



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS29 0PG
www.bleadonparishcouncil.co.uk
parishclerk@bleadonparishcouncil.co.uk

8th June 2023

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

Dear Councillor:

You are summoned to attend a Meeting of Bleadon Parish Councils Personnel Committee, to be held at the Church Rooms, Coronation Road, Bleadon. BS24 0PG on Thursday 13th June 2023 at 10am, when the following business will be transacted.

Liz Shayler
Locum Clerk

A G E N D A

1. Apologies for absence
2. To elect a Chair for 2023/24.
3. To elect a Vice-Chair for 2023/24.
4. Members' declarations of interest on any agenda item.
5. To approve as a correct record the minutes of the meeting of the Personnel Committee held on the 24th May 2021 17th August 2020 (page 2).
6. To agree the hire of a new Clerk and Responsible Finance Officer and agree the hours and salary range for the post (page 3 & 4).
7. To agree an application pack including job description, person specification & application form for the hiring of a Clerk (page 5 - 11).
8. To agree the timetable, advert & associated costs for the hiring of a new clerk (pages 12 & 13)
9. To agree, if necessary, a handover between the Locum Clerk / Finance Officer and the new Clerk.
10. To agree the date of the next meeting.

Members are reminded that the Committee has a general duty to consider the following matters in the exercise of any of its functions - Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.

BLEADON PARISH COUNCIL

www.bleadonparishcouncil.co.uk

Bruce Poole BA (Hons) FSLCC MMC
Parish Clerk
07453 358318



Rooftops
10 South Street
Burnham-on-Sea TA8 1BS

parishclerk@bleadonparishcouncil.co.uk

Public Session

MINUTES

Minutes of a Meeting of Bleadon Parish Council's Personnel Committee in the Coronation Hall Coronation Road Bleadon on Tuesday 24th May 2021. The meeting commenced at 7.00 pm when the following business was transacted.

PRESENT

Chairman Gill Williams with Councillors ID Clarke Andy Scarisbrick Mary Sheppard and the Parish Clerk Bruce Poole

2.1 To elect a Committee Chairman

Cllr A Scarisbrick was so elected

2.2 To receive Apologies for Absence and to approve the reasons given.

None

2.3 Declarations of interests

None

2.4 To resolve that due to the personal nature of the following item (Employment) that members of the public and press be excluded from the remainder of the meeting.

Resolved that due to the personal nature of the following Employment matter that members of the public and press be excluded from the remainder of the meeting.

2.5 To receive the Parish Clerk's Annual Appraisal and to note any matters relating thereto:-

Resolved to note the outcomes contained within the Clerk's 2021 Annual Appraisal as undertaken by Cllrs A Scarisbrick and G Williams, and to make the following recommendation to the Full Council.

"That the Clerk's current weekly working hours be increased from 14 hours per week to 18 hours per week and to back dated to the 1st March 2021"

