

RUDDINGTON PARISH COUNCIL

**Draft Minutes of the Environment & Policy Committee meeting**

Held at St Peter's Rooms on Tuesday 24<sup>th</sup> February 2015 at 7.30 p.m.

**Membership**

	N J Tegerdine	Chairman
	Mrs M Pell	Vice-Chairman
	Mrs A Auckland	
A	Mrs S Kaur Samra	
	Miss H Opie	
	K S Piggott	
	M Walsh	

Action

PCO =  
Parish  
Council  
Office

PCG =  
Parish  
Council  
Groundstaff

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

Also in Attendance

Councillor	P F McGowan
Councillor	W A Wood
G D Long	
2 members of the public	

**The Chairman reminded members that the meeting was being recorded as part of a pilot scheme.**

**The Chairman remarked on the recent death of Councillor Sheila Chambers and noted that there had been a minutes silence at Amenities Committee and would be tributes at the Parish Council meeting on 10<sup>th</sup> March.**

E. 15/02/01 Apologies for Absence

No apologies for absence were received.

E. 15/02/02 Declaration of Member's Interests

There were no declarations of interest.

E. 15/02/03 Minutes

The minutes of the meeting held on 13<sup>th</sup> January 2015, having previously been circulated, were confirmed as a correct record and signed by the Chairman

E. 15/02/04 Action List Update

An update on actions resulting from recommendations had previously been circulated.

Councillor Mrs M Pell reported that she had spoken to the Chairman of the Gardeners Association about the possible Open Garden Event. The Association were interested in being involved but not in running such an event. It was agreed not to take this matter forward.

PCO

It was agreed to remove that action regarding street trees as no specific suggestions had been made.

PCO

#### E. 15/02/05 Motion for Adjournment

**Resolved that:** The Committee adjourns to allow the members of the public present to make statements on agenda items.

#### Committee in Session

#### E. 15/02/06 Development

##### New Applications

**Resolved that:** The observations contained in Planning Schedule 735 are adopted

##### Decision Notices

A list of recent decision notices was presented to the Committee and the contents noted.

#### E. 15/02/07 Best Kept Village 2015

Members considered entering the Best Kept Village Competition 2015 and agreed not to enter. It was also agreed to consider entering the competition next year when a new council will have been elected.

##### **Resolved that:**

1. The Parish Council does not enter the Best Kept Village Competition 2015.
2. Consideration is given to the Best Kept Village Competition 2016 next February.

PCO

**Councillor W A Wood arrived during discussion of the following item.**

#### E. 15/02/08 Social Media

A paper had been circulated with a proposal for the Parish Council website to be updated to include Social Media including Twitter and Facebook. This would cost £125. This would provide a quick and cheap method of contacting an estimated 1/3 of Ruddington households – and possibly people not currently reached through the notice boards, website and newsletter.

The Clerk explained that it would take an estimated 10 – 15 minutes a day to operate. This would be only a few minutes on days with few or no issues but longer if a statement needed to be agreed with a Chairman. Concern was expressed at extra work for the staff and it was agreed to review the situation after 6 months experience.

**Resolved that:**

1. The Parish Council website is updated to include Twitter and Facebook, at a cost of £125.
2. The operation of Facebook and Twitter is reviewed after 6 months.

E. 15/02/09 Clerk Job Description (See minute C. 14/09/23)

Parish Council, on 9<sup>th</sup> September 2014 (see minute C. 14/09/23), resolved that the Clerk's job description is reviewed by the group setting the targets. This had been done and the revised job description, attached was agreed.

**Resolved that:** The Clerk's job description, attached, is agreed.

E. 15/02/10 Project and Finance Officer Job Description

A job description for the proposed Project and Finance Officer had previously been circulated together with a proposed addition to the Recruitment and Selection Policy to include the composition of the shortlisting & interviewing panel.

“Under ‘Shortlisting’ after “Other vacancies All other vacancies will be reported to Environment and Policy Committee.”

Insert

“If the vacancy is for the Project and Finance Officer the panel will consist of the Chairman of Environment and Policy Committee\*, Clerk and Deputy Clerk.

\* Or in their absence the Vice Chairman

These were discussed and agreed.

**Resolved that:**

1. The Project and Finance Job Description job description, attached, is agreed.
2. The Recruitment and Selection Policy is amended as above.

