

# **BEAUDESERT AND HENLEY JOINT PARISH COUNCIL**

**CLERK'S APPRAISAL 2019**

**CONDUCTED ON BEHALF OF THE COUNCIL BY PETER CRATHORNE AND PETER CORNFORD**

ITEM largely drawn from the clerk's job description.	AGREED COMMENT	ACTION FOR THE COUNCIL	ACTION FOR THE CLERK	SCORE CONTRIBUTING TO ASSESSMENT FOR MERIT AWARD 5 excellent, 4 Good, 3 Satisfactory, 2 Requires improvement 1. Re training required: An average score between 3 and 4 will trigger a merit award. Scores to be agreed in course of the discussions under each heading.
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<p><b>1.</b> To ensure that statutory and other provisions governing or affecting the running of the Council are observed.</p>	<p>Yes completely observed.</p>	<p>No action needed</p>	<p>No action needed</p>	<p>5</p>
<p><b>2.</b> To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.</p>	<p>This has been a transition process over last two years. Monthly reconciliation. Money transfers etc undertaken by Councillors. VAT reclaimed annually.</p>	<p>Action for the council to ensure that the computer banking is subject to two approvals.</p>	<p>Recommend claiming VAT quarterly</p>	<p>5</p>
<p><b>3.</b> To manage the expenditure authorised by the Council in line with the Financial Regulations recording the same in the Accounting package approved by the council. Producing financial</p>	<p>Yes completely producing reports for full council.</p>	<p>None</p>	<p>No Action required</p>	<p>5</p>

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reports for every full meeting of the Council.				
4. 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	All works seamlessly	No Action required	No Action required	5
5. To ensure that the Council's obligations for Risk Assessment are properly met.	An annual review prepared by the clerk is carried out by the council. Medium risks are inspected weekly by contractor, quarterly by a retained qualified expert. (Play Areas)	Important to carry this out annually by presenting report to council	Review reports thoroughly. This is important when renewing insurance.	5

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6. Maintain the Asset Register reporting changes to the council meetings	All changes reported to council.	Receive reports of changes ensure that insurance is adequate.	Maintain appropriate reporting	5
7. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.	This is well done. The clerk thought it was possible to look at the minutes with a view to recording pertinent points and decisions	Read the minutes promptly and respond quickly to the clerk.	Review writing of minutes to produce a less detailed version.	5
8. To attend meetings of the Council and meetings of its committees and sub-committees. Taking responsibility for recording the minutes of decisions taken	As above	As above	As above	5
9.To monitor the work of all Working parties ensuring that regular reports from the working party co-ordinators are submitted in good time to the councillors for consideration at their meetings.	Discussed being firmer in an approach to Working Party Co-ordinators to get	Councillors to cooperate	Where this does not happen the clerk will seek the support of the Chairman to ensure relevant	4

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	report in time for meetings		reports are submitted.	
10. 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.	The post at the Heritage Centre is collected regularly. Planning is sent to Clerks home address.	No action required.	Continue to collect	5

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<p><b>11.</b> 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.</p>	<p>Clerk produces reports on contacts with relevant organisations and persons.</p>	<p>Councillors should be replying in general to individual councillors or the clerk not to “reply all”</p> <p>Councillors should always try to respond quickly when asked for a response. They are required.</p>	<p>Read the reports and forward if necessary</p>	<p>4</p>
<p><b>12.</b> To draw up both on your 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</p>	<p>These are done when needed. Often councillors don't always recognise the importance of the input from the clerk as she has access to wider resources and information pertinent to the matter in hand.</p>	<p>Further understand the legal framework that outlines the relationship between the clerk and the councillor. Is more training needed?</p>	<p>Continue to provide this advice. Add greater clarity into the request for councillors' action.</p>	<p>4</p>

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13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.	This is done annually at least. The clerk feels that she is in a position to advise the council in their discussions as they are affected by the policies of the council.	Always be prepared to seek advice from the clerk when considering new activities	Continuing carrying out this activity with the same vigilance.	4
14. To act as the representative of the Council as required.	This has been carried out.	No councillors should attend a meeting with other SDC and WCC and outside agencies alone.	The clerk needs to have a record of all meetings attended by councillors.	5

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<p><b>15.</b> 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.</p>	<p>This has been done perfectly</p>	<p>No Action Required</p>	<p>No additional action required</p>	<p>5</p>
<p><b>16.</b> To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.</p>	<p>We should keep copies of published newspaper articles.</p>	<p>No councillor should talk to the press without consulting the Clerk and the chairman and getting their agreement.</p>	<p>No changes for the Clerk.</p>	<p>4</p>

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<b>17.</b> To attend training courses or seminars on the work and role of the Clerk as required by the Council.	Regular attendance throughout the year at a number of relevant courses.	Continue to support the Clerk	Continue with attendance at courses	NO SCORE APPLIED
<b>18.</b> To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council if required.	This has been done	Nothing to add	Nothing to add	NO SCORE APPLIED

