



WINDERMERE & BOWNESS TOWN COUNCIL

Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge

CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION

Overall Responsibilities:

1. The Clerk to the Council/Town Clerk will be the “Proper Officer” of the Council and as such is under a statutory duty to carry out all the functions of the Town Council that are required by law.
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 Council’s activities. In particular, the Clerk will produce all the information required for making effective decisions and to implement constructively all decisions.
4. 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. This will entail overseeing the work of the Facilities Officer.
5. The Clerk will be the Responsible Financial Officer and oversee the work of the Financial Officer.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with appropriate members, agendas for meetings of the monthly Town Council, the monthly planning sub-committee and the bi-monthly Policy & Finance Advisory Group. To attend the meetings and prepare minutes for approval.
3. To oversee the work of the Facilities Officer and ensure that the Council’s obligations for managing several community assets are properly carried out. This includes the 6 public toilets facilities, the Council meeting room, the War Memorial, Langrigge Play area, Baddeley Clock and the 30 acres of Elleray Woods and Orrest Head summit.
4. To receive correspondence (letter, email, text and website form) and telephone calls on behalf of the Council and either respond appropriately 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 work with the Communications Advisory Group to ensure that the Town Council’s website and facebook page are kept up to date and relevant. This could include the preparation of press releases in relation to decisions or actions of the Town Council.
6. To assist and support Council in its decision making. This will involve researching and analysing and writing clear concise reports for the agenda.
7. To supervise directly the Finance & Facilities Officer (s) (directly employed) and the Town Steward (independent contractor) and to undertake all necessary activities in connection with the management of salaries, conditions of employment and workload.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

9. To act as the representative of the Council as required.
10. To provide support to Councillors, with adequate advice and training. This will include managing any vacancies or absences, providing procedural advice and information.
11. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
12. Unless already CiLCA qualified, to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
13. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council which could involve attending professional meetings and/or conferences.

Working Conditions:

1. The Clerk will be expected to work between 25 and 30 hours per week. This can be completed flexibly and will be agreed on appointment.
2. Remuneration is pro rata to a range within Points 33 to 41 on the LC3 Scale (£37,568 to £45,648).
3. There is a Council meeting room in the centre of Windermere, which can serve as a useful base and the Clerk's work will be split between a home office and the meeting room. The Council will re-imburse the Clerk for all the requisite items needed (for example, lap-top, printer, scanner, stationery). A fixed allowance is paid to reimburse heating and lighting costs.
4. Travel costs are payable, in line with local government rates. This does not include home to office travel.

Management:

1. The Clerk will manage the Finance & Facilities officer (s) and Town Steward directly. The Clerk will also have overall responsibility for contract management of those contracts which are associated with the operation of the public toilets (cleaning, maintenance etc) and grounds maintenance/horticulture for Town Council owned or operated parks and open spaces.

Adjustment to this Job Description:

From time to time, the detail of the clerk's job description may need to change, depending on the overall role and purpose of the Town Council. Any adjustments will be made in consultation between the Clerk and the Council.