

BRANDON & BYSHOTTLES PARISH COUNCIL
APPOINTMENT OF
CLERK TO THE COUNCIL



RECRUITMENT INFORMATION PACK

February 2025

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INTRODUCTION

Thank you for responding to the Parish Council's advertisement for this post. We trust that you will find this recruitment information pack of assistance in deciding whether to apply for the post.

If you would like to apply, please complete the separately attached application form (CVs alone will not be acceptable) and submit it by email or print and post by **9am on Monday 17th March 2025** to the email / postal address at the bottom of this page.

This information pack will not form part of any subsequent contract of employment.

If you have any questions on the pack or the recruitment and selection process, require any further information regarding the Council or the post, or you would like an informal discussion on the role, please contact Mrs Sam Shippen, Partner, LGRC via the details below.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application, or attending the interview, please let us know.

Contact	Mrs Sam Shippen FCG, FSLCC, CMC Partner, LGRC (Local Government Resource Centre) <i>LGRC are our recruitment partner.</i>
Email	Sam.shippen@lgrc.uk
Telephone	07903396378 <i>please leave a message with your name and contact number if your call is not answered and you will receive a call back.</i>

THE ROLE OF THE CLERK TO THE COUNCIL.

Why become the Clerk to the Council?

Becoming the Clerk to the Council at Brandon & Byshottles Parish Council working closely with the Councillors and staff is a rewarding job in the community to support the Council to achieve the best for the local area.

The role of the Clerk to the Council is a part-time position alongside the administration team in supporting the elected Councillors to ensure that the Council conducts its business properly. To provide independent, objective, professional advice and support, as well as taking on responsibility for leading and managing Council functions. As the Proper Officer the role is very much at the heart of all that is happening within the Council.

What does the Clerk to the Council do?

The enclosed job description lists the duties and responsibilities in detail.

We are hoping to appoint someone into this role who wishes to grow their career within the Council, implementing a modernisation programme to improve how the council operates.

The Clerk to the Council is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law.

The Clerk to the Council will lead and 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 constructively all formal instructions.

The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's projects.

The Clerk to the Council is accountable to the Council for the effective management of all its resources and will report to them as and when required.

