

Finance & General Purposes Committee Minutes

Tuesday 13th November 2018

Present: Cllr Riley (YR) - Chairman, Cllr Langford (CL), Cllr Jeffes (CJ).

In Attendance: A Weaver Clerk.

1. Apologies and Declarations of Public Interests

Cllr Andrews, Appleby and Stoodley.

2. To approve the minutes of the meeting of 16th October and consider any matters arising.

The minutes were agreed as a correct record. The chairman signed the minutes.

Matters Arising

IA Walnut Tree Quote –

Action – Cllr Langford to discuss quote with Parish Lengthsman. **CL**

Internal Audit Work Plan

There was a discussion about the need to incorporate publication of agenda and minutes duties into Parish Clerk work role.

Decision/Action – Recommend to FCM that ownership of agenda and minutes web pages is delegated to the Clerk. **YR**

GDPR Action Plan

Clerk Mr Weaver reported that he had sought some feedback from HALC Forum about how other parish and town councils dealt with GDPR in respect of their contractors, and particularly how they deal with contractors' personal information. No responses had yet been received. There was a discussion.

Action – Clerk Mr Weaver to forward Privacy Notice to agreed list of contractors. **AW**

Action – Clerk Mr Weaver to seek HALC advice about default email text advising all respondents about IVPC's commitment to GDPR. **AW**

Recruitment of New Clerk

There was a discussion about the current position. Members confirmed interview date.

Action – Clerk Mr Weaver to contact potential applicant and to provide that person with interview details. **AW**

Car Parking at Old School Field (OSF)

Cllr Riley confirmed that the McPherson Trustees had received a letter from the Chairman about this matter. A response was awaited. **YR**

Internet Banking

Clerk Mr Weaver stated that he had contacted Cllrs Andrews and Legat about Bank internet access. They had undertaken to follow the matter up with Unity Trust Bank. There was a discussion.

Action – Clerk Mr Weaver to check access status of Cllrs Andrews and Legat. If still an issue, Clerk Mr Weaver to contact Unity Trust Bank to restart authorization procedure. **AW**

Polling Station Review

Members confirmed they were satisfied with 3 polling stations at local village halls and that these should be the minimum provision for the large area covered.

Action – Clerk Mr Weaver to respond to WCC consultation by Friday 16th November. **AW**

3. Bills to Pay

Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllrs Jeffes and Langford approved the payment list (This payment List will be included in the December 6th FCM minutes).

Action: Clerk to follow up email about Boomtown Community Grant funding arrangements for this year and invoice Boomtown appropriately. **AW**

Action: Clerk to create electronic Bills to Pay transaction; Cllr Riley to approve payments. **AW**

4. 2019-20 Precept Setting including Prioritising Projects

Cllr Riley thanked members for the discussion at last Full Council. A revised draft budget had now been circulated. A point to note was that Itchen Valley Churches had requested that their previous level of grant could be reinstated in the next financial year. There was a discussion. Councillor Riley summarized the new position.

- A balanced budget;
- An increase in precept to cover fixed costs given loss of council tax support grant;
- A reduction in the Strategic Reserve to £10,855 – to cover 4 months rather than 6 months expenditure;
- A new requirement to raise £2,570 to support grants for a footpath to Itchen Abbas School and for play equipment at Easton.

There was a discussion and the current proposal was supported.

Decision: Proposed budget to be taken to December FCM for approval.

Action – Cllr Riley and Clerk Mr Weaver to action.

YR/AW

5. Personnel Policies with GDPR Updates (see Appendix 1)

Clerk Mr Weaver confirmed that personnel policies had been reviewed by Cllr Stoodley and he had forwarded them to HALC for a final check. Reference to GDPR had now been included within Recruitment Protocol.

Decision: Personnel Policies to be taken to December FCM for approval.

Action – Cllr Stoodley and Clerk Mr Weaver to action.

