

## **LEIGH PARISH COUNCIL**

### **JOB DESCRIPTION**

**Job Title:** Clerk to the Council

**Responsible to:** Chair of the Council

**Responsible for:** All Council staff, property and financial resources

#### **Job Purpose**

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 authority'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 correctly observed and implemented.
4. To be the Council's principal adviser on policy matters, manage the provision of Council services, land and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

#### **Key Duties and Responsibilities**

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 prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council in accordance with all statutory requirements and prepare minutes for approval
3. To ensure that all meetings of the Council clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
4. 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.
5. 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.

6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. 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.
8. To provide general advice as appropriate and support the Responsible Financial Officer 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.
9. 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.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the official representative of the Council at meetings of other relevant organisations as required.
12. To develop effective liaison and an effective working partnership with other relevant District and County Councils, 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.
13. To work to improve and up-date the Council's website.
14. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly.
15. To take appropriate action to ensure that all Council elections are arranged and held successfully.
16. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
17. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.