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<p><b>19.</b> To discuss the efficiency of the council's operations in relation to the organisation and timing of the council meetings</p>	<p>The informal residents meetings did not work. Monthly meetings are required the present ten meetings a year. Extraordinary meetings may also be called. The monthly alternate planning sub committee meetings allow the council to meet the deadlines and avoid over weighting the full council's agenda</p>	<p>Consider meeting arrangements regularly</p>	<p>Arrange ordinary meetings well in advance.</p>	<p>NO SCORE APPLIED</p>
<p><b>20.</b> To discuss the efficiency of the council's operations in relationship to the effectiveness of working from home compared with working in a Henley based office</p>	<p>The home working system has general worked well. The Clerk visits Henley when required. The increased use of technology for communications, meeting preparation.</p>	<p>The present council believe that present arrangements have worked well . This matter should be kept under review.</p>	<p>None.</p>	<p>NO SCORE APPLIED</p>

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<p><b>21.</b> To review the clerk's effectiveness with communications between the council and its external agencies.</p>	<p>The clerk has all the contacts with all relevant bodies and groups. Good relationships exists at all levels with the relevant officers of WCC and SDC</p>	<p>Councillors should always make communications with SDC and WCC when acting as councillors via the clerk. Often personal contacts are not helpful.</p>	<p>Clerk should make these contacts for the benefit of the council and community and seek the Chairman's support when councillors breach this arrangement.</p>	<p>5</p>
<p><b>22.</b> To review the effectiveness of the clerk's ability to communicate effectively with residents as organized by or directed by the council</p>	<p>Visits to local groups, attendance at residents' meetings, monthly report in Focus and Henley News. There could be a change to a more 'newsy' style in the writing style of reports for these.</p>	<p>No need for action by the council</p>	<p>Continue to carry out these duties. Seek advice and help with news presentations.</p>	<p>4</p>

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<p><b>23.</b> To discuss any aspect of the council's organisation or policies that create challenges for the workload and efficiency of the clerk.</p>	<p>The present contractual arrangements of 20 hours per week with possibility of extra hours when workload increases was working well. This also keeps the council's costs at a reasonable level. It should be noted that work on the NDP is additional to this and should accrue extra paid hours.</p>	<p>Monitor and support the workload of the clerk.</p>	<p>To ensure that the temptation to give voluntary time is resisted and have regular discussions with the chairman about workload.</p>	<p>NO SCORE APPLIED</p>
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<p><b>24.</b> To discuss any aspect of the clerk's work that present challenges or inefficiencies to the councillors as they carry out their legal duties and responsibilities.</p>	<p>It was felt that there were no additional challenges arising from this area of the clerk's duties.</p>	<p>None at this time</p>	<p>None at this time</p>	<p>NO SCORE APPLIED</p>
<p><b>25.</b> To discuss any other matters raised by the Clerk or the Chairman that are deemed relevant to the performance of the clerk's duties</p>	<p>The chairman thanks the clerk for engaging positively and productively in this process.</p>	<p>None at this time</p>	<p>None at this time</p>	<p>NO SCORE APPLIED</p>

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	<p>General conclusions:</p> <p>No areas of significant concern, the clerk has carried out her duties effectively. The panel recommended a merit award of £xxx Salary additional to the normal increment.</p>	<p>Summary of actions for the Council.</p> <p>There are a number of recommendations for the council to consider in due time</p>	<p>Summary of Actions for the Clerk.</p> <p>The Clerk is clearly committed to continuous improvement through attendance at courses and networking with colleague clerks.</p>	<p>Average score</p> <p><b>4.7</b></p> <p>( 18 marks counted)</p> <p>Merit award recommended.</p>
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Signed

Clerk \_\_\_\_\_

Chairman PCrathorne

Councillor PCornford

Date 04.03.19

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Addendum to the Report.

The earning of merit award to the Clerk's existing salary point places the clerk at the beginning of the next band of salaries for clerks as she is at the top of the salary band for councils of our size, number of meetings and services the council maintains. The calculations are shown below. Giving an award of one salary point increase places the clerk on the first point of a scale above what is benchmarked for our council. Therefore the proposal would be for this to be a fixed point pending further annual appraisals .

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<b>24</b>	£27,905	£14.50	30	<b>LC2 (24-28) (substantive benchmark range)</b>
<b>25</b>	£28,785	£14.96	31	
<b>26</b>	£29,636	£15.40	32	
<b>27</b>	£30,507	£15.86	33	
<b>28</b>	£31,371	£16.31	34	
<b>29</b>	£32,029	£16.65	35	<b>LC2 (29-32) (above substantive benchmark range)</b>
<b>30</b>	£32,878	£17.09	36	
<b>31</b>	£33,799	£17.57	37	
<b>32</b>	£34,788	£18.08	38	

Present Cost to Council for 20 hours per week is £16962 plus any approved extra hours worked in special cases. Plus on costs pension NI.

New costs to the council for 20 hours per week will be £17,316 plus any approved extra hours worked in special cases. Plus on costs pension NI.

This will cost us an extra £354 on a basic year.