PCO

E. 15/02/11 Consultation on 'No Stopping' Markings outside St. Peters School

A consultation on 'No Stopping' Markings' outside St. Peters School had previously been circulated.

**Resolved that:** This information is noted.

E. 15/02//12 Consultation on Draft Wind Energy Supplementary Planning Document

A consultation on Draft Wind Energy Supplementary Planning Document had previously been circulated.

**Resolved that:** This information is noted.

E. 15/02//13 National Pay Award

The Clerk reported that the National Joint Council for Local Government Services (NJC) has reached agreement on a pay award covering 2014 – 2016. This has been implemented.

Members noted this information.

E. 15/02//14 Remove Unacceptable Dog Dirt (R U D D)

The Clerk reported that Mrs Barbara Breakwell had, with agreement, restarted the Remove Unacceptable Dog Dirt (R U D D) campaign.

Members welcomed this and asked the Clerk to pass on their thanks to Mrs Breakwell for doing this.

**Resolved that:** The Clerk will pass on members'r thanks to Mrs Breakwell for restarting the Remove Unacceptable Dog Dirt (R U D D) campaign.

PCO

E. 15/02//15 Policing

There were no new matters raised.

E. 15/02//16 Highway Matters

There were no new matters raised.

E. 15/02//17 Meeting with Businesses

The Chairman reported that the next meeting with businesses is set for 17<sup>th</sup> March. He asked if there were any new items for the agenda. None were suggested. Councillor Mrs A Auckland volunteered to organise delivery of the notice to local businesses.

AA

E. 15/02//18 Ways to Improve the Look and Feel of Ruddington

There were no new matters raised.

E. 15/02//19 Other environmental matters for report

There were no matters for report.

E. 15/02//20 Exclusion of Press and Public

**Resolved that:** In view of the confidential nature of the business about to be transacted the public and press be temporarily excluded from the meeting during consideration of the following item in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and they are asked to withdraw.

E. 15/02//21 Job Evaluation

Environment & Policy Committee adopted a policy on 7<sup>th</sup> October 2014 regarding undertaking job evaluations for the 'Non Clerk/Deputy Clerk' posts.

The group designated to undertake this work included the Chairman of the Parish Council, the Clerk and one member selected by Parish Council. Councillor K S Piggott was elected by Parish Council on 21<sup>st</sup> October 2014.

The Clerk reported that the group followed the agreed process and, based on the evidence, agreed the grades shown below, which have been implemented.

Project & Finance Officer: Scale Points 20-22  
Administrative Assistant: Scale Points: 7-10  
Cleaners: Scale Point 9  
Senior Groundsman: Scale Points 21-25  
Groundsman: Scale Points 13-18  
Seasonal Groundsman: Scale Point 9

Members noted this information.

E. 15/02//22 Office Staffing

The Clerk reported on planned changes to office staffing. An advertisement will be placed as soon as practical for a permanent Project and Finance Officer. The cost will be balanced, once the appointment is made, by a reduction in the Clerk's hours to 30 per week on an ongoing basis.

The resolution on 13<sup>th</sup> January 2015, action taken since and the planned appointment supersede the decision on 7<sup>th</sup> October 2014 to discuss office staffing at a special Parish Council meeting in April.

Members noted this information.

The meeting closed at 8.35 p.m.

Chairman

Committee Chairman

## RUDDINGTON PARISH COUNCIL

### JOB DESCRIPTION

<i>Post Title:</i>	Clerk to the Council/Responsible Financial Officer		
<i>Grade:</i>	SLCC Scale LC3 (35 hours per week)	<i>Spinal Column Points</i>	43 –51 (Points 48-51 subject to qualification)
<i>Responsible to:</i>	The Parish Council (as per Parish Council policy)	<i>Date of Issue:</i>	24/2/2015
<i>Responsible for:</i>	The Deputy Clerk, Administrative Assistant and Grounds Maintenance Staff		

### OVERALL RESPONSIBILITIES

The Clerk to the Council is 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 is 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 Clerk is accountable to the Council for the effective management of all its resources including premises, plant and personnel, and will report any significant issues and budget variations. The Clerk is responsible for all the financial records of the Council and the careful administration of its finances. The Clerk will delegate as appropriate.