2.6 Date and Time of next Personnel Committee Meeting - TBA

Salary Scales 22/23

Scale point	Current pay Per annum	Pay per hour	Rate from per annum from 1/4/22	Rate per hour from 1/4/22
5	£19,650	£10.21	£21,575	£11.22
6	£20,043	£10.42	£21,968	£11.42
7	£20,444	£10.63	£22,369	£11.63
8	£20,852	£10.84	£22,777	£11.84
9	£21,269	£11.05	£23,194	£12.06
10	£21,695	£11.28	£23,620	£12.28
11	£22,129	£11.50	£24,054	£12.51
12	£22,571	£11.73	£24,496	£12.73
13	£23,023	£11.97	£24,948	£12.97
14	£23,484	£12.21	£25,409	£13.21
15	£23,953	£12.45	£25,878	£13.45
16	£24,432	£12.70	£26,357	£13.70
17	£24,920	£12.95	£26,845	£13.96
18	£25,419	£13.21	£27,344	£14.21
19	£25,927	£13.48	£27,852	£14.48
20	£26,446	£13.75	£28,371	£14.75
21	£26,975	£14.02	£28,900	£15.02
22	£27,514	£14.30	£29,439	£15.30
23	£28,224	£14.67	£30,149	£15.67
24	£29,174	£15.16	£31,099	£16.16
25	£30,095	£15.64	£32,020	£16.64
26	£30,984	£16.10	£32,909	£17.11
27	£31,895	£16.58	£33,820	£17.58
28	£32,798	£17.05	£34,723	£18.05
29	£33,486	£17.40	£35,411	£18.41
30	£34,373	£17.87	£36,298	£18.87
31	£35,336	£18.37	£37,261	£19.37
32	£36,371	£18.90	£38,296	£19.91
33	£37,568	£19.53	£39,493	£20.53
34	£38,553	£20.04	£40,478	£21.04
35	£39,571	£20.57	£41,496	£21.57
36	£40,578	£21.09	£42,503	£22.09
37	£41,591	£21.62	£43,516	£22.62
38	£42,614	£22.15	£44,539	£23.15
39	£43,570	£22.65	£45,495	£23.65
40	£44,624	£23.19	£46,549	£24.19
41	£45,648	£23.73	£47,573	£24.73
42	£46,662	£24.25	£48,587	£25.25
43	£47,665	£24.77	£49,590	£25.77
44	£48,857	£25.39	£50,782	£26.39
45	£50,074	£26.03	£51,999	£27.03

salary scales 22/23

46	£51,334	£26.68	£53,259	£27.68
47	£52,607	£27.34	£54,532	£28.35
48	£53,768	£27.95	£55,693	£28.95
49	£55,274	£28.73	£57,199	£29.73
50	£56,658	£29.45	£58,583	£30.45
51	£58,070	£30.18	£59,995	£31.18
52	£60,007	£31.19	£61,932	£32.19
53	£61,938	£32.19	£63,863	£33.19
54	£63,878	£33.20	£65,803	£34.20
55	£65,831	£34.22	£67,756	£35.22
56	£67,759	£35.22	£69,684	£36.22
57	£69,712	£36.23	£71,637	£37.24
58	£71,626	£37.23	£73,551	£38.23
59	£73,441	£38.17	£75,366	£39.17
60	£75,295	£39.13	£77,220	£40.14
61	£77,193	£40.12	£79,118	£41.12
62	£79,144	£41.14	£81,069	£42.14

Hourly rate: as per national agreement the hourly rates are calculated by dividing annual salary by 52 weeks then by 37 hours.

1. LC1 below substantive - Points 5 and 6
2. LC1 substantive benchmark range 7 – 12
3. LC1 above substantive range 13 – 17
4. LC2 below substantive 18 – 23
5. LC2 substantive range 24 – 28
6. LC2 above substantive 29 – 32
7. LC3 below substantive range 33 – 36
8. LC3 substantive range 37 – 41
9. LC3 above substantive range 42 – 45
10. LC4 below substantive range 46 – 49
11. LC4 substantive range 50 – 54
12. LC4 above substantive range 55 – 62



Bleadon Parish Council

Website: www.bleadonparishcouncil.co.uk

JOB DESCRIPTION - PARISH CLERK & RESPONSIBLE FINANCE OFFICER

The clerk is employed by the council (under section 112 (1) of the Local Government Act 1972) to provide administrative support for the council's activities. The clerk's primary responsibility is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk may be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

