

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

Appointment of

Parish Clerk

RECRUITMENT INFORMATION PACK

April 2022

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

INFORMATION BOOKLET

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This Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post or you would like an informal discussion on the role, please email burtonclerk@gmail.com or call the Clerk on 01509 889770.

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 APPLICATIONS: 6 p.m. on Friday 6th May 2022

Completed applications should be marked 'Private and Confidential' and addressed to:

**Burton on the Wolds, Cotes and Prestwold Parish Council
7 St Andrews Close
Burton on the Wolds
Loughborough
Leicestershire
LE12 5TJ**

Or emailed to: burtonclerk@gmail.com

1. PROFILE OF THE COUNCIL

- **The Villages**

The Parish Council is made up of the three Wards of Burton on the Wolds, Cotes and Prestwold; there are currently 1,000 on the electoral role. Burton on the Wolds has a primary school, a playgroup, a pub and a petrol station with a small shop. Cotes is a hamlet and Prestwold is also a hamlet, adjacent to Prestwold Hall and Prestwold church. The parish lies within the administrative areas of Charnwood Borough Council and Leicestershire County Council.



- **The Parish Council**

The Council has eight elected members, who serve for a four-year period (next election May 2023); six councillors represent Burton on the Wolds, with one councillor each for Cotes and Prestwold. Full council meetings are held on the first Tuesday on each month (7.30pm) with an Annual Parish Meeting in early May. The Parish Council has two committees which meet on an ad hoc basis. The Parish Council endeavours to meet local needs by responding to written requests, informal discussions and matters raised by the public at monthly Parish Council meetings.

- **Facilities**

The Parish Council is currently responsible for a small play area, at Hubbard Road, as well as having joint responsibility for a larger play area with recreational and play facilities, Towles Fields, including owning the Pavilion and garage. The Parish Council is responsible for a community woodland, known as the Plantation, as well as the allotments and land around Hubbard Road, which was transferred from the developer in 2014. The Parish Council works alongside the Village Hall Management Committee, the Playing Field Association and the Parochial Church Council (burial ground) to deliver services for the community.

- **Finance**

Burton on the Wolds, Cotes and Prestwold Parish Council currently has an annual precept of circa £32,500.

- **Staffing**

The Clerk is the only employee of the council. The Parish Councillors and members of the committees are all volunteers.

- **Current matters facing the Council**

The Parish Council is a consultee on all planning applications within the parish area and these are discussed at meetings of the full council. Large-scale applications currently present a significant challenge. The management of the community woodland, the Plantation, is an ongoing project with a committee which oversees both the management and regular volunteer mornings to carry out maintenance work. The village hall management committee is currently the responsibility of the Parish Council and meets on an ad hoc basis.

2. JOB ADVERTISEMENT

Parish Clerk Vacancy

Applications are invited for the position of Parish Clerk to Burton on the Wolds, Cotes and Prestwold Parish Council.

Burton on the Wolds, Cotes and Prestwold is a small, but busy parish, with an electorate of around 1,000. There are eight Councillors covering three Wards. In addition to monthly Council meetings there is a Plantation Management Committee which meets approximately six times a year.

The post is for 14 hours per week, including attendance at evening Council meetings held at Burton on the Wolds village hall, and committee meetings held at the playing field pavilion in Burton on the Wolds.

The successful applicant will work from home and be well-organised and self-motivated to ensure that work is prioritised and completed in a timely manner. You will be required to provide professional support and guidance in all aspects of the Parish Council's work, including procedure and finance. Previous experience is desirable but not essential as full training will be provided.

Starting salary: approx. £11.00 to £13.00 per hour depending on experience

Please contact the Clerk for an application pack with job description, person specification and application form.

Anyone wishing to have an informal discussion with the outgoing Clerk can contact her on 01509 889 770 or by emailing burtonclerk@gmail.com

The closing date for applications is 6pm on Friday 6th May 2022.

Interviews will take place week commencing 16th May 2022.