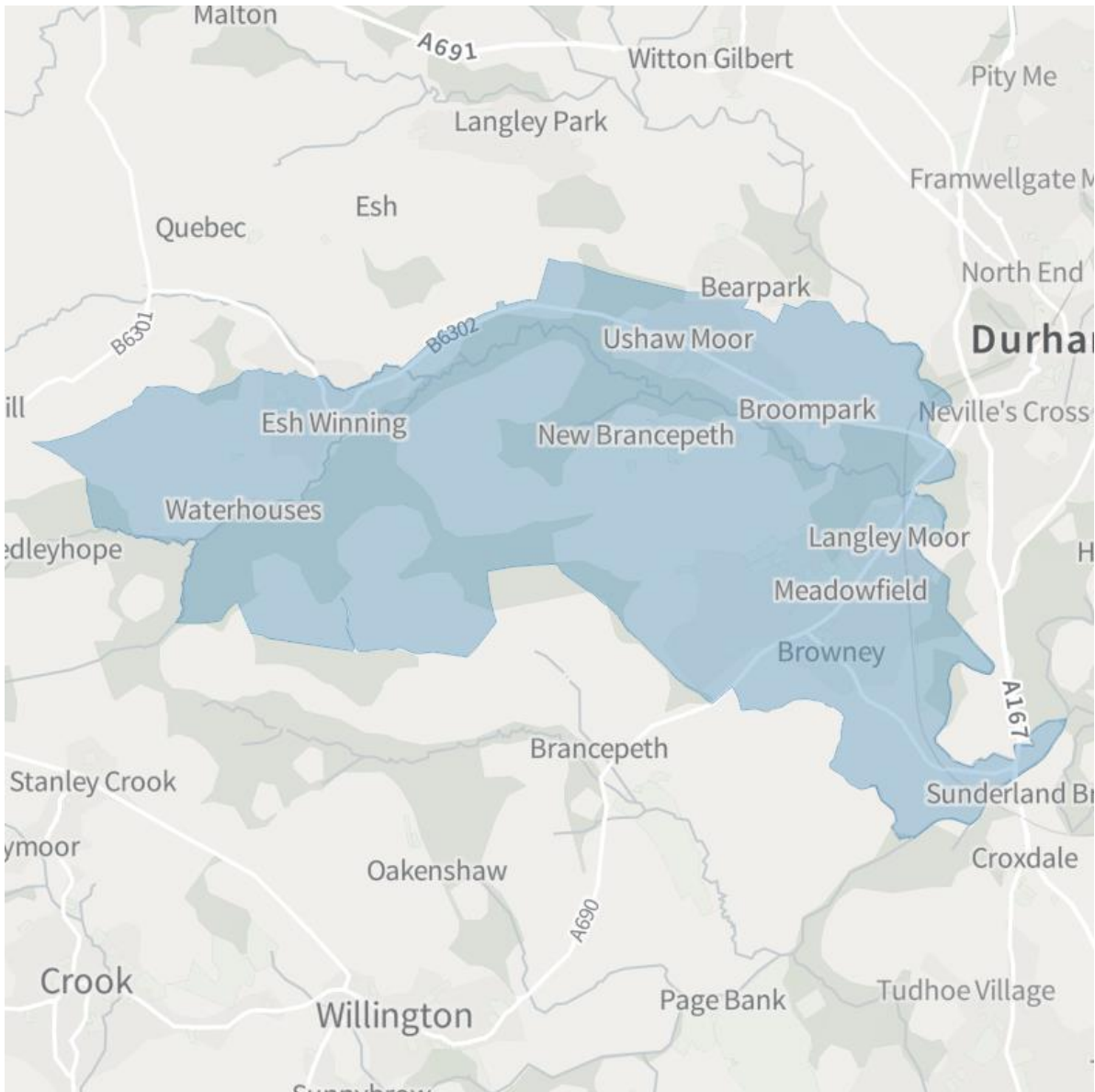
Skills and Attributes Needed

Amongst other things, the Clerk to the Council should be a strong and focused officer, a problem solver, a creative thinker, a diplomat when dealing with challenging situations and persons, and able to build relationships with key stakeholders and partners.

The key attributes required are detailed in the person specification but underwriting these qualities is a sense of public duty and a desire to help others in the community to make the area the council serves a better place to live and work.

ABOUT BRANDON & BYSHOTTLES:

Brandon and Byshottles is a civil parish situated to the west of Durham City covering a group of villages namely Alum Waters, Brandon, Broompark, Browney, Esh Winning, Langley Moor, Meadowfield, New Brancepeth, Ushaw Moor and and Waterhouses.



BRANDON & BYSHOTTLES PARISH COUNCIL

Parish councils are part of Local Government which operates at the most local level close to their community. In County Durham we work closely with our unitary council Durham County Council and other organisations.

The offices of the parish council are located in Goatbeck Terrace, Langley Moor on the A690.

The Parish Council represents its electors through its 21 councillors elected in 6 ward areas within the parish – Brandon (4 members), Meadowfield and Browney (3 members), Langley Moor (3 members), New Brancepeth and Alum Waters (3 members), Ushaw Moor and Broompark (4 members) and Esh Winning and Waterhouses (4 members).

Members were elected for a four-year term in 2021 to represent constituents in those wards, the next elections will be held on 1st May 2025.

Parish Council meetings are held in the Council Chamber at Goatbeck Terrace, usually on the third Friday of the month. Committee meetings are also held. Members of the

public are always welcome to attend, and details of the meetings are posted on the website and on the noticeboard located at the council's offices.

Employing a small team of administration staff and a contracted Community Highways Worker, Brandon & Byshottles Parish Council works hard to provide a range of facilities within the area including allotments, garages, play areas, war memorials, roadside seats, floral displays and grasscutting of a number of areas. We also have an annual school painting competition and a number of grants programmes to ensure we provide support to the local community.

With the support of LGRC, we have recently carried out a review of our operation. The newly appointed clerk will be expected to work with councillors and staff to implement a programme of modernisation supported by a consultant from LGRC.

STAFF STRUCTURE

In addition to the Clerk to the Council we employ two part-time administration staff. We also contract a Community Highways Worker from Durham County Council to undertake environmental tasks.

ADVERT

Recruitment of CLERK TO THE COUNCIL

25 hours per week - LC2 – SCP 24-28

£23,185 -£25,634 dependent upon experience and qualifications

Are you looking for a management role at the heart of the local community?

Are you excited by the opportunity to improve the life of residents and businesses?

Are you a strong team player and excellent communicator?

Sounds like you? Read on, we have your perfect career opportunity...

