

Agenda Item: 8

Report to: Full Council

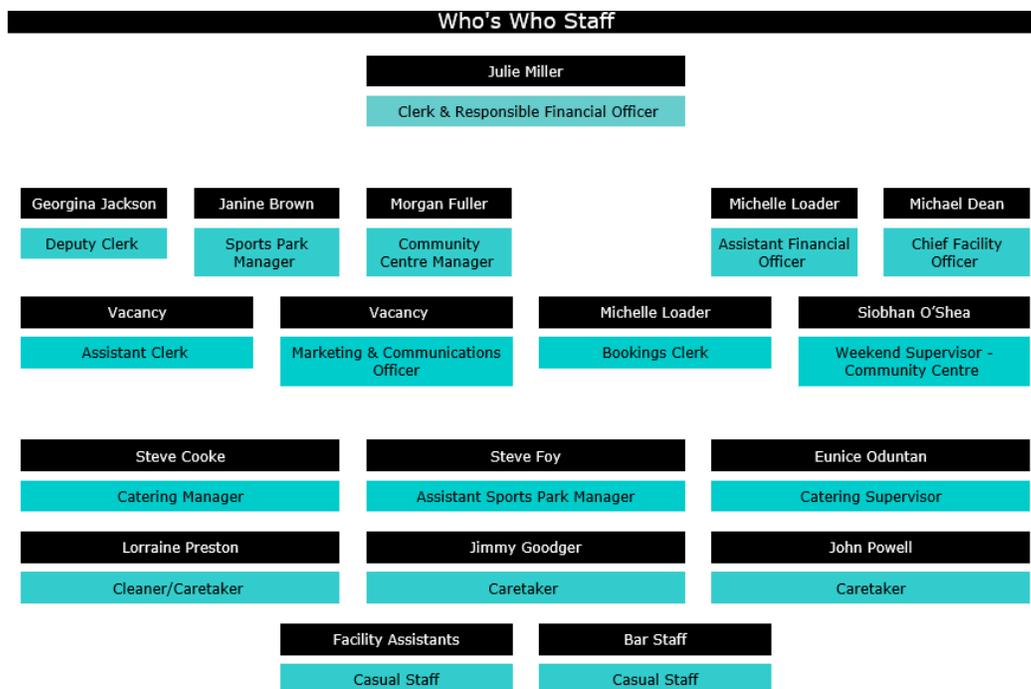
Date: Wednesday 20th January 2021

Subject: Civic office, operational staff and corporate body roles

Summary: Report prepared in response to Cllr Redding’s motion detailing the roles and responsibilities of council officers and councillors.

Decision required

To note roles and responsibilities of all staff and the corporate body.



1. Proper Officer

1.1 The Local Government Act 1972 confers certain responsibilities to be undertaken by the council’s “Proper Officer”, meaning an officer

appointed for a particular purpose. The Proper Officer has certain statutory obligations which, for example, include:

- To sign and serve on councillors a summons with an agenda to attend council meetings¹.
 - To convene a meeting of the council if a casual vacancy in the office of the Chairman occurs².
 - To receive and hold copies of byelaws made by other local authorities which affect the council's area.
 - To receive and retain documents or notices³.
- 1.2 The statutory and other responsibilities of the Proper Officer are central to the internal administration of the council. The Proper Officer is thus regarded as the most senior member of staff and commonly known as "the Clerk" to the council⁴.
- 1.3 Many councils separate the job of the Proper Officer and the RFO and it is recommended that they do. Many councils also employ an assistant or deputy Proper Officer and deputy RFO to support the Proper Officer and the RFO and to undertake their work when they are absent. However, a small council may employ one person⁵.

Essential Local Council Staff

- 1.4 Some local council staff are essential because they are office holders who have specific statutory obligations that are key to the internal administration of a council. In other words, some work that relates to the internal administration of a council be undertaken by these office holders. Examples of work undertaken by the Proper Officer for their council include:-
- Receiving and sending the council correspondence.
 - Handling face to face, telephone and email queries about the council.
 - Updating or managing the content on the council's website.
 - Assisting in the production of council's newsletters.
 - Issuing public notices for meeting.
 - Organising, updating, accessing, storing and destroying council records.
 - Drawing up agendas for meetings.
 - Taking minutes of meetings.
 - Keeping council's minute book up to date and available for inspection.
 - Assisting with requests for information under Freedom of Information Act 2000 and GDPR.
 - Assisting with the handling of complaints against the council.

¹ Local Government Act 1972 Schedule 12

² Local Government Act 1972 S88

³ Local Government Act 1972 S225

⁴ P60 NALC Local Councils Explained.