3. JOB DESCRIPTION

Clerk and Responsible Financial Officer to the Council

Overall Responsibilities

1. 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 and to ensure the correct observance and implementation of the Council's Standing Orders.
2. 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.
3. 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.
4. The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
5. The Clerk to the Council is the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council, acting as principal adviser on financial matters and being responsible for the careful administration of the Council's finances.

Specific 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 meeting procedures and regulations.
2. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval and to deal with all agreed Clerk's actions there from.
3. To prepare press releases about the activities of, or decisions of, the Council.
4. 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 instructions of, or the known policy of the Council.
5. To handle all queries and complaints from the public and press on behalf of the Council.
6. To act as the representative of the Council, as required, including at meetings of other bodies
7. To attend all relevant training in order to carry out the role of Proper Officer and Responsible Financial Officer, including training towards the CiLCA qualification.
8. To ensure the effective management and monitoring of the Council's finances via reports to Council showing Income and Expenditure, budget and annual precept advice.
9. To ensure that:-
 - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally

- 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
 - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
 - all necessary records in connection with the above are maintained
 - all relevant rents or charges are collected for relevant Council services and facilities
 - all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - appropriate financial IT systems are in place and operated securely
10. To ensure that the Council's obligations for 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.
 11. 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, and to ensure that appropriate and adequate insurances are maintained and an annual inventory is carried out.
 12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
 13. 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.
 14. To work to improve, develop and up-date the Council's website.
 15. To have an understanding of planning and development issues as they affect the Council area and advise Councillors accordingly.
 16. To take appropriate action to ensure that all Council elections are arranged and held successfully.
 17. To attend the Annual Parish Meeting for Burton on the Wolds, Cotes and Prestwold and prepare the agenda and minutes thereof.
 18. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

4. PERSON SPECIFICATION

CLERK TO THE COUNCIL

	<u>Essential</u>	<u>Desirable</u>
Education	<ul style="list-style-type: none"> • Good general education with a minimum of 2 GCSE's to include English and maths grade C and above or equivalent 	<ul style="list-style-type: none"> • Certificate in Local Council Administration or willingness to obtain within an agreed timescale
Work Experience	<ul style="list-style-type: none"> • Experience of office administration and financial administration 	<ul style="list-style-type: none"> • Experience of working for a local authority • Experience of dealing with members of the public and working on own initiative
Skills and knowledge	<ul style="list-style-type: none"> • Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges • Advising, supporting and constructive communication with members • Excellent IT skills including the ability to use a wide range of office software, including Microsoft Office • Flexible team player with good interpersonal skills • Excellent analytical and organisational skills • Excellent communication skills both written and oral 	<ul style="list-style-type: none"> • Understanding of Parish Council procedures and protocols • Experience in managing and updating a website
Personal Qualities	<ul style="list-style-type: none"> • Ability to deal with a wide range of people in an impartial, diplomatic and professional manner. • Flexibility of approach, open to innovative and creative ways of working • Ability to work alone and as a member of a team • Methodical and thorough approach to tasks • Ability to anticipate problems and find solutions with a positive attitude • Confident and able to deal with pressure 	
Other	<ul style="list-style-type: none"> • Ability to attend evening meetings • Prepared to work varied hours to meet the needs of the post. • Willingness to undertake relevant training to enhance the role of Parish Clerk 	<ul style="list-style-type: none"> • Full driving licence

6. KEY TERMS AND CONDITIONS OF EMPLOYMENT

General	The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils.
Salary	Initial Salary is approximately £11.00 to £13.00 per hour dependent on experience.
Working Week	The normal working hours are 14 per week.
Hours of Work	The hours of work will be flexible by agreement to include attendance at evening meetings, as required.
Annual Leave	21 working days plus bank and public holidays (pro-rata for part time hours).
Pension	The Council's pension scheme is NEST. The post does not currently require automatic enrolment into the pension scheme, but the scheme is available to all employees.
Probation	3 month probationary period.
Pay Method	Salary is paid monthly, directly by credit transfer to a bank or building society.
Salary Review	The salary is subject to any revisions agreed nationally between NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.
Work Location	Working from home, attending Council meetings at Burton on the Wolds Village Hall and the Pavilion, Towles Fields, as required.
Expenses	An agreed sum is paid as expenses to cover the costs of working from home, use of the telephone line, calls and broadband costs.
Notice Period	After completion of the probationary period, 3 months on either side in writing.

