



APPOINTMENT

of

Parish Clerk/Responsible Financial Officer

RECRUITMENT INFORMATION & APPLICATION PACK

November 2019

WARNDON PARISH COUNCIL

CLOSING DATE FOR APPLICATIONS

30th December 2019

Completed applications should be marked

PRIVATE & CONFIDENTIAL

1. WARNDON PARISH COUNCIL

Warndon Parish boundary covers an area from the Worcester & Birmingham canal in the north to Swinesherd in the south.

Warndon Parish was built on land that had been owned by the Berkeley Estate at Spetchley since 1594. However, it was administered by Droitwich Rural Council until it passed to Worcester City Council in 1952. Berkeley Estate sold to the Developers in 1986.

Worcester was, and is, an expanding city and council-built houses gradually crept up Tolladine and Newtown Roads. In 1958 the big council estate to the west of Tolladine Road was built and named Warndon as no-one visualised that a Parish Council would be formed in the same area.

The first phase of the Villages development was the 158 houses, built in 1972 and named Heron Grange (Heron Prowting was the developer). Then, in the early 1980s the City Council began looking to expand northwards. This major development caused concern among several far-sighted people living in Heron Grange and Trotshill Lane, each formed a Residents Association and eventually joined forces.

They quickly realised that they would have more power if they formed a Parish Council because then, by statute, they would be able to comment with authority on the proposed Worcester Local Plan and eventually scrutinize the planning applications and get a genuine say in the overall development.

In July 1984 Warndon Parish Council was inaugurated and the first meeting was on 4 August that year. There were 5 Councillors then plus a part-time Clerk

The Local Plan, (which covered the whole of the city), envisaged 4500 dwellings being built on the land which was about 640 acres (a square mile). And that is how it began with the Parish Council commenting on the proposals. The Plan was published in 1988.

Once the building started the estate plans came in thick and fast and the houses virtually shot up. There are two affordable housing estates, Swallowfield and Huxley.

The last housing build is Mabs Orchard at the end of Dugdale Drive. This is mixed estate with affordable housing together with allotments and some green space.

There were some minor boundary changes in 1996 and the number of Councillors was increased to seven.

At that time the Parish was still part of St. Martin's Ward, which, when the building here finally finished, comprised an estimated population of 14000 adults administered by one County Councillor and three City Councillors. This was obviously too big. It also caused a few problems with the City Council committees as they did not know how to refer to the original ward or the new one. It was resolved when the Parish Council suggested that they would be known as Warndon Parish and the 'old' part known as Warndon.

Then Central Government came up with a brilliant idea that to give more power to the people there should be a reduction in the number of electors served by a district Councillor. They put the figure at 2000 or thereabouts. The 2010 Electoral Register shows 8082 adults.

In 2002 the big Electoral Review began, which eventually led to boundary changes. There were many changes amongst the City Wards, but ours was the biggest. We were 'divorced from 'old' Warndon which became two wards: Gorse Hill and Warndon, with one County Councillor.

The Parish was divided into two wards with the boundary along the edge of the back gardens of the houses in Middle Hollow and Trotshill Lane, which by this time had been split by Mill Wood

Drive. Thus we have Warndon Parish North and Warndon Parish South covered by one County Councillor and four City Councillors. The first City elections in the Parish were held in 2004.

The Parish Council asked for, and got, an additional Parish Councillor making eight, four in each ward. It was agreed that, although each Parish Councillor is elected for one or other of the wards, their remit is the whole of the Parish.

During the 35 years to date, there have been 40+ Councillors, ten of whom have been Chair of the Council. There have been six clerks in that time.

Parish boundary

The boundary begins at the M5, then going west the northern boundary is the Worcester/ Birmingham Canal as far as Blackpole Road. It comes back along the northern side of Cotswold Road and crosses south to include Wall Meadow. The boundary continues south along old Tolladine Road, to the junction with Middle Hollow. It crosses the road along the eastern side of Tolladine Road to the Golf Course round the fields running behind the houses in Tolladine Road, through Aconbury Close and Aconbury Farm, south again towards County Hall, goes west in a 'dog leg' to include part of Spetchley Road, east to Swinesherd and then following the line of the M5 north to Junction 6.

Some of the Parish Council's achievements:

- They were able to prevent the 15th century Warndon Court Farm from being turned into a small housing complex.
- They were successful in reducing the speed limit along Berkeley Way to 50mph and insisted on better landscaping of the factories along the road.
- They were able to persuade the County Council to close Offerton Lane to reduce fly-tipping. This has a varied history.
- An early success was the inauguration of the school bus service to the Nunnery Wood schools.
- The question of traffic lights in Middle Hollow Drive was first raised in 1990. Ten years later, traffic lights were installed together with a right filter light.
- They sponsor thirteen dog litter bins around the Parish and persuaded the City Council to install more
- Since 2005 they have part funded an Estate Warden in partnership with the City Council.
- Due to a cut in funding the Parks Department reduced grass cutting in the Parish. The Council agreed to fund additional grass cutting.
- For the last four years, the Council has operated a Vehicle Activated Sign (VAS) which is rotated around our feeder roads. This has led to some reduction in speeding vehicles.
- Three years ago the Council purchased three defibrillators across the Parish for public use 24/7.