### SPECIFIC RESPONSIBILITIES

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor compliance with the Council's financial regulations and to ensure correct financial systems are in place.
3. To prepare a draft budget, in consultation with the Chairman and the Chairmen of standing committees, based on the parameters agreed by Parish Council for consideration by committees and Parish Council.
4. To produce accounts and records for internal and external audit in accordance with the finance and audit regulations 2011.
5. To prepare financial reports for the Parish Council. These reports cover budget monitoring, fund balance and other relevant current financial matters.
6. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.

7. To manage cash flow, control investments and bank transfers.
8. To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
9. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Committees; to attend such meetings and prepare minutes for approval.
10. To ensure that the Council's obligations to insure are properly met.
11. 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.
12. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
13. 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 to ensure payment is received.
14. 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.
15. 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 the likely effects of specific courses of action.
16. To manage the Parish Council's cemeteries, ensure legal compliance and be the appointed officer.
17. To oversee the cemetery system and ensure processes are properly administered.
18. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
19. To act as a representative of the Council as required.
20. To issue notices and prepare agendas and minutes for the Annual Parish Meeting; to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies.
21. To assist the Chairman of the Council, or Chairman of the relevant Committee, with the preparation of press releases about the activities of, or decisions of, the Council.
22. To develop and maintain partnerships with local businesses that enhance the role of Council in the community
23. To develop and maintain partnerships with local organisations providing support and services to all age groups within Ruddington.
24. To attend training courses on the work and role of the Clerk as required by the Council.

25. To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required by it.
26. To attend call-outs, visits to premises and deliver Council papers as required
27. Providing information about Parish Council events, news, etc. to the public including. the village newsletter, parish council website and village guide.
28. To work additional hours as necessary.
29. To undertake any other duties as may be required from time to time.

## **GENERAL DUTIES AND RESPONSIBILITIES**

- **Training:**

The post-holder will keep up to date, so far as is necessary for the efficient executing of the job, with new legislation, procedures and techniques. The post holder is responsible for keeping his /her own training needs under review and bringing any training requirements to the Parish Council Chairman.

- **Health and Safety:**

The post-holder will take reasonable care for the health and safety of herself/himself and of other persons who may be affected by her/his activities and where appropriate safeguarding the health and safety of all persons under her/his control and guidance in accordance with the provisions of Health and Safety legislation.

The post-holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of his/her duties.

- **Equal Opportunities:**

The post-holder will uphold the Parish Council's Equal Opportunities policies and practices thereby promoting fair and quality service for all.

- **Customer Care:**

The post holder will deliver services in a way which is sensitive and responsive to all users of Parish Council services and external suppliers.

## **Other Duties**

This job description indicates the broad areas of activity of the post. From time to time, however, other duties may be required but these will fall into the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with the post holder, be incorporated into the job description in specific terms and a revised job description will be formally issued to the post holder.

## **PERSON SPECIFICATION**

- **Essential:**

1. Relevant experience with computerised accounting systems.
2. Ability to take and produce minutes.
3. Experience with analysis of data and production of reports.
4. Ability to communicate effectively (both verbally and the written word).
5. The ability to deal with and communicate sensitively with, members of the public at all levels in person, via the telephone and written correspondence.
6. IT skills: be competent with MS Word, Excel, Outlook and the internet.
7. Basic Numeracy and experience of cash handling.
8. Ability to work collaboratively with other staff whilst able to progress matters independently.
9. To demonstrate initiative in all aspects of the role.
10. To have the use of a vehicle at all times and hold a full current driving licence.
11. Willingness to work, on occasion, out of normal office hours.

- **Desirable:**

1. Experience of Local Government, particularly Parish or Town Councils.
2. Experience with payroll (Sage Payroll is currently used).
3. Experience with MS Access, PowerPoint and Publisher
4. Understanding of/experience with financial controls and governance systems.
5. Experience of Risk Assessment and Health and Safety.
6. Experience of office administration.
7. Experience of staff supervision and human resources issues.

## RUDDINGTON PARISH COUNCIL

### JOB DESCRIPTION

<i>Post Title</i>	Project and Finance Officer	
<i>Grade:</i>	Spinal Column Points 20-22	(15 hours per week)
<i>Responsible to:</i>	Clerk to the Council	<i>Date of Issue:</i> 24 February 2015

#### GENERAL DESCRIPTION

The post holder will be expected to carry out financial, project and administrative duties relating to the work of Ruddington Parish Council (“the Council”)

#### SPECIFIC RESPONSIBILITIES

##### Projects

1. To undertake ‘One off’ projects as agreed with the Clerk.
  5. To explore opportunities for grants and donations to assist Council in meeting the needs and expectations of Ruddington residents and businesses and prepare funding applications for submission.
- 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.
  - To analyse data, statistics and information, as agreed with the Clerk, on issues relating to the running of the Council.
  - To prepare, in consultation with the Clerk/Deputy Clerk, papers and reports for meetings of the Council and its Standing Committees and Working Groups.
  - To issue correspondence as a result of the instructions of, or the known policy of, the Council.