⁵ P60 NALC Local Councils Explained.

- The purchase of basic office equipment/ supplies.
 - Arranging emergency repairs to the office or other council premises (subject to the council's standing orders/ financial regulations).
 - Supervision or management of other staff⁶.
- 1.5 Some Proper Officers hold professional qualifications or have previous work experience that may help them in their work for a local council. However the law, internal administration, accounting and audit requirements of a local council is a niche area even for those who have worked for another type of local authority.
- 1.6 The Proper Officer also has obligations within many of the policies of the parish council, all policies can be found on the parish council website.

The role of the Clerk

- 1.7 At the meeting itself, a member of staff, usually the Clerk will take minutes of the meeting.
- 1.8 During a meeting, the Clerk is often called upon by the Chairman of the meeting to give guidance on a range of matters including procedural matters about the conduct of the meeting, clarifying background information on agenda items, and internal procedures and policies. Although the chairman of the meeting is responsible for determining the correct application of the standing orders that regulate the meeting, he may request the Clerk to assist. The Clerk may also be asked to assist in the interpretation of a statutory power and if any prohibitions, restrictions or limitations exist. The Clerk can only give guidance or assistance if he has sufficient knowledge or experience⁷.
- 1.9 The Kings Hill Parish Council standing orders refers to the role of the Clerk as follows:-

“PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.*
- b The Proper Officer shall:*
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,***

⁶ P59-60 NALC Local Councils Explained.

⁷ P143 NALC Local Council Explained.

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. *subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least sevendays before the meeting confirming his withdrawal of it;*
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. *hold acceptance of office forms from councillors;*
- vii. *hold a copy of every councillor's register of interests;*
- viii. *assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;*
- ix. *liaise, as appropriate, with the Council's Data Protection Officer;*
- x. *receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;*
- xi. *assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);*

- xii. *arrange for legal deeds to be executed;
(see also standing order 23);*
- xiii. *arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;*
- xiv. *record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;*
- xv. *refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning, Highways and Environment Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Highways and Environment Committee];*
- xvi. *manage access to information about the Council via the publication scheme; and*
- xvii. *retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23)."*

Job Descriptions

1.10 Clerk and Responsible Officer

Key Responsibilities and Main Duties

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. Or to monitor the work of a designated other officer designated the Responsible Financial Officer.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another Officer.

- To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
- 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 issues correspondence as a result of instructions of, or the known policy of the Council.
- 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 issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- 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.
- To draw up both on his/her own initiative and as result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council as required.
- To issues notices and prepare agendas and minutes for the parish Meeting: to attend the assemblies that are agreed by the Council.
- To prepare, in consultation with the Communications Officer & Communications Working Group, press releases about activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 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 and the Association Of Local Council Clerks.
- To attend the Conference of the Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

Job Descriptions

1.11 Deputy Clerk

Key Responsibilities and Main Duties

The Deputy Clerk is responsible for the administration of the Council's meetings and carrying out the decisions of the Council.

Committees

- To ensure the preparation of agendas for Council meetings and other meetings in consultation with appropriate members and officers as and when required.
- To attend Council and Committee evening meetings and others as and when required. To take and prepare minutes for approval and to implement the decisions made at those meetings as agreed by the Council.
- To receive correspondence, documents and planning applications on behalf of the Council. To issue correspondence as a result of the instruction, or known policy, of the Council.
- To study reports and other data on activities of the Council and committees and on matters bearing on those activities. Where appropriate, to discuss such matters with the Clerk or specialists in particular fields and to produce reports for circulation and discussion by the Council.
- To draw up proposals for consideration by the Council, to advise on the practicality and the likely effects of specific courses of action.

Accounts

- To be responsible for office expenditure budget and bring any overspend to the attention of the Responsible Financial Officer.
- To assist in the preparation of budgets for submission to finance staff.

Other

- Staff management including performance management and training and development.
- To work in a small team to deliver services and projects for the community as required.

- To maintain the allotment waiting list, issue allotment tenancy agreements on behalf of the Council, issue invoices and ensure payment is received.
- To monitor and inspect Council assets and land and assess associated risks.
- To co-ordinate computer systems overseeing installations, purchases and ensuring systems operate effectively with approval from the Clerk
- To provide cover for and support to the Clerk.
- When necessary to cover for other office staff in their absence.
- Occasional use of own car required.

- 1.12 At the December 2020 Full Council meeting two roles were made redundant for the next financial year and a consultation has to be undertaken to consider who will be undertaking the relevant work.
- 1.13 Below are the two job roles and in red who is currently undertaking the relevant work.

