

Parish Office  
The Pavilion  
Englefield Road  
Theale  
Reading RG7 5AS

E: [enquiries@thealeparishcouncil.gov.uk](mailto:enquiries@thealeparishcouncil.gov.uk)  
T: 0118 9306592



# APPOINTMENT

of

# Clerk to the Council

RECRUITMENT INFORMATION & APPLICATION PACK

March 2019



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### **Closing Date for Applications**

Wednesday 3<sup>rd</sup> April 2019

Completed applications should be marked

**“PRIVATE & CONFIDENTIAL”**

and addressed to:

The Interim Clerk  
Theale Parish Council  
The Pavilion  
Englefield Road  
Theale  
Reading RG7 5AS

or emailed to:

[enquiries@thealeparishcouncil.gov.uk](mailto:enquiries@thealeparishcouncil.gov.uk)



## 1. Theale Parish Council

### Theale

Theale is a village and civil parish in Berkshire with a population around 2,900 people. The village is situated 5 miles (8 km) southwest of Reading and 10 miles (16 km) east of Thatcham and lies adjacent to junction 12 of the M4 motorway. The village is served by a railway station and a number of bus routes.

Theale is within the administrative area of West Berkshire Council whose offices are based in Newbury.

### The Council

Theale Parish Council has 11 councillors representing a single ward. Elections are due to be held for the whole council on 2 May 2019

### Scope

The Parish Council:

- Receives a precept of just under £112,000 per annum (2019/20)
- Administers playing fields and recreation facilities north and south of Englefield Road and an associated sports pavilion where the parish office is also located.
- Administers a local community building – the John Cumber Hall – on behalf of the trustees.
- Employs four members of staff (a Clerk, a parish administrator – post currently vacant – and two cleaners).

### Parish Council Meetings

The Parish Council meets monthly on the first or second Monday of the month.



## 2. Job Advertisement

### Theale Parish Council

Has a vacancy for a Clerk to the Council  
1170 hours per annum, equating to an average of 22.5 hours or 3 days per week  
(days/times to be worked flexibly by negotiation)

Salary : NJC (new scale) LC2 SCP 24 to SCP 28 - £27,905.00 to £31,371 pro rata  
Actual Pay - £16,965 to £19,083 p.a equivalent to £14.50 to £16.31 per hour

We are a friendly Council serving a thriving community which is committed to seeking out the best for our village and making a positive difference. We are looking for a Clerk to the Council to support in the efficient running of the Parish Council.

As well as being reliable, enthusiastic, and well organised, we are looking for someone who is:

- Able to maintain good relationships with Councillors, other staff, the public, contractors and other external organisations;
- Able to prioritise workload and adapt to changing environment;
- Self-reliant and self-motivated;
- Able to write clearly and accurately, numerate and competent in the use of Microsoft Office
- Able to attend evening meetings (monthly on the first or second Monday)

The job is based at the parish office in Theale and the successful candidate will be expected to start working towards obtaining CiLCA (the Certificate in Local Council Administration) if not already in possession of the qualification.

Please see our website [www.thealeparishcouncil.gov.uk](http://www.thealeparishcouncil.gov.uk) or contact Louise Steele, via phone or email (see below) if you would like to know more about Theale Parish Council, the job or would like an application pack. Note that Louise works on Mondays, Wednesdays and Fridays.

The closing date for return of applications is Wednesday 3<sup>rd</sup> April 2019, interviews to be held on Monday 15<sup>th</sup> or Wednesday 17<sup>th</sup> April.

Please send applications to:

Louise Steele  
Interim Clerk to Theale Parish Council  
Parish Office  
The Pavilion  
Englefield Road  
Theale  
Reading RG7 5AS

E: [enquiries@thealeparishcouncil.gov.uk](mailto:enquiries@thealeparishcouncil.gov.uk)  
T: 0118 9306592

### 3. Job Description

## Clerk 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 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, or to monitor the work of a designated other officer designated the Responsible Financial Officer.
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.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees and prepare minutes for approval.
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.



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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. 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.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
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.

#### 4. Person Specification

	<b>Essential</b>	<b>Desirable</b>
Education & Qualifications	<p>Good general education with a minimum of 2 GCSE's to include English and maths grade C and above or equivalent</p> <p>Certificate in Local Council Administration (CiLCA) or willingness to obtain this qualification within an agreed timescale</p>	
Skills and knowledge	<p>Ability to write clear and accurate reports and correspondence.</p> <p>Numerate</p> <p>IT skills – competent in the use of Microsoft Office (specifically Outlook, Word, Excel &amp; Powerpoint)</p> <p>Able to maintain good relationships with Councillors, other staff, the public, contractors and other external organisations.</p>	<p>Understanding of the workings of the various tiers of local government.</p> <p>Knowledge of legal, statutory and other provisions governing or affecting the Council.</p> <p>Understanding of the principles of book-keeping and the preparation of basic accounts.</p> <p>IT skills – IT literate with an understanding of the office IT infrastructure and the importance of patching, virus checking and systems back up; knowledge of website content management.</p>
Work Experience	<p>Experience of dealing with members of the public with tact and diplomacy</p> <p>Experience in a work environment that involves attending meetings, taking minutes and following procedures</p> <p>Experience of providing administration support to a high standard and working collaboratively within a team</p>	<p>Experience of working within local democratic processes and servicing committees</p> <p>Experience of accounts and book-keeping</p> <p>Previous Local Government experience or working with a Parish Council</p> <p>Experience of staff management</p> <p>Experience of premises management</p> <p>Experience of procurement and contract management</p>
Personal Qualities	<p>Well organised, able to prioritise workload and adapt to changing environment.</p> <p>Self –reliant and self-motivated.</p>	



