsibilities

- To ensure that legal, statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise Councillors on all meeting procedures and regulations.
- To ensure the Council's obligations to insure are properly met.
- To be the Council's principal advisor on all policy issues. 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.

- To monitor the implemented policies of the Council and ensure they are achieving the desired result and where appropriate suggest modifications.
- To keep services and activities under continuous review and, in conjunction with other staff, to identify, plan and implement improvements required in quality, efficiency and effectiveness.
- To prepare, in consultation with appropriate members of the Council, agendas for meetings of the Full Council and Human Resources Committee in accordance with all statutory requirements and to ensure publication.
- To attend Full Council and Human Resources Committee meetings and prepare minutes for approval and ensure publication other than where such duties have been delegated to another officer.
- To issue notices and prepare agendas for the Annual Meeting; to attend, produce minutes and implement the decisions made at the Annual Meeting.
- 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.
- To negotiate, 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, except where delegated to another officer.
- 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.
- To identify, establish and manage specific projects as directed and agreed by Council unless delegated to another officer.

Personnel responsibilities

- To head the Council's paid service and manage all members of staff by undertaking all necessary activities in connection with the management of salaries and conditions of employment, in keeping with the policies of the Council and employment law.
- 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 fair treatment of all employees.
- To undertake staff performance appraisals (unless delegated to another managerial officer) and reviews on a regular basis and to deal with any matters for praise, performance, attitude, behaviour, capability, conduct, disciplinary, grievance or redundancy issues in accordance with the Council's policies and procedures.
- To attend training courses, conferences (in particular those of the Society of Local Council Clerks) and other events on the work and role of the Parish Clerk as required by the Council and to engage in meaningful Continuing Professional Development.
- To assist in identifying, and encouraging attendance at, relevant training courses for staff.
- To assist in identifying, and encouraging attendance at, relevant training courses for Councillors.
- To take appropriate action to ensure that all Council elections are arranged and held successfully.
- To ensure an induction process is in place for new staff, and, in conjunction with other relevant officers, to carry out the process.
- To ensure an induction process is in place for new Councillors, including maintaining a "New Councillor Pack".
- To ensure compliance with the Data Protection Act 2018 and the General Data Protection Regulations 2018.

External responsibilities

- To act as the representative of the Council, engaging with the general public as required, to be an ambassador for St Agnes Parish Council and to attend appropriate public and civic occasions, as necessary.
- To liaise and engage with a wide range of stakeholders such as resident groups, contractors, local government officers and local health agencies.
- To research reports and other data on activities or potential activities of the Council, and on matters bearing on those activities; and where appropriate to discuss such matters with consultants and specialists in relevant fields, with a view to producing reports and making recommendations for discussion and decision by Council.

- To maintain effective and positive press and public relations.
- To act as the official representative of the Council at meetings of other relevant organisations as required.
- To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views and interests of the Council with all relevant external organisations or individuals.
- To develop effective liaison and an effective working partnership with other relevant Parishes and Cornwall Council together with 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.
- To have overall responsibility to ensure that the Council's website is reviewed and updated.
- To be the principal advisor to the Council on matters of ceremony, civic protocol and develop relevant cultural community and commercial links.
- To be actively involved in national and local issues and conversations within the sector.

Finance responsibilities

As the Council's Responsible Financial Officer to:

- have overall responsibility for all financial procedures, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including:
 - carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.
 - act as the Council's principal advisor on financial matters, and to be oversee the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.
 - ensure that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan strategy and policies.
 - advise the Council and its Committees on and preparing the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual Precept requirements.
 - monitor and manage the Council's budget expenditure and income
 - ensure that all Management Reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken.
 - ensure that all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally.
 - ensure records, returns and public notices for the annual audit are prepared and the necessary public notices displayed.
 - ensure appropriate financial IT systems, including accounts package and on line banking, are in place and operated securely.
 - ensure that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured or mitigated as appropriate.
 - ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed
 - advise the Council on and assist in the raising of funds by way of loans, grants and sponsorship etc by following the necessary consultations and processes.
 - ensure that all surplus Council funds are invested securely and income maximised.

Other relevant documents

Details are contained within the contract of employment and the employee handbook.