RS/AW

6. Review of Internal Processes and Controls

Members considered Financial Processes and Internal Controls Document circulated with the agenda. Clerk Mr Weaver confirmed that this document reflected current procedures. There was a discussion.

Action – Monthly Summary of Reconciled Accounts to be included within the FCM minutes. **AW**

Action – Financial Processes and Internal Controls Document to be updated to correct minor spelling errors and include reference to updated statutory guidance and new review dates. **AW**

Action – Financial Processes and Internal Controls Document to be taken to December FCM for approval. **AW**

7. Administration of Lengthsman Scheme

Clerk Mr Weaver confirmed that he had received signed agreements from HCC and from Associate parishes. A deployment schedule was expected from the Lengthsman at the end of this month. The Lengthsman and his staff intended to visit Bishop Waltham Depot to progress Green Waste Pilot Scheme shortly.

8. SDNP Community Infrastructure Levy (CiL)

Members discussed the SDNPA CiL email circulated with the agenda – publicizing Call for Projects for next round of CiL Spending (2018/19 and beyond) – closing dates for bids – 15th February 2019. There was a discussion.

Decision/ Action: Infrastructure projects approved at FCM of 4th October (Appendix 1 of 4th October minutes) to be submitted to SDNPA **YR**

9. To Review FGP Committee Annual Work Plan

Cllr Riley highlighted the workplan circulated with the agenda. There was a discussion.

Action – FGP Committee Annual Work Plan to be amended in light of discussion. **YR**

Action – Clerk Mr Weaver to forward past council minutes to HCC Record Office. **AW**

10. Exclusion of Press & Public

Decision - Cllr Riley proposed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this agenda item by reason of the confidential nature of the business to be transacted. Members supported the proposal

unanimously.

Action - Item to be reviewed at the next F&GP meeting.

11. Items to be Considered at Next Meeting

NALC AGM

Cllr Langford highlighted the recent NALC Newsletter requesting feedback about member training. There was a discussion.

Action – Clerk Mr Weaver to respond to NALC consultation highlighting requirement for training provision within Planning Committee terms of reference.

AW

12. Date and Time of Next Meeting

Thursday the 18th December at 7.45/8.00 pm at Itchen Abbas & Avington Village Hall.

Cllr Langford gave his apologies for non-attendance at next FGP Committee meeting.

Meeting closed at 9.35 pm.



Itchen Valley Parish Council

Disciplinary procedure

Policy

The Council aims to ensure that there will be a fair and consistent approach to the enforcement of standards of conduct throughout the organisation. This policy and procedure is designed to help and encourage employees to achieve and maintain standards of conduct, attendance and job performance. This policy also aims to resolve problems of conduct or performance and wherever possible to avoid dismissal. The Council's Standing Orders, the Parish Council Employee Rules (Attached), this procedure and associated documentation, apply to all employees.

Purpose and scope

The organisation's aim is to encourage improvement in individual conduct or performance. This procedure sets out the action that will be taken when disciplinary rules are breached.

Principles

The procedure is designed to establish the facts quickly and to deal with disciplinary issues consistently.

An Employee has the right to appeal against any disciplinary penalty. An appeal meeting will be arranged as soon as possible and will be conducted by the Chairman or the Appeals Committee selected from Councillors on the Finance and General Purposes Committee who have not been involved in the process up to this point.

- No disciplinary action will be taken against an employee until the case has been fully investigated and a disciplinary hearing has taken place. The employee will be advised in writing of the nature of the complaint against him or her and the arrangements for the hearing
- The employee will be given the opportunity to state his or her case at every stage at a disciplinary hearing before any decision is made
- The employee will have the right to be accompanied by a colleague, or accredited trade union official during the disciplinary interview or disciplinary appeal. The right of representation does not extend to investigatory meetings.
- Mitigating circumstances will be taken into account any when reaching decisions on appropriate disciplinary penalties
- No employee will be dismissed for a first breach of discipline, except in the case of gross misconduct. The penalty for this will be summary dismissal, i.e. dismissal without notice or pay in lieu of notice
- An employee will have the right to appeal against any disciplinary penalty imposed
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action
- In poor performance cases, where the reason is not within the control of the employee, the organisation's capability policy and procedure will be used instead. But poor performance resulting from negligence, lack of application or attitudinal problems, for example, will be dealt with under the disciplinary

procedure. Also, where an employee's absences are deemed to be of a casual nature, the employee will be dealt with under the disciplinary procedure.

