

SHEVIOCK PARISH COUNCIL
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**CONTRACT OF EMPLOYMENT
AND JOB DESCRIPTION**

**AS AGREED BETWEEN
THE NATIONAL ASSOCIATION OF LOCAL COUNCILS AND
THE SOCIETY OF LOCAL COUNCIL CLERKS**

**SHEVIOCK PARISH COUNCIL
And Mrs Nancy Gray**

**CONTRACT OF EMPLOYMENT and JOB DESCRIPTION –
CLERK and Responsible Finance Officer to the COUNCIL**

1. Introduction

- 1.1** This statement sets out particulars of your terms and conditions of employment with Sheviock Parish Council, which are required to be given to you by law.

Your employment commenced on

- 1.2** The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (the ‘Green Book’) applies to your employment save as amended by this contract.

- 1.3** For all new employees confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of not less than 26 weeks. During any such period of service you would be expected to establish your suitability for the post and demonstrate a clear commitment to achieving The Certificate in Local Council Administration if not already held.

- 1.4** A current driving license is a requirement for appointment to this post and it is the responsibility of the employee to inform the Chairman immediately if during the period of employment this requirement is no longer satisfied.

2. Previous Service

Your employment with any other public employer as set out in the NJC agreement will be considered as part of a continuous period of employment with the Council for the purposes of your contract of employment, except for consideration of Probationary Period.

3. Job Title

The title of the job for which you are employed is Clerk and Responsible Finance Officer to the SheviocK Parish Council. The Council has employed you under the provisions of section 112 (1) and (2) of the Local Government Act 1972. The duties of the post are set out in the job description attached to this contract.

The Council may from time to time wish to amend your job description and you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.

4. Declaration of Other Employment

It is a condition of this Contract of Employment that you inform the Council of any alternative employment you undertake, in order to ensure that no tax or insurance liabilities will accrue to the Council. The Council also reserves the right to require that any other employment that you undertake does not conflict with the role or standards required to be undertaken or met in the public office of the Clerk and Responsible Finance Office to the Council.

5. Place of Work

Your usual place/s of work is: Bill Warren Room, SheviocK Memorial Hall, Crafhole, Cornwall, PL11 3DG.

6. Salary

6.1 Your salary is in accordance with the current NJC spinal column point **15** and is calculated by pro-rata reference to the standard working week for local government staff of 37 hours.

6.2 Subject to satisfactory performance, you will progress automatically through the Salary scale by annual increments until you reach the maximum of the scale. Your first increment will be payable on 1st April 2011 and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual review, or award an additional increment for exemplary performance if it chooses to do so.

7. In addition one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- The Certificate in Local Council Administration and other relevant qualifications such as:
- Certificate in Local Policy Studies First Year
- the Certificate in Local Policy Studies

- the Diploma in Local Policy Studies
- BA (Hons) Degree Local Policy Studies (University of Gloucestershire).

8. Your salary will be calculated on the basis of a record of actual hours completed each month that are submitted and agreed by the council and will be paid by cheque at the first Parish Council meeting following the month when the hours are completed.

9. Expenses

Any travel, mileage, subsistence expenses incurred by you and approved by the Council will be paid at the agreed NJC rate laid down at the time. Receipts and invoices must be submitted in support of all claims and the Council reserves the right to refuse to pay unsupported claims. Claims for travel, mileage, subsistence expenses will normally not be considered if they are submitted more than 3 months after they have been incurred.

10. Appraisal

You will receive an annual Appraisal/Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

11. Hours of Work

11.1 Your hours of work are up to a maximum of 10.5 hours per week.

11.2 A minimum of six hours per week will be spent at the place of work spread reasonably equally, always on Tuesday and Wednesday 4pm until 5.30pm and three more hours (times are flexible).

11.3 In accordance with the Flexible Time Working Regulations (Employment Act 2002) you may apply, in writing, for flexible working time conditions on the grounds that you have a child of an age that meets the provisions of the Act. The Council retains the right to refuse this application on reasonable objective business grounds. If so, the Council must provide you with reasons in writing.

11.4 In accordance with the Works and Families Act 2006 you may apply, in writing for flexible working time conditions on the grounds that you are a carer of an adult who meets the provisions of the Act. The Council retains the right to refuse this application on reasonable objective business grounds. If so, the Council must provide you with reasons in writing.

12. Additional Hours

12.1 If you are required to work more than your normal working hours servicing the Council and its committees or external events, you will be reimbursed at the

normal NJC rate for these hours or you may take time off in lieu at a time agreed between you and the Council.