Job Descriptions

1.14 Marketing And Communications Officer.

Key Responsibilities and Main Duties

- (a) The Marketing and Communication Officer co-ordinates marketing, press and publications for the Council including the Council website and social media.
- (b) The Marketing and Communication Officer co-ordinates and facilitates the work of Committees and steering groups by the provision of a range of services, including research and data gathering; implementation and co-ordination of actions with Deputy Clerk
- To design the layout and co-ordinate the publication of the quarterly newsletter, the View from the Hill and other Council material within budget. **Clerk/ Deputy Clerk**
 - To develop marketing strategies and material for the Council, Community Centre and Sports Park as part of the Communications Working Group
 - To update the website on a regular basis and develop it in conjunction with the Communications Working Group. **Deputy Clerk**
 - To update the weekly Roundabout column in the Kent Messenger.
 - To draft press releases for new activities or updates for approval by the Clerk. **Clerk/ Deputy Clerk**
 - To tweet about events and activities of the Council within approved guidelines and respond to direct contacts within Council's known policy. **Deputy Clerk**
 - To monitor the press and social media for articles related to Kings Hill, the Council and the local community.
 - To maintain Council noticeboards with up to date information. **Deputy Clerk**
 - To ensure the Council's activities and operations are presented in a professional manner. **Clerk/ Deputy Clerk**

- 10. To provide cover for other parish office staff when required.
- 11. To provide democratic services support to the Council. Deputy Clerk
- 12. To keep a log of all planning applications, the council's response and final decision. Deputy Clerk
- 13. To prepare reports on behalf of the Clerk and Deputy Clerk and/or senior officers. Deputy Clerk
- 14. To maintain up-to-date computer and manual filing systems as per the direction of the Clerk
- 15. Undertake any other duty which may be reasonably allocated by the Clerk.

Job Descriptions

1.15 Assistant Clerk.

Key Responsibilities and Main Duties

Committees

- To attend Committee meetings and others when required. To take and prepare minutes for approval and to work with the Deputy Clerk to implement the decisions made at those meetings as agreed by the Council. **N/A**
- To prepare, in consultation with appropriate members and officers, agendas for all Committee meetings, and others as and when required. **N/A**
- To receive correspondence, documents and planning applications on behalf of the Council and to carry out administrative tasks as directed by the Deputy Clerk and other officers associated with these procedures. **Deputy Clerk**

Other

- Where appropriate as guided by Council officers, to study reports and other data on activities of the Council and committees. To discuss such matters with Council officers or specialists in particular fields to help produce reports for circulation and discussion by the Council. **Deputy Clerk**
- To draw up, as a result of suggestions by the Chief Executive Officer, other officers and councillors, proposals for consideration by the Council. **Deputy Clerk.**
- To work in a small team to deliver services and projects for the community as required. **Clerk/ Deputy Clerk**
- To assist the Deputy Clerk to manage computer systems overseeing installations, purchases and ensuring systems operate effectively. **Deputy Clerk**
- To be responsible for general office administration procedures. Working with the Deputy Clerk to update and build in efficiencies. **Deputy Clerk**
- To keep a log of all planning applications, the Council's response and final decision **Deputy Clerk**

- To use Allotment software to help issue allotment tenancy agreements on behalf of the Council, issue invoices and ensure payment is received. **Chief Facility Officer**
- To carry out inspections of Council land and assets as required. **Chief Facility Officer**
- To arrange internal and external council meetings and book training courses. **Deputy Clerk**
- To attend training courses when required.
- To deal with members of the public in a professional and courteous manner
- To provide cover for and support to the Clerk and other officers
- Occasional use of own car required
- As a term of your employment you will be required to undertake other duties and requirements associated with your job.

2. Responsible Financial Officer

- 2.1 Some local council staff are essential because they are office holders who have specific statutory obligations that are key to the internal administration of the council⁸. In other words, some work that relates to the internal administration of a council must be undertaken only by these office holders. Legislation identifies two office holders in a local council.
- 2.2 Firstly under the Local Government Act 1972 a council must appoint a person to be responsible for the administration of its financial affairs⁹. This person is known as the Responsible Financial Officer. Accounting and Audit Regulations¹⁰ that local councils are subject to confer statutory obligations on the RFO. These responsibilities include signing the annual accounts of the council. Further responsibilities that are conferred on the RFO are set out in the proper practices that councils are subject to. In very general terms, an RFO supports the council in respect of internal control and audit of its accounts and the preparation of the council's budgets, and liaises with the councils internal and external auditors. There must always be a member of staff to undertake the work of the RFO¹¹. It is their duty to determine the form and content of the accounts and supporting records, subject to any directions from the council and in compliance with the Accounts and Audit Regulations 2015¹².
- 2.3 Some of the obligations of the RFO are set out in the Kings Hill Parish Council Financial Regulations.