Informal warnings

It may be appropriate for an employee to receive an informal warning prior to formal disciplinary action being taken. This will be for the purpose of allowing the employee a chance to address the issue without formal proceedings. An informal warning is not recorded in writing (although an informal file-note may be made in the personnel file).

The procedure

At the conclusion of the disciplinary hearing, **any** of the following actions may be deemed to be appropriate.

Stage 1 – First written warning

If conduct or performance is unsatisfactory, the employee will be given a formal disciplinary warning. Such warnings will be recorded but disregarded after a period of satisfactory service. The exact timeframe will be confirmed in writing when the penalty is notified to the employee.

Stage 2 – Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given. This will include the reason for the warning and a note that if no improvement results within a reasonable action at Stage 3 will be taken. Again, the exact timeframe will be confirmed in writing when the penalty is notified to the employee.

Stage 3 – Dismissal or action short of dismissal

If the conduct or performance has failed to improve, the employee may be subject to demotion, disciplinary transfer or dismissal.

Gross misconduct

If an employee has committed an offence of the following nature the normal consequence will be dismissal without notice or payment in lieu of notice:

- theft, fraud;
- any involvement in bribery, giving, receiving or facilitating bribes;
- unauthorised entry to computer records or deliberate falsification of records;
- a serious breach of the organisation's rules on email and internet usage, health and safety policy, harassment policy or data protection policy;
- Violence, assault or dangerous horseplay;
- deliberate or reckless damage to organisation property or a fellow employee or Councillor;
- an inability to perform job duties through being under the influence of alcohol or drugs;
- a serious breach of the Council's safety rules or a single error due to negligence which causes, or could have caused, significant loss, damage or injury to the organisation, its employees or customers, including interference with any equipment provided for the health and safety of employees;

- conviction of a criminal offence that makes the employee unsuitable or unable to carry out his or her duties;
- a serious act of insubordination, such as deliberate refusal to carry out proper instructions;
- acts of bullying, harassment or discrimination, gross insubordination or objectionable and insulting behaviour;
- a serious breach of trust or confidentiality;
- Sleeping during working hours;
- Conduct which is inconsistent with the continuance of the relationship of fidelity between the Parish Council and an employee;
- Gross immorality within the workplace; or
- Breach of the Data Protection Regulations.

This list is not intended to be an exhaustive one and only gives an indication of the types of offence that may be considered gross misconduct. Other incidents may also constitute Gross Misconduct

The employee may be suspended while the alleged gross misconduct is being investigated. During this time, he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the employer after full investigation. When this investigation has been completed the employee will be invited to attend a disciplinary meeting (at which s/he will be entitled to representation) to respond to the allegations.

In cases of misconduct (situations less serious than gross misconduct) it might also be appropriate to suspend the employee if this assists with the investigation.

Appeals

Employees have the right to appeal after a disciplinary sanction has been applied. Employees can exercise their right to appeal by writing to the person named in the letter confirming the outcome of the disciplinary hearing within five working days of receiving written notification of the disciplinary sanction.

The letter should state the grounds upon which the appeal is being lodged. If the appeal is against dismissal, the dismissal decision will stand unless or until the Chairman or Appeals Committee decides otherwise. The decision of the Chairman or Appeals Committee will be notified in writing and will be final and binding.

Last updated: 8 Nov 2018

Last review: 8 Nov 2018

Date of next review: May 2019



Itchen Valley Parish Council

Itchen Valley Parish Council Rules for Employees.