- 12.2 Additional hours worked over and above the normal working week of 10.5 hours servicing the Council and its committees or external events, will be reimbursed at the normal rates at a time agreed between you and the Council.
- 12.3 Additional hours required to be worked must be approved by the Council.

13. Annual Leave

- 13.1 The calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to twenty working days' leave in each leave year (pro rata for part time employees). The leave year runs from 1st April to 31st March.
- 13.2 Your leave entitlement will increase to twenty-five working days per year (pro rata for part time employees) when you have completed not less than five years of continuous service immediately prior to the commencement of the leave year.
- 13.3 In addition to normal bank and public holidays, you will be entitled to two extra statutory days (the timing of these extra-statutory holidays will be by mutual arrangement and must be taken at times convenient to the Council).
- 13.4 If you join the Council from another authority or other qualifying public body, your previous service will be taken into account in calculating your holiday entitlement.
- 13.5 If your employment commenced or terminates part way through the leave year, your holidays during that year will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any leave taken in excess of entitlement.
- 13.6 Holidays must be taken at times agreed with the Council. By mutual agreement no more than five days leave may be carried forward to the next leave year.
- 13.7. In the event that you fall sick during the period of your annual leave you will be regarded as being on sick leave from the date of yourself or medical certificate and further annual leave will be suspended from that date.

14. Sickness Absence

- 14.1 If you are absent from work on account of sickness or injury, you or someone on your behalf should inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
- 14.2 In respect of absence lasting up to seven calendar days, you are required to inform the Chairman/ Vice-Chairman and self-certificate your absence.
- 14.3 In respect of absence relating to illness lasting more than seven calendar days,

you must provide a medical certificate stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.

- 14.4** You will be paid your agreed basic remuneration in line with the scale of payment for any one year that runs from 1 April to 31st March. The Council will be responsible for reclaiming the Statutory Sick Pay element from HM Revenue & Customs.

Entitlement to payment is subject to notification of absence and production of medical certificates as required above.

- 14.5** The Council operates the Statutory Sick Pay scheme and you are required to co-operate in the maintenance of necessary records. For the purposes of calculating your entitlement to Statutory Sick Pay 'qualifying days' are those days on which you are normally required to work. Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.

- 14.6** The Council reserves the right to require you at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.

- 14.7.** Whilst on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

15 Scale of Payment

Subject to the above conditions of this scheme, when absent from duty owing to illness (which term is deemed to include injury or other incapability or disability) you will be entitled to receive an allowance in accordance with the following scale:

during 1st - year of service	one months full pay and (after completing 4 months service) 2 months half pay
during 2nd - year of service	2 months full pay and 2 months half pay.
during 3rd - year of service	4 months full pay and 4 months half pay.
during 4th & 5th - year of service	5 months full pay and 5 months half pay.
after 5-years service	6 months full pay and 6 months half pay.

N.B. For the purposes of calculating "half" pay, the rate of pay for the agreed salary month will be used.

16 Maternity/Paternity/Adoption Leave

Under the provisions of the Employment Rights Act 1996 (as amended by the Employment Act 2002 and regulations there under) you will be entitled to apply for Maternity/Paternity/Adoption leave.

17 Injury or Assault

In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book Terms and Conditions.

18 Pensions and Gratuities

18.1 Gratuity

The council will make appropriate provision for the payment of a gratuity in accordance with the Regulations in force at the relevant time.

18.2 Death in Service

In the event of your death in service any gratuity payments will be paid to your next of kin.

19. Notice of Termination of Employment

During probationary period

19.1 Either party may terminate the contract of employment by giving 1 weeks notice in writing.

After completion of probationary period

19.2 The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.

19.3 The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks notice.

19.4 Upon or within one week of written termination of your employment (whether that be during or after any probationary period) you are required to surrender to the Council any documents or materials that you have been holding on behalf of the Council.

20. Grievance and Discipline – Dispute Resolution

20.1 Conciliation and Mediation

Before resorting to formal procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

20.2 Redress of Grievance

You must apply in writing to the Chairman of the Council for redress of any grievance relating to your employment and/or any disciplinary decision applied to you. The Chairman shall report your application to a Grievance Panel meeting of the Council, held in the absence of the public and the press. You will have an opportunity to set out your grievance. The grievance will then be considered and a decision reached by the Panel.

Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.

Under the provisions of the 1999 Employment Relations Act s.10 you have the right to have a representative of your choice present at any Grievance or Disciplinary hearing.

