

THURSTON PARISH COUNCIL

Parish Council Office

New Green Avenue

Thurston IP31 3TG

Tel: 01359 232854

e-mail: info@thurstonparishcouncil.gov.uk

website: <http://thurston.suffolk.cloud>



The following paper was submitted by the Clerk to the Parish Council at its meeting of 4 November 2020 – Paper 6 – 04.11.20

Agenda Item 10f: To consider the proposal to employ a Deputy Clerk to support the Parish Clerk and help with the smooth running of the parish council.

Background:

- Pre Covid-19, the Clerk was employed for 22.5 hours per week – which covers 3 working days. 2 of the days were based in the Parish Council Office. The remaining day was regarded as flexible.
- A further 12 hours per month to be used to provide additional support for Planning Matters relating to Thurston.
- The Clerk provides administrative support to the Parish Council and all of the Committees/Working Groups and attends all meetings.
- Expectation that the Council would consider succession planning during the Summer/Autumn of 2020 with the employment of further staff to progress to assisting with the effective administration and management of all meetings of the Council, its Committees and Working Parties.

Currently:

- Since the commencement of Covid-19, the Clerk has effectively been working the equivalent of 37 hours per week (full time).
- Given the growth of the village there is a consistent pressure on the Clerk who is the only member of staff in the office to carry out additional investigatory work to ensure that Council is not only kept up to date with legislative duties but is able to respond in a professional and competent manner to matters placed before it.
- There are currently no demonstrative plans in place for either a reduction in the Clerk's hours or for succession planning.
- The Parish Council are requested not to under-estimate the demands of the role that has come about with the expansion of the village.

Proposal: That the Parish Council approves the principle of the recruitment of a Duty Parish Clerk for a minimum of 15 hours per week with job descriptions and salary scale to be finalised by the Policy and Resources Committee. Indicative pay-scales to be in the region of LC2 (18-20) (FTE £24,982-£25,991) dependent upon experience.

Indicative time scales to be: Policy and Resources Committee finalise job advert including duties and responsibilities: by w/e 13.11.20; Job adverts go out: w/c 16.11.20; Closing date for applications 07.12.20; Shortlisting by the Policy & Resources Committee 08.12.20; Interviews between 10.12.20 and 16.12.20; full Council to confirm appointment 16.12.20m(or through an Extra ordinary Parish Council Meeting if recommendation not ready for 16th December Meeting).

Job adverts to be placed through Suffolk Association of Local Councils (SALC); website and local papers.

Overall Responsibilities and Duties:

Reporting directly to the Parish Clerk, to assist with the effective administration and management of all meetings of the Council, its Committees and Working Parties. To work with the Parish Clerk, Chairs and Councillors to give sound advice and guidance both before and during meetings on points of practice, Standing Orders and Financial Regulations etc., as appropriate, to ensure that all of the Council's activities

are carried out in accordance with legal requirements and taking corrective action where necessary. To make a team contribution to Council administration and ensure effectiveness and efficiency of council services at all times and make changes as appropriate. To assist with the development and updating of policies as necessary and ensure they are correctly implemented, monitoring them to ensure they achieve the desired result and where appropriate modifications. To assist with the development and management of the Parish Website and Council's Social Media Presence.