The RFO;

- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 2.4 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to

⁸ P58 NALC Local Councils Explained – Meera Tharmarajah

⁹ Local Government Act 1972 S151

¹⁰ Accounts and Audit (England Regulation) 2011

¹¹ P59 NALC Local Councils Explained – Meera Tharmarajah

¹² 9.28 Arnold Baker on Local Council Administration, Twelfth Edition

ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

2.5 The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

2.6 The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

2.7 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

2.8 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts

- shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
 - 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.
 - 2.11 The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Human Resources Committee and the council.
 - 2.12 The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
 - 2.13 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
 - 2.14 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
 - 2.15 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
 - 2.16 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all

steps to pay all invoices submitted, and which are in order, at the next available council meeting.

- 2.17 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the council.
- 2.18 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 2.19 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 2.20 The RFO shall be responsible for periodic checks of stocks and stores at least annually.
- 2.21 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 2.22 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least

- annually, possibly in conjunction with a health and safety inspection of assets.
- 2.23 Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
 - 2.24 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
 - 2.25 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
 - 2.26 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

Job Descriptions

2.27 Responsible Financial Officer

This is included in the job description for the Clerk.

Job Descriptions

2.28 Assistant Financial Officer

Key Responsibilities and Main Duties

To assist the Responsible Financial Officer (RFO) in producing the Council's financial reports and managing the Council's short and long term investments.

- To prepare the Council's financial reporting and accounting as per regulatory legal requirements including VAT, internal and external audit and accounts in conjunction with the RFO
- To assist the RFO to produce the annual budget for approval by the Council and submit the precept request
- To administer the Council's cash flow and investments
- To assist with the Council's obligations to insure
- To assist with the Council financial risk assessments and internal audits
- To ensure purchase invoices are reported to Council and accounts are met
- To raise sales invoices for payment and bank funds received
- To keep the Register of Property and Assets up to date
- To attend Council meetings as appropriate
- To draw up proposals for consideration by the Council at the request of the RFO
- To study reports and other data on activities or functions of the Council and on matters bearing on those activities.

Job Descriptions

3. Operational Staff

3.1 Community Centre Manager

The Community Centre Manager is responsible for the day to day management of the Community Centre ensuring the smooth running of the facility and its operations as well as identifying ways to develop, promote and maximise the use of the facility. The Community Centre Manager also works closely with others to ensure all Council facilities are managed consistently and in line with operational policies to provide best value.

- Ensuring the smooth day to day running of the operations, security, customer liaison and staff cover to agreed budgets
- To promote the facilities to develop income and customer base to agreed levels
- To project manage approved community centre events
- To take bookings for the facilities, or oversee others taking bookings, from members of the public and existing hirers ensuring all the necessary administration is in place;
- To ensure the facility is clean and ready for hire throughout the hours of operation in association with the team of cleaners and caretakers
- To ensure that a short and long term maintenance programme is implemented including Health and Safety and risk management provision to deliver facilities and hire equipment to a high and cost effective standard
- To oversee the procurement of contractors' services and preparation of quotations for approval in line with Council procurement policies and oversee satisfactory completion of all works carried out by contactors. Working with the Sports Park Manager and other staff to ensure best value is achieved in all contracts
- To monitor and take appropriate action to ensure hirers/users maintain behaviour and booking times
- To maintain expected customer service standards;
- To deal with enquiries, complaints and emergencies in the first instance and escalate to the CEO or Committee as appropriate where necessary;
- To manage staff and related HR and operational administration to ensure there is sufficient cover in accordance with organisational policy
- To receive and report on invoices for goods and services to be paid for by the Community Centre within agreed budgets.
- To review invoices sent on behalf of the Community Centre for goods and services
- To receive correspondence and documents on behalf of the Community Centre and to deal with the correspondence or documents and bring such items to the attention of the Committee.

- To attend evening meetings of the Community Centre and Events Committee and working groups as necessary.
- To provide or arrange cover for other facility staff as required.
- Willingness to work occasional evenings and weekends when required

Job Descriptions

3.2 Bookings Clerk

The booking clerk is responsible for taking bookings for the Parish Council facilities, including the Community Centre, and delivering high levels of customer service.

Day to Day Management of the Community Centre

- To take bookings for the centre and bar from members of the public and existing hirers ensuring all the necessary administration is in place.
- Maximise the income for the centre by selling additional package options with bookings.
- To prepare invoices, collect payments and ensure all payments are made on time.
- To ensure the facility is clean and ready for hire throughout the hours of operation in association with the team of cleaners and caretakers.
- Assisting the Community Centre Manager in any other reasonable task.