Brandon & Byshottles Parish Council is looking for a talented and hardworking individual to lead and manage all the Council's legal, administrative, and financial functions. The successful candidate will need to build a wide range of positive relationships with Councillors, residents, local groups, and partner organisations.

In this important role, you will act as the Council's Proper Officer and Responsible Financial Officer. As the Proper Officer of the Council, the Clerk to the Council is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Clerk to the Council will lead and 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 constructively all formal instructions. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's projects. The Clerk to the Council is accountable to the Council for the effective management of all its resources and will report to them as and when required.

Brandon & Byshottles Parish Council has 21 Councillors, an annual revenue budget of around £300k, and delivers a range of services to the local community. The Clerk to the Council is supported by a small administration team.

Clerks come from a range of backgrounds, but they share an enthusiasm for serving the community. If you come from outside the local council sector then full support, training and mentoring will be provided.

Hours of work include some evening and occasional weekend working. You will receive 23 days annual leave plus bank holidays with additional days after 5 years service (pro-rata if not working Monday – Friday). The Council offers the Local Government Pension Scheme, which is contributory.

If you would like to find out more, please call or email our recruitment consultant at the Local Government Resource Centre – Sam Shippen on 07903396378 or email sam.shippen@lgrc.uk . Further details about the Council can be found on the Council's website.

Closing date: 9am Monday 17th March 2025. Interviews will be held within two weeks of the closing date.

JOB DESCRIPTION

BRANDON & BYSHOTTLES PARISH COUNCIL

CLERK TO THE COUNCIL **JOB DESCRIPTION**

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 all the notifications required by law of a local authority's Proper Officer.

The Clerk to the Council 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 to the Council 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 to the Council 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 with responsibility for all of the financial records of the council in accordance with statutory requirements.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with appropriate Members, agendas for meetings of the Council and its committees, sub-committees and working parties. To attend such meetings and prepare minutes for approval, except where such duties may have been delegated to another Officer. In addition, to attend meetings with other relevant bodies, including community groups as directed by the Council.
3. To ensure all Council services are delivered in an efficient and effective manner, and in accordance with Council policy.

4. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications, keeping abreast of current legislation.
5. To study reports, consultations and other data on activities of the Council and on matters relating to 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.
6. To draw up both on your own initiative, and as a result of suggestions from Members, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
7. To ensure that the Council's obligations for Risk Management, including health & safety are properly met.
8. To prepare, in consultation with the appropriate Chair as necessary, press releases about activities and decisions of the Council.
9. 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 the instructions of, or the known policy of, the Council.
10. To prepare, monitor and balance the Council's accounts and prepare financial records in accordance with proper practices.
11. To manage and supervise other members of staff in keeping with the policies and procedures of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of staff, including identifying and meeting training needs.
12. To manage and implement projects on behalf of the Council including those identified in the various wards. Identifying sources of funding, and making applications for additional financial support to develop the services and assets of the Council.
13. To promote Council services, activities and events and ensure effective communication with the public through the management of websites, social media, and other forms of communication so that the public are well-informed about issues in the parish and fully engaged in the work of the Council
14. To act as a representative of the Council as required.
15. 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.
16. To attend training courses or seminars on the work and the role of Clerk to the Council as required by the Council.
17. 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 by the Council.

18. To work towards the achievement of the status of a Qualified Clerk (if not already achieved) through the achievement of the Certificate in Local Council Administration (or equivalent) as a minimum requirement for effectiveness in the position of Clerk to the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through active membership of the Society of Local Council Clerks.
20. To carry out any other relevant duties which may be assigned from time to time by the Council.

PERSON SPECIFICATION

BRANDON & BYSHOTTLES PARISH COUNCIL – CLERK TO THE COUNCIL – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of general education to A level (or equivalent Level 3 NQF) as a minimum. • English & Maths to a minimum of Level 2 NQF 	<ul style="list-style-type: none"> • the Certificate in Local Council Administration (or a willingness to achieve within 2 years of appointment); • Relevant qualification at Level 4 NQF or above.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to research, prepare and present reports and information in a clear and concise and understandable manner • Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals • Ability to inspire, motivate, influence and develop enthusiasm in colleagues, councillors, and other partners including the local community 	<ul style="list-style-type: none"> • Able to work in a political environment with impartiality
Knowledge/ Experience	<ul style="list-style-type: none"> • Sound administrative experience • Proven ability with Microsoft Office products • Sound financial management skills including budgeting. • Supervisory management experience. • Providing advice and guidance on policy and strategic objectives • Health and safety and risk management policies and practice • Understanding of staff development and performance management • Understanding of strategic and corporate management principles • Understanding of project management requirements and processes 	<ul style="list-style-type: none"> • Specific knowledge/experience of parish/town councils: • an understanding of committee systems and the production of agenda/minutes • VAT processing and understanding of key principles. • Asset Management including land and buildings • Communications experience including website and social media in a business setting. • Understanding of local council financial requirements • Understanding of local government legislation, best practice and issues • Understanding of local council audit procedures