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	<p>Reliable and enthusiastic with an attention to detail.</p> <p>Clear verbal communicator, able to work with a wide variety of people effectively</p>	
Other	<p>Able to attend evening meetings and demonstrate flexibility as required (Council meetings are held monthly on the first or second Monday of the month. Other evening meetings by arrangement)</p>	

## 5. Conditions of Service

The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) will apply to this post.

The appointment will be subject to satisfactory completion of a probationary period of six months.

The post holder should not undertake other employment without the Council’s written consent. Though it is understood that this is a part-time post and such consent shall not be unreasonably withheld.

The salary for the post is £27,905.00 to £31,371 pro rata (£16,965 to £19,083) per annum within the LC2 range and SCP 24 to 28 (in the new scale effective 1 April 2019) and as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

Subject to satisfactory performance, the postholder will progress automatically through the range given above by annual increments until the maximum salary in the range is reached. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

One salary point will be added to the postholder’s salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration
- Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

If the postholder is required to work more than the normal working hours, then subject to the Council’s approval, reimbursement will be at the appropriate NJC rate for these hours or the individual may take time off in lieu at a time to be agreed between the postholder and the Council.

The postholder will automatically be enrolled as a member of the Local Government Pension Scheme. More information about the scheme may be found here:

<https://www.lgpsmember.org/>



## 6. Application Process

You must complete the application form and the application should be placed in a sealed envelope marked “*private and confidential - Application for Clerk to Council post*” for posting or hand delivery to:

The Interim Clerk  
Theale Parish Council  
The Pavilion  
Englefield Road  
Theale  
Reading RG7 5AS

or emailed to:

[enquiries@thealeparishcouncil.gov.uk](mailto:enquiries@thealeparishcouncil.gov.uk)

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Clerk to the Council

A CV is not required.

Your application must be returned no later than Wednesday 3<sup>rd</sup> April 2019.

Canvassing of any member or officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact Louise Steele, Interim Clerk at [enquiries@thealeparishcouncil.gov.uk](mailto:enquiries@thealeparishcouncil.gov.uk) or on 0118 9306592 for an informal discussion. Please note that Louise works on Mondays, Wednesdays and Fridays.

## 7. Selection Process

The formal selection process by interview will take place on either the 15<sup>th</sup> or 17<sup>th</sup> April 2019 (please specify if you have a preference for one of those dates)

The appointment will be made by the Appointment Panel, which will comprise three councillors and the Interim Clerk.

### Interview

Short-listed candidates will be invited to attend an interview at a time to be allocated individually. The interview will last up to an hour.

### References

Formal references will be taken up following an offer of employment.

### Disabled Candidates

Any candidate who is disabled should please contact the Interim Clerk, as above, in confidence, so that reasonable adjustments can be made to the recruitment process.

### Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chairman of the Council.

### Pre – Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or most recent previous employer) and pre-employment health screening.



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## Application form

### Application for employment as Clerk to the Council

Please note that the information given in this form will be used only for the purposes of selecting a Clerk to Theale Parish Council. All forms may be copied but all copies will be kept securely and seen only by members of Theale Parish Council and its Interim Clerk. All copies will be destroyed at the end of the selection process and the originals will be destroyed after twelve months; the application form of the successful applicant will be retained on that individual's personal file.

Name .....

Address .....

.....

Postcode .....

Phone .....

Email .....

### Education and Qualifications (including Membership of Professional Bodies)

Date From/To	Name of School, College or University	Qualifications Gained



**Employment history**

Present/or most recent previous employer .....

Address .....

.....

Postcode .....

Job title .....

Duties:

Salary .....

Length of time with employer .....

Reason for leaving: .....

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs:

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## Personal Statement

Please tell us why you applied for this job and why you think you are suited to the job. Please refer to the Person Specification and give evidence of how your attributes match our requirement. *Continue on a separate sheet if necessary*

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**Other Information**

Do you consider yourself to have a disability? Yes  No

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process

Interviews will be held on 15<sup>th</sup> & 17<sup>th</sup> April please tell us if you are unavailable on one or both of those days

**References**

Please give the names and addresses of two referees. One should be your present or most recent previous employer if possible.

**Referee 1**

**Referee 2**

<i>Name</i>	<i>Name</i>
<i>Job Title</i>	<i>Job Title</i>
<i>Address</i>	<i>Address</i>

Are you related to any member or employee of this Council Yes  No

If yes, please give full details:

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name .....

Signature ..... Date .....