Introduction

The general interest of all employees and the efficient operation of the Parish Council requires the observance of certain basic standards of conduct. The rules set out below are binding on all employees. You are asked to read them carefully and to discuss with your supervisor any points you do not fully understand.

Failure to observe the rules will result in disciplinary action taken in accordance with the Parish Councils disciplinary procedure.

THE FOLLOWING LIST IS PROVIDED BY WAY OF ILLUSTRATION ONLY AND IS NOT INTENDED TO BE EXHAUSTIVE.

Note: These rules are written to allow the council to employ more staff over time

Attendance and timekeeping

- All employees are expected to report for work punctually and to observe the normal hours of work laid down in their Statement of Terms and Conditions.
- If late for work, you are to report to your supervisor and explain the reason for lateness before starting work. For the Clerk only if late for meetings then you should contact the Chair of the Committee as soon as is possible
- If it is necessary to take time off during working hours, you are to report to your supervisor both before leaving and restarting work.
- If it is necessary to leave work before the normal finishing time, prior authorisation must be obtained from your supervisor. For the Clerk if you need to leave meetings early the Chairman of the committee should be informed before the meetings.
- The Parish Council reserves the right to make deductions from wages or salaries in respect of lateness or absence [*note: the employee should agree this expressly in writing, e.g. in the employment contract*].
- Except in the normal course of their duties, employees are not to leave their place of work without prior authorisation from their supervisor and the supervisors of any departments visited.

Absence and time off

- If for any reason you are unable to report for work, you should telephone or send a message to your supervisor - if possible before 10 a.m. on the first day of absence. You should indicate the reason for, and probable duration of, your absence.
- In cases of sickness absence lasting 7 days or less, you should obtain and complete a company self-certification form immediately upon your return to work. All periods of sickness absence in excess of 7 days must be covered by medical Statements (certificates). Statements must be sent to the company without delay.
- If time off work is required for domestic or other reasons, prior authorisation is to be obtained from your supervisor.

Health and safety

a) Employees have a particular duty to safeguard the health and safety of themselves and all others who may be affected by their acts or omissions. Attention is drawn to health and safety legislation and employees are required to co-operate in its implementation.

b) Staff working from home should ensure their workstations and working environment complies with Health and Safety legislation. A health and safety assessment can be requested.

b) All safety notices and instructions are to be strictly observed.

c) Safety guards are not to be adjusted or removed from machinery except by authorised persons.

d) No machinery is to be cleaned or adjusted whilst in motion.

e) All injuries sustained at on Parish Council business and work must be reported to your supervisor immediately and entered in the Accident Book.

Parish Council property

a) All Parish Council property shall be treated with due care.

c) The Parish Councils time, materials and equipment shall not be used for unauthorised work. Computers supplied by the Parish Council should only be used for Parish Council work.

d) On termination of employment, all company property, including computers, printers, documents and passwords, are to be returned immediately to the company.

Parish Council business

All information about the Parish Councils business acquired in the course of employment is to be regarded as strictly confidential and must not be disclosed to another party except as required in the normal course of your work.

Visitors

Visitors to Parish Council meetings are to be appropriately greeted and treated with courtesy.

Smoking

Smoking is prohibited throughout Council meetings and in the venues these meetings take place. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Drinking

Alcoholic beverages are not to be brought or consumed whilst on Parish Council business. The Chairman discretion may be sought.

Private telephone calls

Urgent private telephone calls may be received but should be kept as brief as possible whilst on Parish Council Business.

Meetings

Meetings, other than in the normal course of the Parish Council business, shall not be arranged or held during working hours, or on the company's premises, without the prior permission of a Councillor.

Other employment

Employees are not to engage in other employment or business activities where there is a potential, or actual, conflict between the interests of the Parish Council and those of the other business.