##### Finance

- To receive invoices for goods and services to be paid for by the Council, to prepare such accounts for payment by the Clerk/Deputy Clerk and enter them in the Council’s financial system.
- To undertake monthly bank reconciliations.
- To prepare records for VAT and submit quarterly returns
- To update financial records, prepare information on financial matters for the Clerk/Deputy Clerk (including payments, and budget monitoring), and produce routine financial reports for Parish Council and committees.

- To assist the Clerk and Deputy Clerk in the preparation of the annual budget for discussion by Committees and approval by the Parish Council.
- To assist with the preparation of records for internal and external audit, and final accounts.
- To undertake, in agreement with the Clerk, cost comparisons and/or benchmarking of significant areas of expenditure.
- To assist in the maintenance of the Council's register of property and assets.

### **Other**

- To work with and assist the Clerk/Deputy Clerk in the preparation of the village newsletter, including entering items onto the website and preparation of photos for publication.
- To monitor social media (Facebook, twitter, etc.), bring to the attention of the Clerk any pertinent issues, and post appropriate items as instructed.
- To assist with keeping the Council's Risk Assessments up to date and bring Health & Safety issues to the attention of the Clerk.
- To assist with all administrative matters generally and dealing with enquiries from councillors and the public.

### **General**

- To attend meetings of the Parish Council, committees and working groups, as required.
- To visit premises and make deliveries, as required.
- To attend training courses as required by the Council.
- To work additional hours as necessary.
- To undertake any other duties as may be required from time to time.

## **GENERAL DUTIES AND RESPONSIBILITIES**

- **Training:**

The post holder will keep up to date, so far as is necessary for the efficient executing of the job, with new legislation, procedures and techniques. The post holder is responsible for keeping his/her own training needs under review and bringing any training requirements to the attention of the Clerk.

- **Health and Safety:**

The post-holder will take reasonable care for the health and safety of herself /himself and of other persons who may be affected by her/his activities and where appropriate safeguarding the health and safety of all persons under her/his control and guidance in accordance with the provisions of Health and Safety legislation.

The post holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of her/his duties.

- **Equal Opportunities:**

The post holder will uphold the Parish Council's Equal Opportunities policies and practices thereby promoting fair and quality service for all.

4. **Customer Care:**

The post holder will deliver services in a way which is sensitive and responsive to those receiving such services.

### **Other Duties**

This job description indicates the broad areas of activity of the post. From time to time, however, other duties may be required but these will fall into the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with the post holder, be incorporated into the job description in specific terms and a revised job description will be formally issued to the post holder.

## PERSONAL SPECIFICATION

### Qualifications and Experience Required:

• **Essential**

1. Relevant experience with computerised accounts systems.
2. Ability to write clear and concise reports.
3. Experience with analysis of data and production of reports.
4. Ability to communicate effectively (both verbally and the written word)
5. The ability to deal with, and communicate sensitively with, members of the public at all levels in person, via the telephone and in correspondence.
6. IT skills: be competent with MS Word, Excel, Outlook, and the internet.
7. Basic numeracy (handling cash).
8. The ability to work collaboratively with other staff whilst able to progress matters independently.
9. To demonstrate initiative in all aspects of the role.
10. Willingness to work, on occasion, out of normal office hours.
11. Awareness of the potential of social media to enhance the work of Council

• **Desirable**

1. Experience of Local Government, particularly Parish or Town Councils.
2. Experience with MS Access, PowerPoint, and desktop publishing.
3. Understanding of/experience with financial controls and governance systems.
4. Experience of Risk Assessment and Health and Safety.
5. Experience of office administration.
6. Experience in benchmarking.
7. Experience of website editing.
8. To have the use of a vehicle at all times, and hold a full current driving licence.
9. Experience of writing and submitting funding/grant applications.
10. Knowledge of social media (Twitter, Facebook, etc.).
11. Experience with photo-editing.