



Recruitment of Parish Clerk for Laverstock & Ford Parish Council

Application Pack

Informal enquiries about this vacancy should be addressed to:
Nick Baker (nickbaker@laverstock-ford.co.uk).

Application is strictly via application form issued with this application pack. Please do not enclose a CV. Completed applications should be sent to Nick Baker at the above email address by 5pm on Friday 21st January 2022. Receipt of all applications will be acknowledged by email.

Laverstock & Ford Parish Council



Vacancy

Parish Clerk

Full-Time (or Part-Time minimum of 30 hours per week)

Salary Scale: SCP 29-33 £32,910-36,922 per annum (or pro-rata if part time)

Prior to the outcome of the 2021/22 Local government pay review

This is an exciting opportunity to lead the staff team of a parish council serving a growing semi-rural community of ten thousand residents adjoining the City of Salisbury. Our community has changed dramatically over recent years due to the building of new housing developments at Bishopdown Farm, Riverdown Park, Old Sarum and Longhedge.

The parish council has a strong track record of providing a voice for local communities and delivering facilities from play areas through to major developments such as Castle Hill Country Park. Over the last two years we have worked with external consultants to ensure that the council is able to cope with the increased responsibilities created by the growth of our community and the transfer of assets from Wiltshire Council, and this has led to the establishment of a new committee structure and the expansion of the staff team to four members.

We are seeking a new clerk who will be able to continue this process of growth, leading the team as it continues to adapt to new ways of working and rising to new challenges. The successful candidate will have the inter-personal skills necessary to form strong relationships with a wide variety of stakeholders and a proven track record of delivering projects and managing budgets. We seek to be a flexible employer and wish to offer the widest range of candidates the opportunity to apply for this post, therefore we are offering some flexibility for the post to be either full time or part-time (with a minimum of 30 hours per week).

The successful candidate must have good leadership and interpersonal skills in order to guide the council in its decision-making process and demonstrate the ability to manage and develop a small team of council staff. Core duties will include preparing agendas and

reports, taking minutes, managing staff, maintaining financial records including VAT returns, property/land management and event organisation. The ideal candidate will be a CiLCA qualified clerk, although consideration will be given to applicants who can demonstrate relevant experience and who are willing to work towards the CiLCA qualification.

Closing date for applications is 5pm on Friday 21st January 2022 and interviews are likely to be held in the first week of February 2022.

Laverstock & Ford Parish Council

Laverstock & Ford Parish (incorporating Bishopdown Farm, Hampton Park, Riverdown Park, Ford, Old Sarum, Longhedge and parts of Milford) is a progressive community of four very different localities adjoining the City of Salisbury, Wiltshire. It was a very ancient historic association which first linked the localities in to one administrative Parish but what keeps us together is a sense of community. Our residents in the four thousand two hundred households prefer to be served by the collective administration of the Parish Council rather than simply being part of an urban extension of the city.

The Parish Council provides a wide range of open spaces for the local community and is committed to protecting the environment. These range from a 55-hectare Country Park, which has been developed in conjunction with the Land Trust, and which is managed by the Trust through a managing agent, to the historic woodland of Whitebridge Spinney and 21 play areas and ball parks.

The parish website can be found at: <http://www.laverstock-ford.co.uk/index.html>

Laverstock & Ford Parish Council is an equal opportunities employer.

The parish council is composed of sixteen councillors who serve three wards. The parish council meets monthly and for the last year has operated with four committees (Finance & General Purposes, Communication & Community Engagement, Operations and Personnel). The staff structure is designed to reflect the committee structure.

Staff currently work mainly from home but also have use of the parish office which is situated at Riverbourne Community Farm in Laverstock. The Council is planning to review its accommodation arrangements and, in the future, and there might be a greater emphasis on office-based working. The Council has a programme of investment in technology and is in the process of moving to Microsoft 365 as its main IT system and Rialtas for its financial records. All staff members are provided with an appropriate laptop computer.

The Council operates a NEST workplace pension scheme with an employee contribution of 4% of qualifying earnings and an employer contribution of 3% of qualifying earnings.

In addition to 8 statutory and bank holidays and two extra-statutory days, the post-holder will be entitled to 22 days' paid holiday in each holiday year (subject to reduction on a pro rata basis if you work part time).

Recruitment Process

The **recruitment timetable** is as follows:

- Friday 21st January 2022 at 5pm - Closing date for applications
- Week commencing Monday 24th January 2022 - Shortlisting. We intend to contact all candidates by the end of this week and let them know whether they will be invited to interview or not.
- Week commencing Monday 31st January 2022 – Interviews
- Final confirmation of appointment will be at the Parish Council meeting on Monday February 21st 2022.