Personal Attributes	<ul style="list-style-type: none"> • Achieve strict deadlines with a good attention to detail. • Prioritise workloads and set personal deadlines • Exercise judgement confidently • Plan and work efficiently under pressure • Be a confident and effective communicator and 'active listener' • Exercise tact, diplomacy and discretion • Innovative, self-motivated and self-reliant 	
Additional Requirements	<ul style="list-style-type: none"> • Flexibility to attend evening meetings & weekend events when required • Commitment to CPD 	<ul style="list-style-type: none"> • Current driving licence and access to a vehicle

KEY TERMS AND CONDITIONS OF EMPLOYMENT (Summary Only)

General

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service (Green Book) and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.

Salary

The salary is in the range of Salary Scale LC2 substantive: SCP 24– 28 (£34,314 - £37,938 per annum) pro rata based on 37 hours.

Working Week

The normal full-time working week is 25 hours per week.

Preferred pattern of days of work are Monday to Friday and the office hours are 10.00 am to 2.00pm. In addition, attendance at evening meetings and occasional weekend events and functions for which time off in lieu is granted will be required.

The Council is open to a discussion with the successful applicant subject to the office being staffed.

Annual Leave

In accordance with NJC guidelines but a minimum of 25 working days including statutory days, (depending upon local government service) rising to 28 working days (after 5 year's continuous local government service) plus 8 bank and public holidays. Part time staff will be allocated pro-rata based upon working days.

The office closes between Christmas & New Year, for which 3 days Annual Leave are required to be utilised.

Pension

You will automatically be enrolled as a member of the Local Government Pension Scheme unless you choose to opt out. The rate of employee contribution for the LGPS is based on pensionable pay, at the current salary this will be 5.8%.

Probation

6-month probationary period.

Pay Method

Salary is paid monthly in arrears, directly by credit transfer to a bank or building society by the last working day of the month.

Salary Review

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.

Work Location

Brandon & Byshottles Parish Council Offices, 6 Goatbeck Terrace, Langley Moor, Durham DH7 8JJ and other locations within the parish. Attendance at other locations as required and when necessary.

Expenses

Car mileage allowance is payable in accordance with the casual user provisions, currently 45p per mile, you will require business use on your insurance to make a claim.

Other Terms

All staff are required to operate within the Council's staff policies.

Notice Period

During the probation period, one week on either side. After completion of the probationary period, 3 months on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Council in writing, after completion of any probationary service, period is three months.

APPLICATION AND SELECTION PROCESS

The proposed recruitment timetable is as follows – any changes will be advised as required.

Closing Date for the Receipt of Applications: 17/3/25 at 9am

Formal Interview: Within two weeks of the closing date

Application Procedure

You should complete the Application Form in full (attached separately) and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Advert, Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the shortlisting process. Please note you will be required to show documentary proof of qualifications claimed at interview.

Completed application forms should be headed “Confidential - Application for the Post of Clerk to the Council” and received before 9am 17/3/25 via email to: sam.shippen@lqrc.uk or via post to:

Mrs Sam Shippen, FCG, FSLCC, CMC

Brandon & Byshottles Parish Council, 6 Goatbeck Terrace, Langley Moor, Durham DH7 8JJ

Selection Process

The formal interviews will be undertaken by the Council's Interview Panel on a date to be confirmed.

The interview will be structured to assess your competence and suitability for the post.

It will include:

1. A formal interview of relevant questions by the Panel.
2. Testing relevant to the role
3. A short presentation. You will be given the topic and asked to prepare in advance of the interview a 10- minute presentation, in whatever format you feel comfortable with.

Appointment and Commencement

It is anticipated that the successful candidate will be notified shortly after interviews.

References

If you are shortlisted, references will normally be applied for after the interview. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the post.

Proof of Eligibility to Reside and Work in the UK

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Equality Positive Action (where applicable)

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- The candidate has a protected characteristic that is underrepresented in the work force.
- People with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

Further Information

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

This Recruitment Pack does not form part of any future contract of employment.