Responsibilities

The Parish Council:

- Receives a precept in 2019/20 of £109,500 per annum
- Pays a large portion of the Precept to Worcester City Council to provide additional environmental services to our residents
- Provides financial support to Lyppard Hub, our local community centre, to help provide local residents with a superb facility
- Supports the Annual Villages Fete each year which attracts 1500-2000 people.

Parish Council Meetings

The Parish Council meets on the first Monday of the month at Lyppard Hub, starting at 7.30pm.

2. JOB VACANCY

WARNDON PARISH COUNCIL

Warndon Parish Council is seeking to appoint a Part-Time Clerk / Responsible Financial Officer for 10 hours per week. Reporting to the Parish Council, the role is an administrative role within the Parish Council team. The person is responsible for keeping up to date financial records, attending Parish Council Meetings and recording minutes of those meetings. Other duties will be explained at the interviews. Salary according to experience.

Person Specification

- Highly motivated, enthusiastic person able to work on own initiative
- Excellent interpersonal skills for dealing with members of the public and Councillors.
- Excellent administrative skills and some accountancy knowledge.
- Hold of CILCA (Certificate in Local Government Administration) or previous experience as a Parish Clerk & RFO.
- Computer literate with full knowledge of Microsoft Office and familiarity with website control would be an advantage.
- Available to attend Parish Council Meetings (11 times per year, in the evening on the first Monday in the month)
- Residence in Warndon Villages would be an advantage but is not essential.

General Overview of Role

The Parish Clerk ensures that the Parish Council is provided with an effective administration function and also takes responsibility for the accuracy of the accounts.

This person carries out the instructions of the Parish Council and advises them upon policies in place upon which the Parish Council can make correct decisions and action them. It should be noted that the Council is a member of the County Association of Local Councils (CALC) and this organisation is there to support the Clerk.

A key role is dealing with Parish, City and County Councillors' communications and ensuring action on residents concerns. This will involve efficient communication with the City and County Council officers.

Specific Responsibilities

To perform the day to day accounting using Rialtas Software (RBS Software) currently used by the Council and prepare and submit accounts for Annual External Audit.

Arranging receipt and payment of all invoices to the Parish Council, after these items have been approved for payment by members.

Preparation, collation and issuing of Agendas and Minutes of the Meetings.

Be the liaison for all Councillor and resident complaints and questions to the City and County Councils.

To apply, please contact The Clerk, Warndon Parish Council, c/o 12 Deal Crescent, Worcester, WR4 0LJ. Or contact clerk@warndonparishcouncil.org or telephone 01905 458439 or 07850 213578 for further information.

3. JOB DESCRIPTION

JOB DESCRIPTION –

CLERK TO THE COUNCIL / RESPONSIBLE FINANCIAL OFFICER.

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 in particular; 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 in particular; 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 records for audit purposes and VAT in a timely manner. This work, where possible, shall be done using electronic spreadsheets such that these can be accessible by members of the Council instead of having paper copies.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees and to attend such meetings and prepare minutes for approval. These should be prepared such that distribution can be achieved by e-mail and hence reduce the amount of paper necessary.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees as required.

6. 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 as a result of instructions of, or the known policy of the Council.
7. 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.
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 draw up 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 monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. 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.
13. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
16. 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.

17. 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, as required.
18. To maintain on a regular basis (at least once per month), the Parish Council website making sure at all times that the information shown is accurate and up to date. This duty will include (but is not limited to) addition of copies of agendas, minutes and notices of meetings.
19. Maintain electronic copies of all Council Agendas, Minutes and other documents and strive towards a paperless office.

4. Application Process

The application and the covering letter should be placed in a sealed envelope marked *"private and confidential - Application for Parish Clerk post"* for posting or hand delivery to:

Clerk, Warndon Parish Council
12 Deal Crescent, Worcester, WR4 0LJ

Or via email to:

clerk@warndonparishcouncil.org

You must include in your application information which:

- Sets out how you meet the person specification
- Demonstrates the qualities you would bring to the role of Parish Clerk

A CV is required.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact Ray Morris, Interim Clerk & RFO on 07850 213578 or clerk@warndonparishcouncil.org for an informal discussion.

5. SELECTION PROCESS

The formal selection process will take place in January 2020 on a date to be agreed

The appointment will be made by an Appointment Panel of Councillors and the current Clerk.

References

Formal references will be taken up following an offer of employment.

Disabled Candidates

Any candidate who is disabled should please contact the Clerk of Warndon Parish Council as above, in confidence, so that reasonable adjustments can be made to the recruitment process.

Code of Conduct

The post-holder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Parish Council and entered in the Register of Officers' Interests.

Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chair of the Parish Council.

Pre – Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer).