20.3 Disciplinary Rules

Before any disciplinary action is taken by the Council, a notice in writing giving details of the matter signed by the Chairman and authorised by the Council, shall be given to you. You (together with an adviser if you wish) will have a full opportunity to answer the complaint at a meeting of the Council's Disciplinary Panel held in the absence of the public and the press. Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.

A copy of the Discipline and Grievance Policy and all other policies of the Council are contained in the documentation given to you.

21. Health and Safety Regulations, Other Legislation & Council Policies

You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required.

22. Training and Development

It is essential that the Officers and employees of the Council maintain up to date

knowledge of their function and duties. To this end the Council will expect and support your necessary agreed training and development and meet all course and examination expenses and any travel and subsistence incurred on the scale set down as paid working hours. In addition reasonable agreed time for study in paid working hours will be given.

23. Indemnity

The Council undertakes to indemnify its officers against any actions of commission or omission that are made in good faith on behalf of the Council.

Signed:.....Dated:-.....
Chairman of the Council

Signed:-.....Dated:.....
Clerk and Responsible Finance Officer to the Council

Appendix 1

JOB DESCRIPTION – CLERK AND RESPONSIBLE FINANCE OFFICER TO THE COUNCIL

Overall Responsibilities

The Clerk and Responsible Finance Officer 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. The Clerk and Responsible Finance Officer will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk and Responsible Finance Officer 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. 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. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

General Responsibilities

A Clerk

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees, to attend such meetings and prepare minutes for approval.
4. To attend all meetings of the Council and all meetings of its committees and sub-committees, other than where such duties have been delegated to another Officer.
5. To issue notices and prepare agendas and minutes for the monthly Parish Council meetings, annual meetings and special meetings and to implement the decisions made at the assemblies that are agreed by the Council.
6. 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.
7. 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 and to produce reports for circulation and discussion by the Council.

8. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
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 representative of the Council as required.
12. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk and Responsible Finance Office as required by the Council.
14. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk and Responsible Finance Officer to the Council, within 2 years of appointment.
15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
16. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council, as required.

B Responsible Finance Officer

1. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
2. To issue orders for goods and services approved by the Council.
3. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

Specific responsibilities

A CLERK

1. To maintain an up to date asset register and organise the council's insurance annually.
2. Deal with all correspondence, keeping a record of all incoming and outgoing documents, circulating correspondence to all Councillors electronically where appropriate, and a monthly circulation pack to councillors for more bulky documents and those only received as hard copy.
3. Prepare draft agendas for forthcoming meetings and circulate to councillors for comment and the addition of additional items
4. To prepare Agendas for forthcoming meetings, place them on public notice boards and circulate them to councillors in accordance with statutory requirements and provide, at the same time, a copy to the Manager of the Parish Council website for Publication.
5. To prepare and distribute to councillors and publish on Public Notice Boards, normally within 5 working days, Minutes of all Parish Council meetings and provide, at the same time, a copy to the Manager of the Parish Council website for Publication.
6. Prepare the room prior to all Parish meetings, including display of all incoming and outgoing correspondence and planning applications for public scrutiny for a period of at least 15 minutes before the published start of the meeting.
7. Communicate with relevant bodies as decided from meetings and requests from councillors.
8. Maintain a filing system of all correspondence and information in electronic or hardcopy as appropriate and manage an effective disaster recovery process for both but particularly for electronic systems .
9. File and distribute Planning Applications, maintain a Planning Book and ensure the Council responds to deadlines for Parish Council views and recommendations to be submitted.
10. Maintain impartiality throughout all council business and advise councillors to best ability.
11. Liaise with contractors for the maintenance of footpath and grass cutting and any other work authorised by the Parish Council.
12. Undertaken other duties and take other responsibilities allocated by the Parish Council from time to time where those duties and or responsibilities can reasonably be expected to lie within the competency of the Clerk and Responsible Finance Office to a Parish Council.

B RESPONSIBLE FINANCE OFFICER

1. To issue the precept in a timely manner to Cornwall Council.
2. To balance the accounts and prepare accounts for audit and present cheques with supporting evidence for payment as an agenda item at each Council meeting.
3. Organise pay, Tax, NI etc for all employees of the Council.
4. Receive all goods and arrange for payment of invoices.

5. Record all financial transactions each month and provide a report with written summary to the monthly Parish Council meetings including expenses incurred and the hours of work completed by the Clerk and Financial Officer to the Council.
6. Prepare all information for internal and external audits and liaise with auditors.
7. To issue the precept in a timely manner to Cornwall Council.