The clerk has a wide range of other responsibilities which are set out in the job description. The clerk must recognise that the council is responsible for all decisions and that he / she takes instructions from the council as a body. The Council must be confident that the clerk is, always, independent, objective and professional.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed, including but not confined to –
 - Full compliance with the Local Government Act 1972 and all subsequent legislation.
 - Maintenance of records of members' interests and provision of details thereof to the District Monitoring Officer.
 - To provide appropriate responses to members of the public making requests under the terms of the Freedom of Information Act, including complying with the requirements of the Data Protection Act.
2. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Committees and the Parish Assembly; to attend such meetings and prepare minutes for approval; to ensure notices of all meetings and other relevant documents are posted on the parish notice boards as necessary; to issue summonses to Council/Committee Members required to attend meetings of the Council/Committees; to implement Council decisions.
3. Using Scribe to maintain, monitor and balance the Council's accounts and prepare records for audit, tax, NI and VAT purposes as necessary.
4. To ensure that the councils obligations for Risk Assessments are properly met.
5. To receive and report on invoices for goods and services to be paid by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
6. To ensure that the Council's insurance obligations are properly met.
7. To receive correspondence and documents on behalf of the Council and to deal promptly and appropriately with them including bringing relevant items to the attention of the Council.
8. 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.

9. To maintain an awareness of all the activities of the Council and its Committees. To prepare both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise direct employees of the Council as their line manager in keeping with the policies of the Council and to arrange for payment of salaries/expenses and deductions of tax and NI. To ensure that the conditions of employment are being fulfilled.
11. To monitor the approved policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To prepare specifications and invite tenders from contractors for works to be carried out on behalf of the Council. To report to the Council on tenders received and place instructions as directed by the Council. To ensure that the contract works are carried out in accordance with the specification.
13. To maintain the Council's records and to make provision for the safe-keeping in secure but accessible custody of all deeds, plans, records, letters, writings and other documents of or concerning the Council which shall come into the hands of the Clerk.
14. To manage the Allotments and maintain all associated records.
15. To manage the Council's website, ensuring that it is kept up to date and that all agendas, minutes and other documents are published on it in a timely fashion.
16. To provide a two hour drop in, (hours and location agreed by the Council), to provide a one-stop service point for members of the public requiring information on local authority services.
17. To act as a representative of the Council, including attending meetings and conferences as may be necessary for the proper discharge of the duties of the Clerk or as the Council may reasonably require, and to liaise with groups and organisations in the village including parishioners.
18. To prepare, in consultation with the council, press releases about the activities of, or decisions of, the Council.
19. To attend training courses and conferences as required by the Council and as appropriate to further the knowledge and experience of the Clerk.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by working towards a Certificate in Local Council Administration.
21. To maintain an awareness of, and actively pursue external sources of funding for Council projects.
22. To undertake other tasks that arise that could reasonably be considered as part of the Clerk's duties.

Commented [LS1]: Depends on whether you were thinking of a Comms Officer.



PERSON SPECIFICATION - PARISH CLERK & RESPONSIBLE FINANCE OFFICER

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<p><u>Education & Qualifications</u></p> <p>Good general education: 5GCSEs or equivalent including Maths and English.</p> <p>Willingness to attend training courses/take appropriate qualifications.</p>	<p>Educated to degree or HND level</p> <p>Experience of a senior management and/or accounting / administrative role.</p> <p>A working knowledge of and understanding of Local Government structures & responsibilities.</p> <p>A recognised qualification in local government administration ie. CiLCA</p>
<p><u>Skills and Abilities</u></p> <p>Good organizational and administrative skills.</p> <p>Evidence of computer literacy including use of Microsoft Office and databases.</p> <p>Excellent communication skills.</p> <p>Able to manage a budget accurately.</p> <p>Able to organize own workload and priorities with minimal supervision.</p> <p>Flexibility and ability to respond to the unfamiliar.</p> <p>Willing to learn new skills and enhance own personal development.</p> <p>Ability to assimilate information from various sources and summarise and disseminate it to councillors and others.</p>	<p>Knowledge of website maintenance.</p> <p>Experience of preparing agendas and minutes.</p> <p>Previous local government experience</p> <p>Ability to understand the legal framework in which the Parish Council operates.</p> <p>Understanding of operating environment of parish council.</p> <p>Project management experience.</p> <p>Experience of supervising staff.</p> <p>Use of Scribe and Earthlight.</p>
<p><u>Personal Attributes</u></p> <p>Approachable, enthusiastic, proactive and self-motivated.</p> <p>As the face of the Council on a day to day basis, must present a positive and helpful image to the public.</p> <p>A high level of personal integrity including the ability to act in confidence as necessary.</p> <p>Able to work alone or as part of a team. Able to supervise and direct staff and contractors.</p> <p>Keen to support links to the community.</p> <p>Able to attend evening meetings and demonstrate flexibility as required.</p>	<p>Experience of dealing with the public.</p> <p>Committed to working towards CiLCA (if not already attained)</p> <p>Willingness to undertake training and to act as the Council's representative.</p>

