

# **SLYNE WITH HEST PARISH COUNCIL**

## **Recruitment of Parish Clerk and Responsible Financial Officer**

### **Application Pack**

If you would like an informal discussion about this vacancy, then Joanne Bateman (Councillor) or Doreen Brookes (Current Clerk and Responsible Financial Officer) would be happy to talk to you and answer any queries you may have.

Joanne Bateman    E: batemanjoanne@yahoo.co.uk    T: 07915674114  
Doreen Brookes    E: [brookesslynewithhestpc@btinternet.com](mailto:brookesslynewithhestpc@btinternet.com)    T: 01524 825464

Application is strictly via application form which is available from the Parish Council website [www.slynewithhest.org](http://www.slynewithhest.org) or from the Parish Clerk. Please do not enclose a CV. Completed applications should be returned to Joanne Bateman by email: [batemanjoanne@yahoo.co.uk](mailto:batemanjoanne@yahoo.co.uk)

**CLOSING DATE Friday 2nd December 2022, 4pm.**

# Slyne with Hest Parish Council

Parish Clerk and Responsible Financial Officer

**SCP LC2 24-28 £29,174 - £32,798**

(£9,461 - £10,637 *pro rata* 12 hours per week)

**Are you committed to serving the community?**

**Are you a good communicator and competent administrator?**

**Would you consider joining Slyne with Hest Parish Council as its new Clerk and Responsible Financial Officer?**

We're looking for a dynamic and innovative individual to lead the Council into the future. The successful candidate will need to build a wide range of positive relationships with Councillors, volunteers, residents, local groups, and partner organisations. You will also manage all the Parish Council's administrative functions, including its finances.

The Council provides a range of quality services including a village hall, recreation field and a variety of open spaces.

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

The salary for this post is based on the NJC (National Joint Council paycales) and starts at £9,461.84 for 12 hours per week, which will include monthly evening meetings (third Monday of each month except in August when there is no meeting). Attendance at all Monday evening meetings is a requirement of the post and annual leave will not be permitted at these times. A basic DBS check will be required by the successful candidate and the cost of this will be met by the Parish Council.

If you would like to find out more information or for an informal discussion, please call or email using the details above. An application pack and application form (required for all applicants) can be found below.

**Closing date for applications is Friday 2 December 2022 at 4pm and it is intended that interviews will be held the following week.**

# Slyne with Hest

Slyne with Hest is a village on the outskirts of Lancaster, Lancashire.

The village has a primary school, village hall, churches, local shops, pubs, and a recreation field with bowling and tennis clubs. A multi-use games area (MUGA) is currently under construction. The village is well located for access to good local amenities - excellent secondary schools, shops, arts, hospital as well as being situated close to the Lake District with enviable views from the Hest Bank shoreline across to the fells.

The Council has 6 councillors and a part-time clerk/responsible financial officer. The annual precept (council tax income) is c. £65,000 and this pays for the maintenance of playgrounds, open spaces, local amenities, bus shelters, litter collection, and the cemetery. The Council is friendly, supportive, and strongly focused on meeting the needs of the community. The main priorities in 2022 are maintaining and improving local facilities, completing the MUGA and protecting the high-quality local environment.

The Parish Council website can be found at: [www.slynewithhest.org](http://www.slynewithhest.org)

## The Post

The vacancy is for Clerk/Responsible Financial Officer with duties according to the job description below. This is a permanent post, but confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of six months. The Scheme of Conditions of Service of the National Joint Council for Local Government Services (The "Green Book") will apply to the employment.

The clerk works from home for which an allowance of £26 per month is provided on top of the monthly pay. The Council meets once each month on the third Monday in the evening at the Village Hall (except in August). The Clerk attends all meetings and some other activities in the village. The Clerk makes at least one visit to the parish each week to keep an eye on services and amenities.

The salary is as advertised - the starting salary is dependent upon qualifications and experience; normal advancement on the scale is by annual increment (subject to satisfactory performance) but no candidate will achieve the top increment of the scale without the Certificate of Local Council Administration (CiLCA); an individual who achieves CiLCA while in post will be advanced one additional increment in recognition of that achievement.

Full support will be given with CiLCA training and all associated course/membership fees will be paid. More information may be found here <https://www.slcc.co.uk/qualification/cilca/> It is expected that there will be handover period with the current post holder for a time period to be confirmed dependent upon the requirements of the successful applicant.

