

**CONTRACT OF EMPLOYMENT  
AND STATEMENT OF PARTICULARS  
For  
Parish Clerk and Responsible Financial Officer**

**Dated April 2005**

**1. JOB TITLE**

You are employed in the service of this Council and your appointment is to the post of Clerk of the Council and Responsible Financial Officer.

**2. PLACE OF WORK**

Your usual place of work will be: at your home address, 5 Lulworth Road, Moredon, Swindon SN25 3HF

**3. SALARY**

Your salary is in accordance with Local Council Scale 1/7 and is calculated by pro-rata reference to the standard working week for local government staff which is currently 37 hours.

Subject to satisfactory service, you may progress through the salary scale until you reach the maximum scale.

You are paid monthly by cheque on the 1st Thursday of each Month.

**4. EXPENSES**

Expenses will be paid in reimbursement of items such as copy paper, cartridges, etc; telephone rental and calls, postage, copying etc.;

**4. DUTIES**

The duties of your post are set out in the job description attached which forms part of this contract. The job description may from time to time be amended by agreement between the Council and you to take account of changing legal requirements and the requirements of the Council.

Where any such changes result in a significant increase in your duties and responsibilities you will be entitled to ask the Council to review the salary grade of your post taking into account, where appropriate, advice from any local authority employer or employee body, organisation or trade union.

**5. PROBATIONARY PERIOD (only for new clerk's)**

Confirmation of your appointment will be subject to satisfactory completion of a period of probationary service of six months. During such probationary service you are expected to establish suitability for the post.

**6. TERMS AND CONDITIONS OF EMPLOYMENT**

Your terms and conditions of employment are set out in this contract and the attached job description.

**7. HOURS OF WORK**

Your normal hours of work are 28 per month (7hours per week), and will include attendance at the council meeting, normally on the 1st Thursday of each month, plus

the Annual General Meeting and Annual Parish Meeting which are normally from 7.30 p.m. to 10 p.m. held during April/May.

## **8. CONTINUOUS AND PREVIOUS SERVICE**

Your period of continuous service for statutory rights dates from the above date of commencement of employment with this Council.

If you have previous continuous service with an organisation covered by the Redundancy Payments Modification Orders (1984) (Local Government) (which covers local authorities and related bodies) this will be included in calculating your entitlement of: redundancy payment, sickness allowance, annual leave, notice period (at half rate).

## **9 RECOGNITION OF EXAMINATION SUCCESS**

Whilst you are employed by the Council, should you successfully pass the Certificate of Higher Education, Diploma of Higher Education and Bachelor of Arts (Hons) in Local Policy your salary will be increased by one increment (SCP) on the scale in respect of each level of course.

Such salary progression will not affect, and be additional to, the payment of annual increments to the maximum of your salary scale.

## **10. SICKNESS ALLOWANCE**

There is no company sick pay scheme applicable to your employment. Statutory sick pay will be paid after the first 3 waiting days in accordance with the Regulations. You must complete a self certification form for the first 7 days (including weekends) of absence and obtain a doctors certificate for absence thereafter.

## **11. LEAVE ENTITLEMENT**

Your current leave entitlement is to be a 10 day period per annum plus further days as agreed.

## **12. PERIODS OF NOTICE**

The minimum periods of notice from employer or employee are:

Four weeks or more, but less than two years continuous service. - 1 month.

Two years or more, but less than 12 years continuous service - 2 months.

12 years or more continuous service - 3 months.

## **13. PENSION**

Although it is not compulsory to do so, you are entitled to become a 'pensionable employee' by joining the Local Government Pension Scheme, contracted out under the Social Security Pensions Act 1975.

## **14. CAR ALLOWANCES**

When you require the use of a motor vehicle for the efficient performance of your duties you will be eligible to receive allowances for the use of your private car for all

business mileage in accordance with the National Joint Council for Local Government Services' Scheme.

The car user allowances and rates are reviewed annually by technical advisors with effect from 1st April each year and taken from the figures quoted annually by WALC.

#### **15. INSURANCE**

Personal Accident, Assault and Fidelity Guarantee: The Council will insure you in the course of your duties.

#### **16. GRIEVANCE PROCEDURE**

You may apply in writing to the Chairman of the Council for redress of any grievance relating to your employment or if you are dissatisfied with any grievance relating to your employment or if you are dissatisfied with any disciplinary decision relating to yourself and the Chairman shall report any such application to a duly convened meeting of the Council.

#### **17. DISCIPLINARY RULES**

Before any disciplinary action of any kind is taken against you by the Council written notice giving details of the matter, signed by the Chairman and authorised by the Council, shall be given to you.

## **JOB DESCRIPTION**

### **Meetings**

Attendance at monthly meetings held on 1st Thursday of each month normally at the Parish Hall or J.C.H. Start time 7.30 p.m. to arrive by 7.00 p.m. for setting up.

Attendance at Annual Parish Meeting and Annual General Meeting which usually takes place on the same day in April/May, this meeting starts at 7.00 p.m. arrival for setting up at 6.30 p.m.

To take and produce minutes, to be approved and amended if necessary by the Chairman.

Implement decisions made at the meeting before the next meeting where possible, and report to Chairman.

### **Minutes and Agenda's**

In liaison with the Chairman, prepare Agenda and Minutes and ensure that the Council makes legal decisions and holds effective meetings.

Circulate Agenda's and Minutes to the Councillors, and to those on the Mailing List. Agendas to be delivered to the same by the last Thursday of each month, and copies affixed to the Parish Notice Boards.

Minutes to be delivered as soon as they are ready and at least one week before the next meeting.

### **Correspondence**

Receive and send all Parish Correspondence, file and keep securely.

Keep Chairman up to date with any correspondence received, in particular those with deadlines for reply.

### **Planning**

Attend to Planning Applications. Inform Chairman when applications are received, look up previous history as necessary and send the Councils comments to NWDC to arrive by the given deadline. File and keep securely.

### **General Administration**

Be available to Parishioners during reasonable hours to receive information by telephone, fax or email, answer queries, etc, unless prior confirmation is required by the Council.

Liaise with WCC, NWDC, WALC, the Parish Church, and other bodies or individuals, in connection with Council business.

Correspond or liaise with Groundsman on Recreation Field or Cemetery Sub Committee's instruction when necessary, on work required in the Parish.

Maintain and update documents pertaining to legal legislation, such as Freedom of Information Act, Data Protection, Declaration and Register of Interests, Elections and formal notices of Audit Inspection.

**Cemetery**

Deal with the sale and allotment of plots in the Cemetery, and advise and instruct Funeral Directors regarding interments. Keep the Cemetery Records up to date. Liaise with Cemetery sub committee, on maintenance projects and unusual requests.

**Accounts**

Maintain the Council records and accounts, in accordance with the recommendations of the Internal Auditor and Accounts and Audit Regulations of 1996, which were set up to enforce proper financial controls, prevent and detect fraud and tackle bad debts. Prepare, receive and despatch payments, and give a resume of the financial position at each monthly Council meeting.

Prepare the Account Books, End of Year Return and associated documents with the Chairman regarding, the Internal and External Audit.

Receive visit once or twice a year by the Internal Auditor and provide all documents they may request.

Ensure that the Council has adequate Insurance and that Annual Risk Assessments are carried out.

With the Chairman and Vice Chairman prepare a budget on which the precept calculations will be decided.

**Miscellaneous**

Other duties when reasonably required, at the request of the Council.

Attendance at other meetings, occasionally called by the Council, when necessary.

Attendance at functions or training sessions held by District/County Council or training bodies under approval of the Council.

Maintain confidentiality of information in an independent, objective and professional manner.