7. APPLICATION AND SELECTION PROCESS

Application Procedure

You should complete the enclosed Application Form in full. CVs 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.

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Parish Clerk

When completed your application form should be sent to:-

The Clerk
Burton on the Wolds, Cotes and Prestwold Parish Council,
7 St Andrews Close
Burton on the Wolds
LE12 5TB

Or by email to burtonclerk@gmail.com

Please mark the outside of the envelope **“Confidential - Application for the post of Clerk to the Council”**.

Selection Process

It is expected that shortlisted candidates will be interviewed by the Council’s Selection Panel at Burton on the Wolds Village Hall on dates to be advised.

Proof of Eligibility to Work in UK

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 opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore 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. However, if you have any questions on the information in the Recruitment Information Pack or any aspect of the appointment or the recruitment process please do not hesitate to contact the Council as set out earlier in the pack.

BURTON ON THE WOLD, COTES AND PRESTWOLD PARISH COUNCIL

APPLICATION FORM

APPOINTMENT OF CLERK & RESPONSIBLE FINANCIAL OFFICER

Burton on the Wolds, Cotes and Prestwold 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 and print where possible.**

PERSONAL DETAILS

Title:

Given name(s):

Surname:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

National Insurance number:

PREVENTION OF ILLEGAL WORKING

Do you require permission or a work permit to take up employment in the UK?

Yes No

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.

Are there any restrictions on your residing in the UK? Yes No

DRIVING LICENCE

Do you hold a current driving licence? Yes No

If "yes" please state type of licence you hold:

Are you a car owner or do you have access to a car? Yes No

Do you have any current endorsements? Yes No

If "Yes", please specify:

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.

EDUCATION AND QUALIFICATIONS (INCLUDING MEMBERSHIP OF PROFESSIONAL BODIES)

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

School, College and/or University	Dates		Subjects studied and qualifications obtained
	From	To	

Please note that you will be asked to produce evidence of your qualifications.

TRAINING COURSES

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

Course Title and Duration	Provider	Date

CURRENT OR MOST RECENT EMPLOYMENT

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date 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 and Address of Employer	Employment Period		Job Title and main responsibilities	Reason for Leaving
	From	To		

RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

Please state below 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 Personal Specification and ensure you cover all of the criteria set out for this job role. 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.

OUTSIDE INTERESTS AND NON-VOCATIONAL EXPERIENCE

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

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. References will be obtained and their authenticity checked if you are to be offered the appointment.

Name: Position: Address: Post Code: E-mail address: Tel. No.:	Name: Position: Address: Post Code: E-mail address: Tel. No.:
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RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with an Elected or Co-opted Member or employee of the Council? Yes No

If “yes”, please give details.

ADDITIONAL COMPETENCY INFORMATION

Give an example of when you have worked successfully as part of a team? What did you do?

Give an example of when you have had to resolve conflict or difficulties within a team? What did you do?

Describe an occasion where you have improved a business process or procedure. What did you do and what was the outcome?

DECLARATION AND DATA PROTECTION ACT CONSENT

I, the undersigned, declare that all the information given by me in this application are true to the best of my knowledge and understand that verification checks may be made and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me. 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 only by the Council 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 _____

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.

RETURN OF COMPLETED FORM

When completed, please return the application form to be received by 6:00pm on Monday 24 January 2022 to:
The Clerk
Burton on the Wolds, Cotes and Prestwold Parish Council
7 St Andrews Close
Burton on the Wolds
LE12 5TJ

Please mark the envelope **“Confidential – Application for the post of Clerk”**.

Or email to burtonclerk@gmail.com