Salary will be paid monthly by direct transfer on the [ ] of each month.

Hours of work will be 12 hours per week normally to be worked on weekdays as well as including some evening working for Council meetings (third Monday of each month). The

Parish Council is well disposed to these hours being worked flexibly and the extent of flexible working can be the subject of negotiation if an offer of employment is made.

Annual leave will be 22 days a year rising to 25 days after five years' service *pro rata* (how the leave will be apportioned depends upon how the 12 hours are to be worked).

Pension details are to be confirmed but it is expected that the Council will become a member of the Local Government Pension Scheme (LGPS). The LGPS would be administered by Lancashire County Council and the successful candidate would be auto enrolled into the scheme with employee contributions (5.8% of gross salary) being made by deduction from salary. The LGPS is a defined benefit scheme, and more information may be found here [www.lgpsmember.org](http://www.lgpsmember.org)

## Recruitment Process

The recruitment of the new Clerk will take place in November/December 2022. The recruitment timetable is as follows:

- **Closing date** Friday 2nd December 2022
- **Interviews** Week beginning 5th December 2022 (tbc)

**Applications must be made on the Parish Council's application form. A version of that application form is included with this pack. If you would like an editable Word version of the application form, please download it from the Council's website. Please do not submit a CV.**

Completed applications should be sent to [batemanjoanne@yahoo.co.uk](mailto:batemanjoanne@yahoo.co.uk) by 4pm on Friday 2nd December 2022.

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Details of the interview process will be provided to shortlisted candidates in advance of the day.

# Slyne with Hest Parish Council

Parish Clerk and Responsible Financial Officer

## Job Description

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### 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 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 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 monthly budget monitoring reports for submission to the Council.
3. To prepare annual budgets and to complete the year end closure and completion of the Annual Governance and Accountability Return for the external auditor.
4. To prepare financial records for the bi-annual internal audit review and to implement any recommendations arising from those reviews.
5. To ensure that the Council's obligations for Risk Assessment are properly met.
6. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
7. To attend all meetings of the Council and all meetings of its committees and sub-committees.
8. 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 following instructions of, or the known policy of the Council.
9. 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 ensure that invoices on behalf of the Council for goods and services are issued and to ensure payment is received.

10. 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.
11. To draw up both on their own initiative and following suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications.
13. To act as the representative of the Council as required.
14. 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.
15. To maintain and develop the Council's website and social media sites.
16. To oversee the Council's contracts and procurement in accordance with the Council's financial regulations.
17. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
18. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
20. 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 if required.

# Slyne with Hest Parish Council

Parish Clerk and Responsible Financial Officer

## Person Specification

Key Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<p>Good general standard of education and high level of numeracy and literacy.</p> <p>Holds or willing to obtain the Certificate in Local Council Administration (CiLCA) within 18-24 months of appointment.</p>	<p>Other relevant, recognised professional qualifications (for example in administration, finance, health &amp; safety).</p>
<b>General attributes</b>	<p>Self-starter, ability to take the initiative, juggle multiple tasks, balance priorities and work to deadlines.</p> <p>Ability to work efficiently and effectively and to manage workloads appropriately while working alone.</p> <p>Willing to work some evenings.</p> <p>Desire to make a positive difference to the local community.</p> <p>Experience of financial management including budget setting and budget monitoring</p> <p>Experience of working alongside partners, local groups, and volunteers.</p> <p>Ability to analyse and communicate data, write clear and accurate reports and correspondence.</p> <p>Ability to manage projects; delivering results to an agreed timescale and within budget.</p> <p>Ability to research and identify relevant information and act on it in a timely way.</p>	
<b>Local Government Experience</b>	<p>Ability to work to meet the needs of the Parish Council and the community it serves whilst working within the rules and regulation of local government.</p>	<p>CiLCA Qualified, working towards qualification or willingness to complete the qualification within 18 months. A working knowledge and understanding of local government structure and practices. Knowledge of planning regulations and procedures</p>