Gross misconduct

The following breaches constitute gross misconduct and may render an employee liable to summary dismissal (i.e. dismissal without notice):

- a) theft, fraud;
- b) any involvement in bribery, giving, receiving or facilitating bribes;
- c) unauthorised entry to computer records or deliberate falsification of records;
- d) a serious breach of the organisation's rules on email and internet usage, health and safety policy, harassment policy or data protection policy;
- e) Violence, assault or dangerous horseplay;
- f) deliberate or reckless damage to organisation property or a fellow employee or Councillor;
- g) an inability to perform job duties through being under the influence of alcohol or drugs;
- h) a serious breach of the Council's safety rules or a single error due to negligence which causes, or could have caused, significant loss, damage or injury to the organisation, its employees or customers, including interference with any equipment provided for the health and safety of employees;
- i) conviction of a criminal offence that makes the employee unsuitable or unable to carry out his or her duties;
- j) a serious act of insubordination, such as deliberate refusal to carry out proper instructions;
- k) acts of bullying, harassment or discrimination, gross insubordination or objectionable and insulting behaviour;
- l) a serious breach of trust or confidentiality;
- m) Sleeping during working hours;
- n) Conduct which is inconsistent with the continuance of the relationship of fidelity between the Parish Council and an employee;
- o) Gross immorality within the workplace; or
- p) Breach of the Data Protection Regulations.

Last updated: 8 Nov 2018

Last review: 8 Nov 2018

Date of next review: May 2019



Itchen Valley Parish Council

Grievance procedure

Policy

It is the Council's policy to encourage employees with grievances relating to their employment to use the procedure below to seek satisfactory solutions. The Council will try to resolve grievances as quickly as possible to the satisfaction of the individual(s) concerned. Where this is not possible, every effort will be made to explain the reasons for the decision.

If employees are not satisfied with the outcome, they have the right to pursue their grievance to the next stage. It is hoped that most grievances will be resolved during the informal discussion. Employees who have raised grievances will be treated fairly, at all times, before, during and after the grievance hearing(s).

Procedure

Informal stage

If you have a grievance about your employment you should discuss it informally with your immediate manager. In the case that it is the Clerk/Executive Officer that is aggrieved, they should discuss their concern informally with the Chair of the Finance and General Purposes Committee. The manager will give a response within five working days. See below for exceptions to this procedure.

Formal stages

Stage 1

If you feel that the matter has not been resolved satisfactorily through informal discussions, you must put your grievance in writing to your immediate manager outlining the nature of your grievance and the outcome you are looking for. In the case that it is the Clerk/Executive Officer that is aggrieved, they should write to the Chair of the Finance and General Purposes Committee.

You will receive an acknowledgement within five working days and a meeting will be arranged. Prior to the meeting the Council may carry out such reasonable investigation as necessary so that it can properly deal with your grievance. You, and the manager will attend the meeting, and you will be given the option to call relevant witnesses. You may choose to be accompanied by a colleague, or accredited trade union official. The manager or Chair of the Finance and General Purposes Committee will give a response within five working days of the meeting and will inform the employee of the appeals procedure.

Stage 2 – Appeal Stage

If you are not satisfied with the response, you may raise the matter, in writing, with the Clerk. If the Clerk undertook the stage 1 hearing, then you should write to the Chair of the Appeals Committee (Councillors selected from the F&GP Committee but who have not yet been involved in the grievance). In the case of a grievance from the Clerk then the Clerk should write to the Chair of the Appeals Committee. A meeting will be arranged, constituted as in Stage 1, except that the Clerk or Appeal Committee replace the Chair of the F&GP committee. A response will be given within five working days of the meeting.

The decision at stage 2 will be final.

Investigations

The Council is committed to ensuring that all grievances are investigated fully. This may involve carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. The identity of witnesses will be kept confidential where necessary.

Notes

1. You may raise a complaint directly with a senior manager or the Chair of the Finance and General Purposes Committee if it:
 - a. concerns your immediate manager or
 - b. is of too personal or sensitive a nature to raise with your immediate manager.
2. Complaints concerning discrimination, bullying or harassment by your immediate manager may be raised directly with the Clerk or the Chair of the Finance and General Purposes Committee. This may be done informally or formally.