Job Descriptions

3.3 Cleaner

Overall Responsibilities

The Kings Hill Community Centre is a valuable resource to the residents of Kings Hill providing multiple meeting rooms and halls for hire as well as accommodating the Kings Hill Pre-School, Youth Club and Parish Council Office.

The Cleaner is responsible for the general cleanliness of the Community Centre ensuring that there are no risks to staff, councillors, hirers and members of the public alike.

Reporting to the Community Centre Manager, the Cleaner works as part of a small and flexible team, to give the best possible service to all the 'users' of Kings Hill Community Centre

Specific Responsibilities

- To keep the Kings Hill Community Centre clean and hygienic at all times.
- Ensure the facilities are monitored and maintained to a high standard, liaising with the 'cleaning team', Community Centre Manager, hirers and suppliers, as required.
- To keep the Centre Manager, or other delegated officers, informed of cleaning supplies levels and requirements.
- To draw on his/her own initiative, to present proposals for improvement, for consideration by the Community Centre Committee and to advise on their practicability and likely effects of specific courses of action.
- To Act as the representative of the Community Centre as required in a professional and courteous manner.
- To complete responsive cleanliness as required.
- To provide cover for other cleaners during times of sickness and holidays, as required.

Job Descriptions

3.4 Caretaker

The Caretaker is responsible for the general maintenance of the Community Centre and the set up and break down of rooms for hire.

- To unlock the Centre for hirers as required, set up furniture requirements for the Centre's hirers and to tidy the room away at the end of the session as advised
- To complete weekly, monthly, quarterly and annual checklists to ensure that the Community Centre is able to implement preventative maintenance as required.
- To complete responsive maintenance and ad hoc general maintenance jobs as requested by the Centre Manager or Clerk.
- Ensure the facilities and hire equipment are monitored and maintained to a high standard, liaising with the Community Centre Manager, hirers, and suppliers as required.
- Together with the Community Centre Manger, ensure that the Community Centre's obligations for Risk Assessment and Health and Safety are properly met and kept up to date with current legislation.
- To undertake cleaning duties during the daytime as required.
- To provide cover for the other Caretaker, Cleaners and Centre Manager as required.

Job Descriptions

3.5 Chief Facility Officer

The Chief Facility Officer's main responsibility is to assist the Managers in the smooth, effective & efficient running of the Community Centre and Sports Park. To actively promote the interests of the parish council at all times. It is also the responsibility of the Facility Officer to keep the Community Centre and Sports Park clean and ready for Customers use; that the centres are kept secure and that H&S policies are adhered to, especially keeping entrances clear of people and obstacles and escorting people from the premises when they are there without legitimate reason. The Chief Facility Officer will be responsible for general repairs, obtaining quotes in partnership with the Manager, liaising with contractors and helping to ensure customers have a point of contact out with normal office hours. There will be an 'on-call' phone to enable 24/7 care of the building for which the Officer will be responsible for administering amongst the team. The Facility Officer will be the line manager for a small team of facility workers and will guide the manager to ensure staff rotas are efficient for the services offered.

Main Duties and Responsibilities:

- To assist the Manager in the day to day management and running of the Community Centre and Sports Park when required)
- To be responsible for the Opening/Closing Procedure where necessary of the Community Centre and line manage others to do the same
- To be responsible for the security of the premises ensuring that windows are closed & doors are locked at the end of the day. During the day rooms may also need to remain locked if not in use.
- To be the main contact for general repair issues together with the regular planned maintenance of the buildings.
- Carry out repairs and maintenance to the site and surrounding areas where necessary whilst highlighting any contractor services needed
- Manage and deliver the planned maintenance programs of the sites, providing three quotes where necessary to the relevant committee.
- Liaise with contractor to advise of services required and act as a point of contact together with the caretaking team
- To manage the administration and maintenance of the allotment site
- Support and guide the facility team with the support from the Managers
- General cleaning as and when required of the whole Community Centre and grounds
- Ensuring that Health & Safety issues and licensing requirements are strictly adhered to, creating new improved policies where needed with the support from the Managers.