<b>Communication Skills</b>	<p>Excellent interpersonal skills - a pleasant and helpful manner is essential when dealing with enquiries from the public.</p> <p>Good command of spoken and written English and excellent all round communication skills.</p> <p>Good report-writing and data presentation skills, in particular preparing official correspondence and presenting the views of the Parish Council in writing.</p> <p>Ability to review and digest reports and consultations from government bodies and other organisations.</p>	
<b>Meetings Skills</b>	<p>Ability to convene meetings and set agendas</p> <p>Ability to take minutes and write clear, succinct reports</p>	<p>Experience of Committee administration and local council rules and regulations.</p>
<b>Financial Skills</b>	<p>Ability to prepare simple final accounts budgets and financial forecasts</p>	<p>Familiarity with Accounting Software.</p> <p>Knowledge of VAT returns</p>
<b>IT Experience</b>	<p>Proficient user of Microsoft 365: Word &amp; Excel</p> <p>Comfortable using MS Teams software or similar</p> <p>Comfortable using social media (Facebook) as well as Wordpress (or similar) to maintain the Council website or be willing to be trained in this area.</p>	<p>Proficient user of Microsoft PowerPoint</p>
<b>Other requirements</b>	<p>Willingness to work evenings when Council or committees meet.</p> <p>Willingness to undertake training and take responsibility for own professional development.</p>	<p>Current driving licence and use of car</p>



# Slyne with Hest Parish Council

Application for Employment:  
Clerk and Responsible Financial Officer

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## Guidance Notes for Job Applicants

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space. If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

## Information in Support of your Application

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate sheet.

This post may necessitate occasional travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

## References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.

# Application Form Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	Parish Clerk and Responsible Financial Officer
Where did you see the post advertised?	(This will help us with advertising future posts)
Personal Details	
Surname:	Forename(s):
Preferred title (e.g., Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email:	
(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
Immigration, Asylum and Nationality Act 2006	
It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.	
Do you require a work permit to work in the UK? If yes, please provide details:	Yes/No

Relationship to any Council member/employee

<p>To your knowledge, are you related to any member or employee of the Parish Council? If yes, please provide details:</p> <p><i>Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.</i></p>	<p><b>Yes/No</b></p>
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**Present or Most Recent Employment**

<p><b>Name of Employer:</b></p>	
<p><b>Address of Employer:</b></p>	
<p><b>Post Code:</b></p>	
<p><b>Job Title:</b></p>	<p><b>Dates employed:</b></p>
<p><b>Current or final salary:</b></p>	<p><b>Period of notice required:</b></p>

*Please give a brief outline of your main responsibilities:*

**Previous Employment**  
*Please list all previous employment in chronological order (most recent first)*

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving
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### Education & Qualifications

*Please give details of all educational qualifications obtained and those currently being pursued*

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

### Training

*This includes trade/professional training, government training schemes, apprenticeships, short courses, and secondments*

Course Title	Organisation	Dates

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**Membership of Professional Institutes**

Institute	Level of Membership	Year of Award

**Other Experience**

*Details should be given for any period not accounted for by full-time employment, education and training, e.g., unemployment or voluntary work*

Experience	From/To

**Information in Support of Your Application**

If further space is needed, please continue on a separate A4 sheet

## References

**Referee 1**

Name:

**Referee 2**

Name:

Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

**Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.**

### Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.

### Additional Information

Do you hold a current driving licence? **Yes/No**  
If YES, please state the type of licence you hold:

Are you a car owner? **Yes/No**  
If NO, do you have access to a car? **Yes/No**

Do you have any current endorsements? **Yes/No**  
If YES, please specify:

### Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

**Data Protection:**

If I accept employment with Slyne with Hest Parish Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

Date:

Name:

*If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file: **Yes/No***

**END OF APPLICATION FORM**



# Slyne with Hest Parish Council

## GDPR Privacy Notice for all Job Applicants

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### Introduction

As part of any recruitment process, Slyne with Hest Parish Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

### What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address, and contact details, including email address and telephone number.
- details of your qualifications, skills, experience, and employment history.
- information about your current level of remuneration.
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Slyne with Hest Parish Council relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

#### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

#### **How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

#### **For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

#### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

#### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

# Slyne with Hest PARISH COUNCIL

Print Advertisements for Parish Clerk

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## Slyne with Hest Parish Council Parish Clerk

SCP 24-28 £29,174- £32,798  
(£9,461 - £10,637 pro rata)  
Part-time  
12 hours per week

We're looking for a dynamic and innovative individual to lead the Council into the future. The successful candidate will take overall responsibility for all the Parish Council's administrative functions.

Part-time, permanent contract with flexible working

Closing date: Monday 2nd December 2022

For application form and information pack

[www.slynewithhest.org/vacancies](http://www.slynewithhest.org/vacancies)