Application Form

Please complete in black ink and print where possible

<i>Position applied for:</i>	<i>Closing date and source of application:</i>
<i>Surname:</i>	<i>First names and title:</i>
<i>Address:</i>	<i>Telephone:</i> <i>Mobile:</i> <i>Email:</i> <i>National Insurance Number:</i>

Personal Details:

Do you require a work permit to take up employment in the UK?	Yes	No
Are you legally eligible for employment in the UK?	Yes	No
Do you hold a current clean driving licence?	Yes	No
Please give details of any driving offences currently under endorsement:		

Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).

If offered this position will you continue to work in any other capacity? Yes No

Employment History

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

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Salary:

Type of Business:

Reason for Leaving:

Education and Qualifications (including Membership of Professional Bodies)

Date From/To	Name of School, College or University	Qualifications Gained

Training

Please list the relevant training courses attended below:

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Hobbies

Please give details of your main hobbies:

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Illness and/or Accidents

1. Do you consider yourself to have any disabilities? If yes, please give details (this will enable the Council to make reasonable adjustments to help accommodate you):

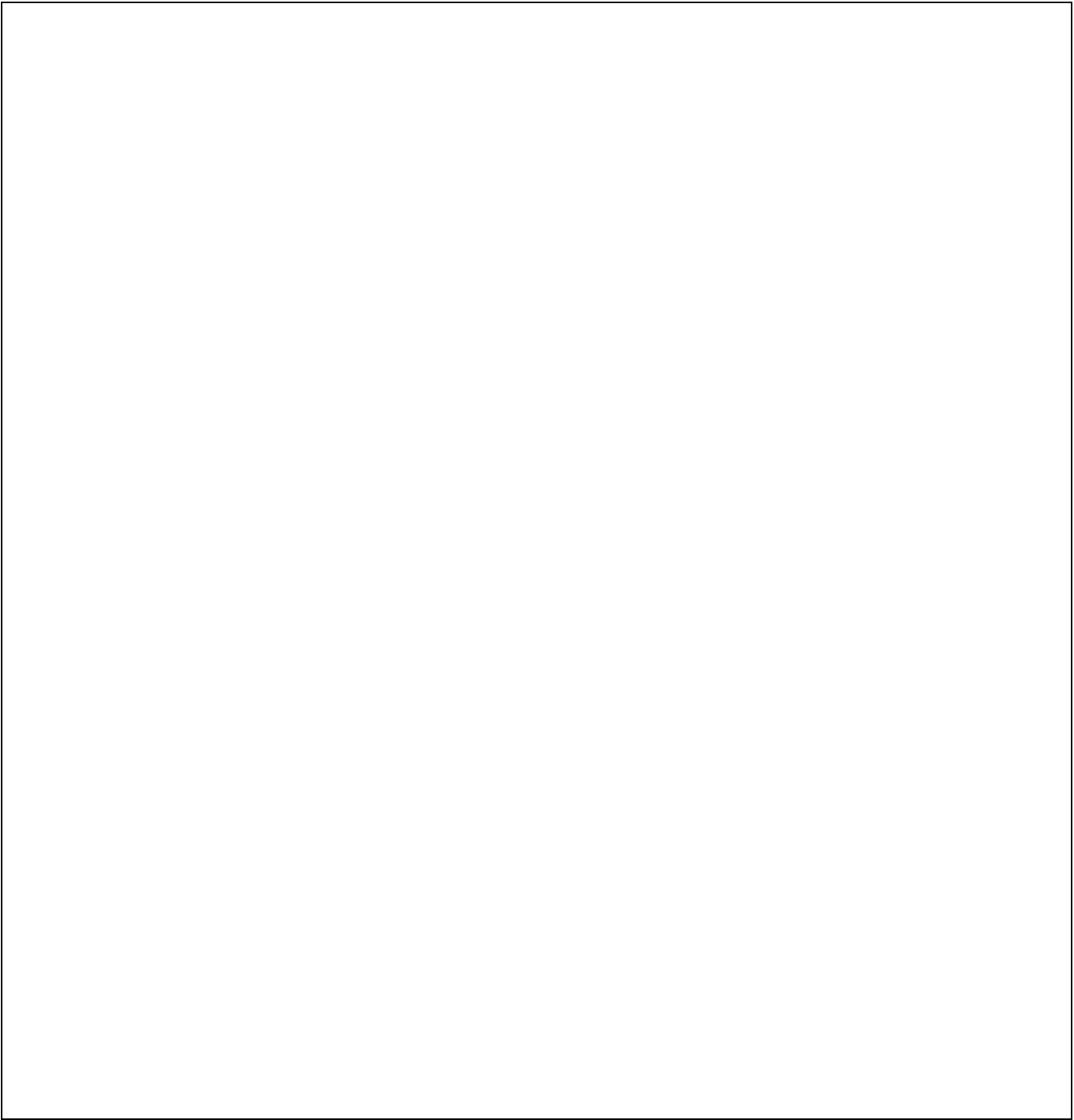
Additional Competency Information

Please provide specific examples in response to the following questions:

What have you done to ensure that you work effectively as a member of a team or partnership?

Please give an example of when you have worked successfully as part of a team? What did you do?

Please describe an occasion where you have improved a business process or procedure. What did you do and what was the outcome?



the application and the offer of employment, and where employment has commenced, to dismissal.

DECLARATION

I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.

Signature

Date