- Operation of all emergency procedures & building maintenance i.e. fire alarm, emergency lighting & heating system together with the facility team.
- Preparation and dismantling of various functions from small meetings to large dinner/dances, parties & conferences which could involve up to 200 chairs. The post requires a lot of manual handling which will involve lifting/moving/setting up/packing away of furniture e.g. round banqueting tables, staging units etc.
- To inspect the interior & exterior of the buildings for general cleanliness on a daily basis. A weekly check must also be conducted for any defects & malfunctioning equipment. Make good any defects where appropriate or report to the Manager as soon as possible so that repairs can be arranged, line manage other facility officers to do the same
- To attend training courses & complete all the appropriate Health & Safety requirements for the role.
- To help set up, operate and maintain the staging units (as required), stage lighting, public address & microphone system.
- To deal with any other matter which would facilitate the smooth running of the Community Centre and Sports Park, or as may reasonably be required by the Manager or the Management Committee.

Job Descriptions

3.6 Sports Park Manager

The Sports Park Manager is responsible for the day to day management of the Kings Hill Sport Park site and operations ensuring the smooth running of the facility and its operations as well as identifying ways to develop, promote and maximise the use of the facility. The Sports Park Manager also works closely with others to ensure all Council facilities are managed consistently and in line with operational policies to provide best value.

- Ensuring the smooth day to day running of the operations, security, customer liaison and staff cover to agreed budgets
- To promote the facilities to develop income and customer base to agreed levels.
- To project manage approved Sports Park events in conjunction with others
- To take bookings for the facilities from members of the public and existing hirers ensuring all the necessary administration is in place;
- To ensure the facility is clean and ready for hire throughout the hours of operation in association with the team of cleaners and Sports Assistants.
- To ensure that a short and long term maintenance programme is implemented to deliver facilities and hire equipment to a high and cost effective standard
- To ensure that Health and Safety and risk management provision is implemented for the whole facility
- To oversee the procurement of contractors' services and preparation of quotations for approval in line with Council procurement policies and oversee satisfactory completion of all works carried out by contactors. Working with the Community Centre Manager and other staff to ensure best value is achieved in all contracts.
- To enforce expected standards of behaviour in customers and booking times
- To maintain expected customer service standards
- To deal with enquiries, complaints and emergencies in the first instance and escalate to the clerk or Committee as appropriate where necessary;
- To manage staff and related HR and operational administration to ensure there is sufficient cover in accordance with organisational policy
- To receive and report on invoices for goods and services to be paid for by the Sports Centre within agreed budgets
- To review invoices sent on behalf of the Sports Park for goods and services

- To receive correspondence and documents on behalf of the Sports Park and to deal with the correspondence or documents and bring such items to the attention of the Committee.
- To attend evening meetings of relevant Committee and working groups as necessary.
- To provide cover for other facility staff as required
- Willingness to work occasional evenings and weekends when required

Job Descriptions

3.7 Assistant Sports Park Manager

To supervise and organise in the running of the Kings Hill Sports Park on a day to day basis (alongside and in the absence of the Sports Park Manager).

- To supervise all Kings Hill Sports Park operations across 7 days including weekend matches on the grass pitches, ensuring the facilities are ready for hire as required in the Sports Park Manager's absence.
- Organise and manage the Sports Park Staff in the Sports Parks Managers absence.
- To ensure and maintain Health and Safety log and compliance on site at all times.
- To assist the Sports Park Manager in maximising sales and marketing across the Facility.
- To maintain expected customer service standards.
- To enforce expected standards of behaviour in customers and booking times
- To deal with enquiries, complaints and emergencies whilst on duty.
- To provide cover for other facility staff when required
- Willingness to work evenings and weekends.

Job Descriptions

3.8 Facility Assistant

To carry out a range of duties at each of our Community Centre and Sports Park buildings; allotment site; play areas and other minor sites. To carry out routine 'check list' inspections to include fire equipment; emergency lighting; water temperature; changing room fixtures; play equipment status and random checks at our allotment site etc. To undertake general grounds maintenance duties to include mowing and strimming of the internal allotment paths and play areas; the clearance of vacated allotment plots; installation of fixtures such as litter bins, notice boards and signs etc. Other duties include general handyman tasks such as repairing water leaks; changing light bulbs; adjusting doors; painting etc. A vital part of the role also includes the support of the community centre team – undertaking set ups and clear downs for the customer; general cleaning; ensuring safety and functionality of the Community Centre and Sports Park building.

- Assist the Manager in the day to day running of the Community Centre, Sports Park and grounds.

Job Descriptions

3.9 Catering Manager

The Sports Bar Catering Manger's responsibility is to organise and run the café at Kings Hill Sports Park on a day to day basis and to deliver the contracted arrangements with Sports Park Hirers with regard to the delivery of food/ beverages.

