

# CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Personnel Committee held on 11<sup>th</sup> March 2021 at 11:00am via Zoom

**Present:** Councillors E Scott (Chair), R Cornwell, D Freeman and G Holland

**Also present:** Parish Clerk A Shanley

## 1. Welcome and apologies

Apologies were received from Cllr C Reeves.

## 2. To receive any declarations of interest from Members

None received.

## 3. To receive and approve as a correct record the minutes of the meeting on 11 June 2019

The minutes of the meeting held on 11<sup>th</sup> June 2019 were unanimously agreed as a true and accurate record of proceedings.

## 4. To receive any public participation comments on the following agenda items

None received.

## 5. Annual performance review for the Parish Clerk

The Chair took the opportunity to thank the Parish Clerk for his excellent work over the last year since the last performance review. Members commended the Clerk for his commitment and expertise in managing the day-to-day running of the Parish Council.

The Clerk thanked the Committee for their support over the last year, expressed his happiness in his role and advised that he looked forward to a new year at the Parish Council.

The Chair advised that she was now in discussions with HR at Durham County Council regarding a review of the Clerk's role and that she had asked for advice on the appropriate salary level for the Clerk.

Members **agreed** that this review should take place as a priority and any amendments to the salary scale should be back paid to the Clerk once agreed by Full Council.

## 6. Advertising the Assistant Parish Clerk role

Members **agreed** the following job description and advert for the role of Assistant Parish Clerk of the Parish Council. In doing so, Members **agreed** that the Clerk, Cllr E Scott and Cllr G Holland should form an interview panel with delegated responsibility to make an offer of employment to any suitable candidates.

**Job title: Assistant Parish Clerk**

**Location:** Working from home on a temporary basis (owing to the Covid-19 pandemic) and in Durham City thereafter.

**Day/Times:** This role is for 16 hours per week. Candidates must be flexible as additional hours are needed at busy times and also when deputising for the Parish Clerk. There are some meetings in the evening.

**Salary:** Between SCP 5 (£19,312) and SCP 8 (£20,493) pro rata.

**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 issue correspondence as a result of instruction or 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 assist in accurate record keeping and administration.

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.

### **Role Specification**

Previous experience working in finance and with local government matters is essential.

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

The post is subject to the receipt of at least two satisfactory references.

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

### **Also required:**

Excellent face to face communication and telephone manner

Well organised

Flexible and able to multi-task

A willingness to learn and take responsibility for own personal development

Collaborative working style

Pro-active and innovative approach to work

Must have a Full UK driving license and access to a car

There being no further business, the Chair thanked all present for their attendance and contributions and closed the meeting.

Signed,

A handwritten signature in black ink that reads "G. Scott". The signature is written in a cursive style with a large, stylized 'G' and 'S'.

**Chair of the Parish Council's Personnel Committee  
15<sup>th</sup> September 2021**