Note

There is a separate procedure for complaints concerning discrimination, bullying or harassment.

3. If your complaint concerns an alleged wrongdoing or criminal offence by someone within the Council, you should raise it immediately with the Chair of the Finance and General Purposes Committee. The Public Interest Disclosure Act 1998 (known as the Whistle-blowers' Act) contains details of the additional protection available for protected disclosures.
4. You will be given the opportunity to explain your grievance, how you think it should be resolved, and have the opportunity to respond to all information and evidence produced by the Council.

5. The grievance procedure should not be used for appeals against disciplinary decisions, as that is the purpose of the disciplinary appeals procedure. If, however, you have a complaint against the behaviour of a manager during the course of a disciplinary case, you may raise it as a grievance with a senior manager. The disciplinary procedure

may be suspended for a short period if necessary, until the grievance can be considered.

6. Employees are encouraged to raise grievances and will not suffer any detriment from doing so. If your grievance is found to be malicious or to have been made in bad faith, however, you will be subject to the Council's disciplinary procedure.

7. A second management representative from another organisation may be invited to attend formal grievance meetings to act as a witness and note-taker.

8. The timescales listed above will be adhered to wherever possible. Where there are good reasons, e.g. the need for further investigation or the lack of availability of witnesses or companions, timescales may be extended.

9. The Council reserves the right to seek assistance from external facilitators at any stage in the grievance procedure.

10. If you experience difficulty at any stage of the grievance procedure you should discuss the situation with the relevant Manager or Councillor as soon as possible.

11. This procedure is for guidance only and does not form part of employees' contractual rights. The contents may be subject to revision from time to time.

Last updated: 4 May 2016

Last review: 8 Nov 2018

Date of next review: May 2019



ITCHEN VALLEY PARISH COUNCIL

RECRUITMENT PROTOCOL FOR THE PARISH CLERK AND RFO POST

Council should appoint a Selection Panel of 4 councillors who should work with the outgoing Clerk to

- Carry out a review of the role. To include;
 - Determine whether the job is the same as when the incumbent was recruited, do we need someone with the same knowledge, skills and experience as last time?
 - Are the terms and conditions still suitable?
 - Review whether the hours are set at the right level to get the job done?
- Review and amend as necessary the:
 - current job description and (Annex A)
 - person specification. (Annex B)
- Only when the above is complete should an advertisement be created. (Annex C)
- An interview panel of not less than 3 councillors should be agreed, this should include the Chairman's of the Council and the Finance and General Purposes committee. All committee members should be appropriately trained in recruitment legislation.
- All applications should be returned to the Chairman, once received they should be distributed to all member of the selection panel
- Each member of the selection panel will be asked to short list applications judging their suitability against the Person Specification
- A shortlist of candidates should be agreed, and those candidates invited to attend an interview. The Clerk will be responsible for organising a venue, time slots and communication with the shortlisted candidates
- An agreed set of competency-based interview questions should be agreed based on the Person Specification (Annex D)
- Each Member of the panel should keep clear notes and score each candidate on the provided score sheet. (Annex E).
- Based on the interview scores each member of the panel should nominate their preferred candidate. The successful candidate is the one with 2 of the panels vote.
- The Council Chairman should without delay offer the post to the successful candidate. Once verbally accepted the unsuccessful candidates should be notified and provided with feedback on their interviews.
- The Chairman should write to the successful candidate within 3 days of the panel confirming the offer of the role including the essential terms of the offer, salary, hours, holiday, etc
- Once the candidate has accepted the role a start date can be agreed.
- The Parish Council must provide an Employment Contract within 8 weeks of the start date.

Recruitment Privacy Policy

The following policy update is intended to cover both the candidates and the organisation in relation to the requirements of the General Data Protection Regulations (GDPR).