- To organise and run the café including daily cashing up
- To order stock and manage stock control of consumable items
- To maintain kitchen logs for health and safety and food safety purposes
- To manage the maintenance and repair of kitchen equipment in line with manufacturer's instructions and best practice
- To maintain expected customer service standards
- To manage staff including training and organising rotas
- To understand full menu costings
- To develop menu as a result of customer feedback
- Willingness to work evenings and weekends as Parish Council needs require
- To work with the Sports Park Committee to agree opening times for the Sports Park Bar/ Café in the future.
- To deliver contractual arrangements for food/ beverage as required from Sports Park hirers.
- Occasional use of own car required
- As a term of your employment you will be required to undertake other duties and requirements associated with your job.

Job Descriptions

3.10 Catering Supervisor

The Sports Bar Catering Supervisor's responsibility is to organise and run the café at Kings Hill Sports Park on a day to day basis (alongside the Sports Bar Catering Manager) and to deliver the contracted arrangements with Sports Park Hirers with regard to the delivery of food/ beverages.

- Must have had experience of cooking in a busy kitchen
- To organise and run the café including daily cashing up
- To order stock and manage stock control of consumable items
- To maintain kitchen logs for health and safety and food safety purposes
- To maintain expected customer service standards
- To manage staff including training and organising rotas
- Willingness to work evenings and weekends as Parish Council needs require
- To deliver contractual arrangements for food/ beverage as required from Sports Park hirers.
- Occasional use of own car required
- As a term of your employment you will be required to undertake other duties and requirements associated with your job.

Job Descriptions

3.11 Catering Assistant

Key Responsibilities

- Assisting the Catering Manager
- Serving hot and cold beverages and meals to the customers
- Assisting with the preparation of meals
- Performing cleaning programmes
- Maintaining high standards of customer service
- Maintaining excellent work practices in accordance with health and safety, food and hygiene policy and all relevant legislation

The Candidate

- Must be Over 18.
- Must possess a positive work ethic
- Work well under pressure
- Good interpersonal skills
- Must be a team player
- Experience in working in a similar setting is desirable but not essential.
- Must be willing to work evenings and weekends

4. Chairman

A council is not properly constituted without a Chairman¹³ and so therefore the chairman of a local council must be appointed each year and it must be the first business of the annual meeting of the council¹⁴. The chairman must manage the meetings to include all councillors, to keep the business moving and to facilitate motions becoming concise resolutions. The chairman holds office until the next annual meeting of the council when a successor is elected.

The chairman must work well with the clerk to ensure the council is well informed, they can suggest content and design of the agenda but the clerk is the legal signatory and therefore will have the final say. The Chairman can also represent the council but must express the corporate view rather than personal opinion. A parish council may pay the chairman to enable him to meet the expenses of his office and shall be such as the council thinks reasonable¹⁵.

The chairman has a duty to ensure correct procedures are adopted at meetings and that the decisions taken are lawful and effective. When voting the chairman's initial vote is his personal vote but In the event that there is a tie in voting, the chairman has an additional casting vote¹⁶.

¹³ LGA 1972 S14(1)

¹⁴ LGA 1972 S15(1)

¹⁵ LGA 1972 S15(5)

¹⁶ LGA 1972 Schedule 12 39(2)

5. Corporate Body

- 5.1 The council is a corporate body, a legal entity separate from that of its members. Its decisions are the responsibility of the whole body. The council has been granted powers by Parliament including the important authority to raise money through taxation (the precept) and a range of powers to spend public money
- 5.2 Local councils are incorporated bodies, established by legislation. They are a type of local authority. Local authorities can only do what legislation requires or permits them to do¹⁷. Unlike other local authorities, local councils are not burdened by statutory duties to discharge the functions that deliver services, facilities and amenities that local people and businesses rely on. There are very few statutory functions that a local council must discharge. Acting without the legal power is an unnecessary risk which could lead to financial and legal difficulties¹⁸.
- 5.3 Some of the statutory functions that a local council must discharge include holding an annual meeting (and in the case of a council in England at least three other meetings per year¹⁹) which the public have the right to attend, appointing a person who is responsible for the administration of the council's financial affairs²⁰, appoint a chairman of the council, and preparing yearly accounts which are externally audited²¹. A council must also have a code of conduct which confirms the obligations of councillors when representing the council²².
- 5.4 A local council also has a duty to exercise its statutory powers with due regard to the need to do it reasonably can do to prevent crime and disorder, the misuse of drugs, alcohol and other substances, and re-offending in the area²³. It also has a duty in exercising its statutory responsibilities to have regard to the purpose of conserving biodiversity²⁴. There are some statutory duties that a local council is subject to because it is a public body. For example, a local council is subject to the Freedom of Information Act 2000. A council, like any other person, is subject to the Equality Act 2010 but it has additional obligations in the 2010 Act because it is a public authority. It must have due regard to the need to eliminate discrimination and harassment, victimisation and to advance equality of opportunity in the exercise of its functions²⁵. A local council must also comply with employment law²⁶.