APPLICATION FOR EMPLOYMENT

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application (**a CV will not be accepted as evidence**). Shortlisting for interview will be based on the information from this form, read and scored in conjunction with the person specification. We are unable to accept Applications after the closing date stated in the advertisement.

POST APPLIED FOR: Parish Council Clerk and Responsible Financial Officer

1. APPLICANT'S DETAILS			
Title	Surname	First Name/s	
Home Address			
Postcode			
Telephone Numbers			
Daytime	Evening	Mobile	
Email (where possible)			
Are there any restrictions regarding your employment? e.g. Do you require a work permit?			
Yes / No If yes, please provide details on a separate sheet of paper			
Are you related, or have a relationship with, a Councillor or Officer of the Parish Council?		Yes / No If yes, please advise who and in what capacity	
What is your available Start Date?			
2. EMPLOYMENT RECORD			
Please start with your most recent employment. Continue on separate sheet as necessary.			
Current Employer Name:			
Address:			
Job Title			
Dates of Employment			
Brief Description of Duties, Responsibilities and Achievements			
Current Salary:			

Reason for leaving (if applicable)	
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Previous Employment

Employer Name and Address	Job Title and Dates of Employment	Brief Description of Duties, Responsibilities and Achievements	Reason For Leaving & Salary

3. EDUCATION AND TRAINING
Please include education, courses and qualifications relevant to this post.

Name and Address of school/ college/university /training body - most recent first	Subject	Qualification level	Date gained

PROFESSIONAL QUALIFICATIONS State whether by election or examination		
Qualification/s	Date	Examination
Other Training and Professional Development		Date

4. EXPERIENCE AND SKILLS

Please state any other skills or experience you have gained which are relevant to the Job Description and Person Specification for this post. Your experience does not have to be gained in paid employment and may relate to special interests or volunteering. Continue on separate sheet as necessary.

5. WHAT IS GREAT ABOUT BLEADON

Please tell us three things that are great about Bleadon and one thing that Bleadon Parish Council could do better.

6. REFERENCES

Please give details of two references. One must be your current or most recent employer. References will only be taken up with permission of the applicant.

Name Position Organisation Address Tel No.	
Name Position Organisation Address Tel No.	

7. DECLARATION AND SIGNATURE (an electronic signature is acceptable)

I confirm that the details of this application are accurate and to the best of my knowledge.

Signed:

Date:

Thank you for completing this form. Please return by Midday on the 14th of July 2023. Shortlisting will be the week beginning the 17th of July and interview the week beginning the 24th of July 2023.

Please return by email to: parishclerk@bleadonparishcouncil.co.uk

Please return by post to:
Parish Clerk
Coronation Halls
Coronation Road.
Bleadon BS24 0PG

APPOINTMENT OF PARISH CLERK – DRAFT TIMETABLE

Place advertisement – 14th of June.

Closing date – Friday, 14th of July.

Shortlisting – w/b 17th of July.

Interviews – w/b 24th of July.

