

City of Durham Parish Council

Office 3 D4.01d Clayport Library
8 Millennium Place
Durham
DH1 1WA
Telephone 07704 525630
Email: parishclerk@cityofdurham-pc.gov.uk

29 January 2021

Access details for Zoom Personnel Committee meeting:

Join Zoom Meeting
<https://us02web.zoom.us/j/84319030523>
Meeting ID: 843 1903 0523

Dear Councillors,

I hereby give you notice that the inaugural meeting of the Parish Council's **Personnel Committee** will be held in **via Zoom** on Thursday **11 March 2021** at **11:00am** to transact the following business:

- 1. Welcome and apologies**
- 2. To receive any declarations of interest from Members**
- 3. To receive and approve as a correct record the minutes of the meeting on 11 June 2019**
- 4. To receive any public participation comments on the following agenda items.** Please email the Parish Clerk parishclerk@cityofdurham-pc.gov.uk to register to speak.
- 5. Annual performance review for the Parish Clerk** – Chair to provide an update.
- 6. Advertising the Assistant Parish Clerk role** – proposed job advert included.

Kindest regards,

Adam Shanley

Clerk to the City of Durham Parish Council

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Personnel Committee held on Tuesday 11th June 2019 at 10:30am in Office 2, Clayport Library. Durham. DH1 1WA

Present: Councillors E Scott, D Freeman and G Holland

1. ELECTION OF CHAIR

Cllr G Holland proposed Cllr E Scott as Chair of the Personnel Committee; this was seconded by Cllr D Freeman. Cllr E Scott assumed the role of Chair.

2. ELECTION OF VICE-CHAIR

Cllr G Holland proposed Cllr D Freeman as Vice-Chair of the Personnel Committee; this was seconded by Cllr E Scott. Cllr D Freeman assumed the role of Vice-Chair.

3. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies were received from Cllr R Cornwell

4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received

5. PUBLIC PARTICIPATION

None received

6. TO APPROVE THE MINUTES OF THE LAST PERSONNEL COMMITTEE, HELD ON 19TH JUNE 2018

The Minutes of the Personnel Committee meeting held on 19th June 2018 were accepted as a true and accurate record of proceedings.

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public were excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public were asked to leave the room.

7. STAFFING REVIEW FOLLOWING COMPLETION OF 6-MONTH PROBATIONARY PERIOD

Members agreed that the Clerk had passed his 6-month probation period. Members agreed that the Clerk's contribution was appreciated enormously by the Council and that he had far exceeded expectations as the Clerk. Councillors were delighted to welcome the Clerk into a permanent role with the City of Durham Parish Council. It was agreed that a recommendation should go to Full Council in June to make the role of the Clerk a full-time position.

It was also agreed that a recommendation should go to the Finance Committee to have a training budget agreed to support the Clerk and Members' training.

Signed,

Chair of the City of Durham Parish Council Personnel Committee

ITEM 6: ADVERTISING THE ASSISTANT PARISH CLERK ROLE

Job title: Assistant Parish Clerk

Location: Parish Council Office, Durham City, however working from home may be required on occasion.

Day/Times: This role is for 16 hours per week, timing of which to be agreed. There are some meetings in the evening.

Salary: Between SCP 5 (£19312) and SCP 8 (£20493).

Role: Provide support to the Parish Clerk and members of the Parish Council, which will include primarily undertaking administrative and financial duties as directed by the Clerk.

The post holder will also be required to undertake other responsibilities as directed by the Parish Clerk and Chair of the Council.

Reporting To: City of Durham Parish Clerk as line manager who will report to the Chair and the Parish Council.

Duties required as part of this role:

To assist the Parish Clerk with the smooth running of the Parish Council's administration.

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.

Issue correspondence as a result of the instructions of, or the known policy, of the Council.

To assist in issuing notices and preparing agendas and minutes for the parish meeting, attending the meetings and implementing the decisions made at these.

To work under the direction/supervision of the Parish Clerk on general financial matters.

To assist the Parish Clerk in financial administration, including receiving and paying invoices, updating the spreadsheet identifying financial transactions, carrying out a monthly bank reconciliation and providing a balancing statement as well as assisting with the budget setting process and end of year accounts.

To support the Clerk with the identification and submission of grant requests, in order to support the functions of the Parish Council.

To be involved in updating and developing the Parish Council website and to be involved in the production of the Parish Council newsletter.

To maintain accurate records.

To assist with the organisation of events and attend these as required.

To ensure the Council's policies, health and safety and risk assessments are observed. This includes adhering to GDPR legislation.

To undertake such other duties as may be required from time to time commensurate to level of the post.

The post holder will uphold and deliver Council's services which is sensitive and responsive to those receiving such services.

Some evening work may be required and to deputise for the Parish Clerk in his absence.

Person Specification

Previous experience working in Parish Council finance.

The person must be able to attend meetings as required by the Parish Clerk and some meetings will be in the evening.

The person must be reliable, capable of working on their own initiative with minimal supervision.

Also required:

Good general education

Excellent face to face communication and telephone manner

Be computer literate with a good working knowledge of Microsoft Word, Excel, Powerpoint, the internet.

Knowledge of Parish Council functions.

Well-organised

Flexible and able to multi-task

A willingness to learn and take responsibility for own personal development

A willingness to work towards the CiLCA qualification

Collaborative working style

Pro-active and innovative approach to work