Applications must be made on the Parish Council's application form which accompanies this application pack. Please do not submit a CV.

Completed applications should be sent to **nickbaker@laverstock-ford.co.uk**

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Job Description and Person Specification: Parish Clerk

Role Summary:

The Clerk to the Parish Council will lead the staff team and be accountable to the Council for the effective conduct of the council's work. The clerk 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 Parish Council's Proper Officer. The Clerk will be wholly responsible for ensuring that the instructions of the Council in connection with its function as a Parish Council 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 Council's activities and in particular to produce all the information required for making effective decisions and to implement all decisions constructively.

The successful candidate must have good leadership and interpersonal skills in order to guide the council in its decision-making process and demonstrate the ability to manage and develop a small team of council staff. Core duties will include preparing agendas and reports, taking minutes, managing staff, maintaining financial records including VAT returns, property/land management and event organisation. The ideal candidate will be a CiLCA qualified clerk, although consideration will be given to applicants who can demonstrate relevant experience and who are willing to work towards the CiLCA qualification.

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 (or will line manage) the Responsible Financial Officer who is responsible for all financial records of the Council and the careful administration of its finances.

Specific Duties and Tasks

Proper Officer of the Council

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 and that the Council is properly insured.
3. In consultation with the Chair of the Council, committee chairs and other councillors to arrange a schedule of meetings and plan their agendas. To co-ordinate the activities of the staff team to ensure that all statutory duties in relation to meetings are observed, venues are arranged, minutes are taken and that appropriate staff members attend meetings.
4. To attend all meetings of the Council and meetings of its committees and subcommittees where necessary.
5. To implement the decisions of Parish Council and committee meetings, issue or arrange the issue of correspondence and emails as a result of the instructions of, or the known policy of, the Council.
6. To maintain and store safely all records of the Council ensuring that they are available to the Council when required and that all obligations under the Data Protection Act and similar

legislation are observed.

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 their 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 monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as the representative of the Council as required.
11. To approve, in consultation with the Chair, press releases, the Parish Newsletter and notices about the activities of, or decisions of, the Council.

Manage the Council's Assets and Contractual Relationships

12. To ensure appropriate specifications for work undertaken by contractors to the Council are prepared and the progress and quality of the work is monitored.
13. To ensure that all contracts entered into are done in accordance with the council's standing orders, financial regulations and any legal requirements relating to procurement by public bodies.
14. To manage the purchase and maintenance all of the equipment and materials of the Council, ensuring that good value for money is obtained and that the asset register is maintained.
15. To arrange regular visits and inspections of all areas of the Parish including Parish Council land and assets, and take action to maintain standards of presentation and correct deficiencies in material state.
16. To administer the Parish Council Office and to ensure its security and cleanliness and the safety of its contents.

To Lead the Staff Team

17. To supervise members of the staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with appraisals, the management of salaries, conditions of employment and work of other staff.
18. To ensure procedures are in place to receive, distribute and process Planning Applications from Wiltshire Council and return them within the statutory time limit of 21 days.
19. To ensure procedures are in place to receive correspondence, documents, emails and telephone calls on behalf of the Council and to deal with them or bring such items to the

attention of the Council.

20. To co-ordinate the recruitment of new staff in consultation with the Personnel committee and provide suitable induction and training for new staff.

Engagement With Stakeholders and the Local Community

21. To liaise with individual Councillors to assist them with their tasks, duties and obligations.
22. To maintain effective working relationships with officers and councillors of Wiltshire Council and neighbouring parishes.
23. To provide advice on elections and co-option procedures to those interested in joining the council. To ensure that the council's co-option policy is followed and carry out the statutory duties required for the election or co-option of Councillors.
24. To facilitate the engagement of members of the community with the council through arranging for the office to be open to the public at designated times and that other effective communication systems including the parish website and noticeboards are in place and maintained.

Responsible Financial Officer (to carry out or to manage the person carrying out these tasks)

25. To monitor and balance the Council's accounts and to prepare monthly statements for the approval of the Council. To ensure council's unrestricted reserves are maintained at a suitable level and report on these to the council.
26. To prepare and present a draft annual statement to the Council meeting held in December to agree the Council precept. To prepare records for audit purposes and VAT.
27. To monitor restricted funds held by the council and ensure that obligations regarding restrictions of use and time scale of expenditure are met.
28. 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 ensure that VAT is reclaimed on a regular basis. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
29. Liaison with the Council's payroll provider to ensure that salaries, PAYE, National Insurance, Pension and other similar payments are made in accordance with contracts and that suitable records are maintained.

