

TROTTISCLIFFE PARISH COUNCIL

-and-

LOUISE GOLDSMITH

CONTRACT OF EMPLOYMENT and JOB DESCRIPTION
CLERK/RESPONSIBLE FINANCIAL OFFICER to the COUNCIL

1. Introduction

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

Your employment commenced on 22 June 2015.

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 13 weeks. During any such period of service you would be expected to establish your suitability for the post.

2. Not used

3. Job Title

The title of the job for which you are employed is **Clerk/Responsible Financial Officer** to Trottiscliffe Parish Council, ('the 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/additional 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/Responsible Financial Officer** to the Council.

5. Place of Work

Your usual place of work is: 75 Hazen Road, Kings Hill, West Malling, Kent ME19 4JU

6. Salary

6.1 Your salary is in accordance with the current NJC salary scale for Part-time Clerks, specifically Scale LC1 and part LC2 – SCP (Spinal Column Point) 26.

You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.

6.2 Your salary will be paid by cheque at the monthly Parish Council meeting.

7. Not used

8. Not used

9. Expenses

Any travel mileage, approved by the Council, will be paid at the maximum tax free rate laid down by HMRC, currently £0.45/mile.

10. Working from home – Additional Clauses

10.1.1 Not used

10.1.2 The Council will reimburse all reasonable expenses incurred by you in the discharge of the duties that are approved by the Council.

10.2 The cost of all stationery and consumables and computer consumables will be reimbursed against invoices submitted to the Council.

10.2.1 The Council will reimburse all telephone/broadband facility expenses, incurred on a private line, at 25% of your current monthly levy.

10.2.2 Not used.

10.2.3 The Council will pay the sum of £200 annually to include for depreciation and the use of a private Computer/Printer/Software belonging to the Clerk/Responsible Financial Officer to the Council.

10.2.4 Not used

10.3 Not used.

10.4 You will make yourself available to members of the public during agreed hours at the designated address or alternatively at other accessible premises designated by the council.

11. Appraisal

You will receive an annual 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.

12. Hours of Work

12.1 Your hours of work are 5.5 hours per week.

12.2 Not used

12.3 Not used

13. Additional Hours

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 rate detailed in 6.1 above.

Exceptional additional hours required to be worked must be approved by the Council.

14 Not used

15 Not used

16. Not used

17. Not used

18 Not used

19 Pensions and Gratuities

19.1 Not used

19.2 Not used

19.3 Death in Service

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

20. Notice of Termination of Employment

During probationary period

20.1 Either party may terminate the contract of employment by giving one month's notice in writing.

After completion of probationary period

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

20.3 The length of notice which you are entitled to receive from the Council to terminate your employment is one month in writing.

- 20.4 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.

21 Grievance and Discipline – Dispute Resolution

21.1 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.

21.2 Redress of Grievance

You must apply in writing to the Chair of the Council for redress of any grievance relating to your employment and/or any disciplinary decision applied to you. The Chair 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.

21.3 Disciplinary Rules

Before any disciplinary action is taken by the Council, a notice in writing giving details of the matter, either signed by the Chair and authorised by the Council, or your line manager in accordance with their delegated responsibilities, 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.

22 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.

23 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.

24 Not used

The Parish Clerk shall be bound by the Code of Conduct in force at the time.

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

Signed:- Dated:
Clerk/Responsible Financial Officer to the Council

JOB DESCRIPTION – CLERK/RESPONSIBLE FINANCE OFFICER TO THE COUNCIL

Overall Responsibilities

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.

The Clerk 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 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 is responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and subcommittees.
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 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.
8. 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.
9. 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.
10. 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.

11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. Not used.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.