The Council has an existing GDPR Policy as follows:

- [GDPR Policy](#) (including [Privacy Notices](#))

For recruitment activity, the following Policy applies:

1. Any data collected for the purposes of recruitment shall only be retained for the period of that requirement process, and in any case no longer than 6 months (subject to the additional items below);
2. We are required to retain some candidate data for the purpose of responding to potential employment tribunal claims which may arise from the recruitment process. We will only retain the minimum data required for this purpose and only until the relevant limitation periods have expired;
3. Should the council wish to retain any candidates details on file for future recruitment rounds, candidates' consent will be obtained prior to doing so. The council will notify candidates in this regard and request consent and notify them of their right to object;
4. Any unsolicited personal data (ie speculative CVs received outside of any live recruitment process) will be deleted or shredded and the party informed of this;
5. Automated decision making is not used as part of the recruitment process;
6. Should the council wish to use 3rd party recruiters (ie recruitment agencies) it will ensure the relationship with the recruiters meets the requirements of the GDPR; and
7. The council will ensure all job adverts and job descriptions are legally compliant.

DRAFT

ANNEX A: JOB DESCRIPTION

Through [LCPD People](#), Hampshire ALC can support a council with the recruitment and selection of an employee. NALC/SLCC have produced some template documents for the Clerk and RFO, which you may wish to use:

- [NALC/SLCC Clerk Job Description Template](#)
- [NALC/SLCC RFO Job Description Template](#)

The [Itchen Valley Parish Clerks Job Description](#) used for the recruitment process in 2016 can be found on the Parish Council Web site in the councillor only section.

ANNEX B: PERSON SPECIFICATION

- c) [NALC/SLCC Clerk Person Specification Template](#)

ANNEX C: ADVERTISING THE ROLE

Advertisements should be worded to give sufficient concrete information to potential applicants about the council and the job to enable them to decide whether they have the right background for the job.

An advertisement should:

- f) give a clear and accurate description of the job and its level of seniority, where applicable;
- g) describe the type of person the council is seeking to recruit in specific terms e.g. obtained or willing to work towards the Certificate in Local Council Administration;
- h) neither overstate, nor understate the level of the job;
- i) be pitched at the right level;
- j) include any features of employment that are likely to be attractive to potential applicants, for example if the council operates flexible working or offers regular opportunities for career and personal development;
- k) briefly describe the council's activities;
- l) if possible, provide an indication of the salary, rather than meaningless and pointless expressions, such as "NJC Scale Point X", "excellent pay and conditions" or "generous benefits package";
- m) state clearly how potential candidates should apply (CV and Covering letter) and by when, all applications should be returned to the Chairman;
- n) include appropriate access to wording and policy information to provide clarity in relation to personal data and privacy (in compliance with GDPR), including but not limited to:
 - a link to the General Privacy Notice (outlining the purposes for which any personal data will be processed);
 - the legal basis for processing (ie for the purpose of selecting a suitable candidate); and
 - the period for which any data will be retained
- o) provide access to the Staff and Councillor Privacy Notice which details how data will be used should the candidate be successful;
- p) include interview dates if possible; and
- q) be placed on/in the following:
 - e) HALC and Parish Council web site;

- o All Parish Council Notice Boards;
- o The Itchen Valley News & Kings Worth Parish Magazine;
- o The Alresford Forum/Alresford 'what's on';
- o Other job bulletin's including Hants Web as necessary; and
- o An advert in the Hampshire Chronicle dependent on expense.

<The wording for the 2016 advert can be found here>

ANNEX D: COMPETENCY BASED INTERVIEW QUESTIONS

<Insert link to questions used in interviewing 2016>

ANNEX E: SCORE SHEET FOR INTERVIEWING

<Insert link to score sheet used in interviewing in 2016>

ANNEX F: CLERK AND RFO CONTRACT OF EMPLOYMENT

<Insert link to Clerk and RFO Contract of employment>

Last updated: 8 Nov 2018

Last review: 8 Nov 2018

Date of next review: May 2019