Personal Development

30. To remain up to date with changes in legislation and good practice relating to the work of the council.
31. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
32. To become a member of the Society of Local Council Clerks.

Other Duties

33. Any other duties appropriate to the role directed by the full council under authority delegated by the council.

Person Specification:

Essential	Desirable
<ul style="list-style-type: none"> • Experience of successfully delivering projects and managing change. Experience of financial planning and managing budgets. • Experience of developing and successfully implementing policies. • Excellent inter-personal skills and a proven track record of forming constructive working relationships with a wide variety of stakeholders. • Experience of managing and developing staff members. • Ability to personally use and effectively manage the wider organisational use of information technology such as Office 365 websites and social media. • A good understanding of the context of local government. • Hold or demonstrate the willingness and ability to gain within a year the SLCC Certificate in Local Council Administration or equivalent qualification. • The ability to work flexibly to meet the needs of the role. For example, to attend two or three evening meetings a month, to share responsibility with other staff members for an out of hours phone and occasionally respond in person at short notice to urgent situations within the parish. • Ability to travel to different areas within the parish to carry out inspections, meetings etc. 	<ul style="list-style-type: none"> • Experience of working in the local government sector. • Experience of carrying out a role with statutory functions or in a highly regulated context. • Experience of supporting the governance of an organisation including the production of agendas and the drawing up of minutes. Experience of managing land or facilities open to the public. • An understanding of the planning process and the role of parish councils within it. • Experience with working with volunteers or community groups. • Experience of communicating with members of the public individually, through published media and/or consultation methods. • Experience of preparing statutory or management accounts. • Experience of preparing budgets. • Experience of working directly with elected councillors.

Privacy Notice for all Job Applicants

Introduction

As part of any recruitment process, Laverstock & Ford Parish Council, along with any relevant recruiting contractors appointed by the Council, collect and process personal data relating to job applicants. For the recruitment of the Communications and Community Engagement Officer and the Operations Officer roles, the Council is working alongside LGRC (Local Government Resource Centre) to appoint suitable candidates. Therefore, any information below referring to “the organisation” refers to both Laverstock & Ford Parish Council as well as LGRC and its Associates. The organisation is committed to being transparent about how it collects and uses data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its

legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Laverstock & Ford Parish Council relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment for as long as reasonably necessary.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.



LAVERSTOCK & FORD PARISH COUNCIL

Application Form

Brief Guidance Notes for Job Applicants

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

If you have a disability, that requires any adjustments to be made to assist you with the recruitment/interview process, please let us know.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

When posts require regular travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet this criteria.

References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will be taken up if you are the successful candidate following the interviews.

Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	Parish Clerk
Where did you see the post advertised?	
Personal Details	
Surname:	Forename(s):
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email:	
(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
Immigration, Asylum and Nationality Act 2006	
It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.	
Do you require a work permit to work in the UK? If yes, please provide details:	

Relationship to any Council member/employee			
To your knowledge, are you related to any member or employee of the council? If yes, please provide details:			
<i>Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may result in your dismissal without notice.</i>			
Present or Most Recent Employment			
Name of Employer:			
Address of Employer:			
Post Code:			
Job Title:		Dates employed:	
Period of notice required:			
Please give a brief outline of your main responsibilities:			
•			
Previous Employment			
<i>Please list all previous employment in chronological order (most recent first)</i>			
Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications			
<i>Please give details of all educational qualifications obtained and those currently being pursued</i>			
Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained
Training			
<i>This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments</i>			
Course Title	Organisation	Dates	
Membership of Professional Institutes			
Institute	Level of Membership	Year of Award	

Information in Support of Your Application (please refer to the Person Specification to ensure you fully explain why you meet the criteria for the role)

If further space is needed, please continue on a separate A4 sheet

References	
Referee 1	Referee 2
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.	
Additional Information	
Do you hold a current driving licence? If YES, please state the type of licence you hold:	Are you a car owner? If NO, do you have access to a car?
Do you have any current endorsements? If YES, please specify:	
Declaration	
<p>I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.</p> <p>Data Protection:</p> <p>If I accept employment with Laverstock & Ford Parish Council, I consent to my personal information being held by them for the administration of my Contract of Employment.</p>	

Signed:

Date:

Name:

If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chair of the Council a signed copy to be held on the personnel file:

END OF APPLICATION FORM