¹⁷ P16 NALC Local Councils Explained.

¹⁸ NALC Good Councillors Guide

¹⁹ Local Government Act 1972 Schedule 12

²⁰ Local Government Act 1972 S151

²¹ Audit Commission Act 1998 s2 and schedule 12 and Accounts and Audit (England) Regulations 2011

²² Localism Act 2011 S27(2)

²³ Crime and Disorder Act 1998

²⁴ Natural Environment and Rural Communities Act 2006 s40.

²⁵ Equality Act 2010 s149 and schedule 19

²⁶ NALC Good Councillors Guide

- 5.5 Legislation permits local councils to exercise a range of discretionary statutory powers, for example in relation to the provision of recreational amenities, allotments, off street car parking and sports facilities. Unlike local authorities, which are required to perform mandatory statutory functions, local councils enjoy the freedom of choosing which discretionary powers they exercise.
- 5.6 In choosing to exercise the range of statutory powers available to it, a local council has the potential to improve the services and the amenities for the community that lives in its area.
- 5.7 Legislation requires certain statutory functions of a local council to be discharged by the council itself. This means for example, that a local council cannot delegate to staff responsibility for:-
- Levying or issuing a precept²⁷.
 - Borrowing money²⁸.
 - Approving the council's annual accounts²⁹.
 - Considering an auditor's report made in the public interest³⁰.
 - Confirming by resolution that it has satisfied the statutory criteria to exercise the power of general competence³¹.
 - Adopting or revising the council's code of conduct³².
- 5.8 A local council cannot undertake an activity which is not expressly permitted by legislation. Also a local council cannot generally undertake activity which legislation permits another or a particular type of local authority to undertake³³.
- 5.9 A local council may want to run a nearby grocery shop or pub but it has no power to provide these sort of amenities and it is not permitted to trade³⁴.
- 5.10 Some powers conferred on local councils permit them to charge for services but on a cost recovery only³⁵, rather than for profit. Such statutory restrictions may impact on a council's budgeting for a proposed activity.

²⁷ Local Government Act 1972 s101

²⁸ Local Government Act 2003, Schedule 1, paragraph 2(4)

²⁹ Accounts and Audit (England) Regulations 2011, Regulation 13(3)(b)

³⁰ Audit Commission Act 1998 s11(8)

³¹ Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

³² Localism Act 2011 S28(13)

³³ P30 NALC Local Councils Explained.

³⁴ Local Government Act 2003 S95

³⁵ Local Government Act 2003 S93

Rules for dealing with public money

- 5.11 Being financially responsible for a public body can be daunting. The rules set by Government are designed to make sure that the council takes no unacceptable risks with public money. The words risk management should be engraved upon every councillor's mind³⁶.
- 5.12 As a councillor, you share collective responsibility for financial management of the council.
- 5.13 The council must operate an overall system of internal control appropriate to your council's expenditure and activity. There is extensive guidance on risk and internal control in Governance and Accountability for Local Councils: the Practitioners Guide published jointly by NALC and the SLCC. As part of its system of internal control, the council arranges for an internal audit where someone, (other than the RFO and acting independently of the council), scrutinises the council's financial systems.
- 5.14 The findings of internal controls are reported to the council, so, together with regular feedback from the RFO on the accounts, all councillors should be aware of the council's financial position. This ensures everything is open and above board and you have what you need as a councillor accountable for the council's finances.
- 5.15 It is essential that the council is seen to provide value for money. This means ensuring that public money is spent efficiently to provide an effective service. The aim is to get more council activity for the least possible expense without compromising quality.
- 5.16 The responsibilities of the corporate body are set out in the Kings Hill Parish Council Financial Regulations – extract below.
- 5.17 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted at a meeting of the Finance and Human Resources Committee.
- 5.18 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

³⁶ NALC Good Councillors Guide

- 5.19 Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of September each year including any proposals for revising the forecast.
- 5.20 The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 5.21 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year.
- 5.22 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 5.23 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee.
- 5.24 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.
- 5.25 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.26 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.27 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.28 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

- 5.29 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 5.30 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 5.31 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 5.32 All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 5.33 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 5.34 The council will review all fees and charges at least annually, following a report of the Clerk.
- 5.35 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 5.36 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 5.37 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and

covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 5.38 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 5.39 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

Risk management

- 5.40 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 5.41 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Contact Officer: Georgina Jackson, Deputy Clerk

Date: 5th January 2021