Ratification by PC – extraordinary meeting or PC meeting on the 14th August 2023

Advertisement could be placed -

Our Website / noticeboards (Free)

Avon Local Councils' Association website and email to all Clerks in Avon (Free)

Local Clerks Facebook Forum (Free)

North Somerset website £50 1 month – (used this in Banwell)

Society of Local Council Clerks (depends on package)

	Bronze	Silver	Gold
	Listing on the SLCC website.	Listing on the SLCC website.	Listing on the SLCC website.
		Advertised on SLCC social media channels. Real Twitter reach of 73,050	Advertised on SLCC social media channels. Real Twitter reach of 73,050
			Job title, location and salary listed on the SLCC bi-weekly news bulletin to members (where possible)
SLCC Member Rate	1 week - £98 + VAT 2 weeks - £190 + VAT 3 weeks - £286 + VAT 4 weeks - £324 + VAT	1 week - £108 + VAT 2 weeks - £200 + VAT 3 weeks - £298 + VAT 4 weeks - £335 + VAT	1 week - £118 + VAT 2 weeks - £211 + VAT 3 weeks - £309 + VAT 4 weeks - £347 + VAT

NALC (depends on package)

ADVERTISE YOUR JOB WITH NALC

There are two different packages (standard and premium) to advertise your job vacancy with NALC. Each package uses a range of platforms to help you share your vacancy. These include:

- Website – Over 600,000 page views annually
- Social media – Over 5,000 Twitter, Facebook and Instagram followers and in excess of 1,000,000 impressions annually
- E-marketing – a weekly mailing (Monday — 10 am) circulated to over 8,500 recipients with an open rate above the industry average

Please note that each job listing is for one role only. If you wish to advertise more than one role, you will need to take out additional job listings. For multiple job listing discounts, please contact NALC at nalc@nalc.gov.uk.

NB: Adverts are text-only and the copy may get edited to adhere to NALC's style guide.

Once your advert is published on the NALC website, you will have up to five working days to make any changes to the advert. Thereafter, a fee of £30 + VAT, will be charged to make any further changes.

For more information, guidance on filling the form or if you are a county association wanting to advertise a role, please contact NALC at nalc@nalc.gov.uk.

£100 for once on website & 1 social media post.

£300 to also include email.

Disadvantage goes to all Clerks around the Country.

Weston Mercury (£230. Cost of a second week would be £195. The advert would also go into their midweek edition and into the North Somerset Times, as well as on their jobs24 website.) – not sure it is worth the amount.



BLEADON PARISH COUNCIL

www.bleadonparishcouncil.co.uk

CLERK AND RESPONSIBLE FINANCE OFFICER

18 HOURS PER WEEK, HOME BASED

SALARY: SCP 18-23 (£27,344 - £30,149 pro rata) depending on experience

SCP 24-28 (£31,099 - £34,723 pro rata) depending on experience

Located near Weston-super-Mare in North Somerset, this is a largely rural parish of some 1,000 inhabitants. This part-time post offers an excellent opportunity to work with a team of dedicated Councillors to serve and improve the local community.

The successful applicant will play a key role in Council and parish affairs and must be approachable, enthusiastic and self-motivated. Good organisational and administrative skills are essential. There will be the opportunity for personal improvement through training and qualifications.

The Clerk will advise the Council, take minutes, deal with correspondence, maintain the Council's website, manage the Council's accounts and prepare financial statements and data for audit, manage tax and pension systems and oversee Council employees and contractors.

The Clerk will be expected to work from home but will travel to Council meetings (primarily held on a Monday evening) and other meetings as instructed by the Council.

The post is set within pay scale LC2, **points 24 to 28**. This part-time post will be based on 18 hours per week (**£15,129.24 to £16,892.27 p.a.**).

CLOSING DATE: Friday 14th July 2023

INTERVIEW DATE: The week beginning July 24th 2023.

Please request an application pack by email from:

parishclerk@bleadonparishcouncil.co.uk

For an informal discussion about the role with the current Locum Clerk please phone Liz on 01934 822441

Commented [LS1]: For reference I have averaged 18 hours a week. You might want to consider whether you want to consider adding the parish news under the Clerks remit (therefore adding time) or consider hiring a comms officer.

Commented [LS2]: I would probably say the post is scp 24-28