



SUNNINGDALE PARISH COUNCIL

APPOINTMENT OF PARISH CLERK

- £41,418 - £49,498
- 37 hours per week
- 25 days annual leave (plus public holidays)

For more information, please contact:
Louise Steele, Locum Clerk to the Council
clerk@sunningdale-pc.gov.uk
01344 874 268





SUNNINGDALE
PARISH COUNCIL

Recruitment of Clerk & RFO

Application Pack

If you would like an informal chat about this vacancy Louise Steele (Locum Clerk) would be happy to talk to you and answer any queries you may have. Louise may be contacted using the details given below.

clerk@sunningdale-pc.gov.uk or on 01344 874268

Application is strictly via application form which is available from the parish council website or from the locum Clerk at clerk@sunningdale-pc.gov.uk Please do not enclose a CV. Completed applications should be sent to the locum Clerk by 12:00 on Monday 3 June 2024



SUNNINGDALE PARISH COUNCIL

Advert - Vacancy

Clerk and Responsible Financial Officer

SCP 33 – 41 £41,418 – £49,498

Full time post 37 hours per week to include regular evening and occasional weekend working

This an exciting opportunity to become part of an active Parish Council on the Berkshire/Surrey border.

The Council seeks an aspiring and proactive manager to lead the Council into the future. The successful candidate will need to be able to provide leadership and build a wide range of positive relationships with Councillors, staff and partner organisations across the public, private and voluntary sectors.

This is a real opportunity for an experienced and solutions focussed manager with passion and an eye for detail and the capacity to deliver innovative projects.

Sunningdale Parish Council provides a wide range of quality services including a recreation ground, allotments, a cemetery and a community space at its offices. It also owns the Village Hall. The Parish Council seeks support in engaging with the community and delivering projects to that community.

You may already be an experienced Clerk or Deputy Clerk. However, you may also have a background of success elsewhere in Local Government or the third/voluntary sector or you may have a great track record in a commercial environment and an interest in serving the community.

A recruitment pack and application form (required for all applicants) can be obtained from the Parish Council's website or on request from Louise Steele at clerk@sunningdale-pc.gov.uk

Closing date for applications is 3 June 2024 and interviews will be held on 11 June 2024

Sunningdale

Sunningdale is a large village in the south-east corner of Berkshire where it borders Surrey. Indeed until 1995 the village was partly in Berkshire and partly in Surrey; but as part of the arrangements which abolished the administrative county of Berkshire the Surrey parts of the village were united with the rest within the Royal Borough of Windsor and Maidenhead. The A30 road runs through the village and there is a railway station on the Waterloo to Reading line. Close to the railway station the A30 has a level crossing.

Sunningdale Parish Council was created in 1894 under the provisions of the Local Government Act of the same year. It employs an operational team to deliver and manage the day-to-day operations including all the properties of Council.

As the local government body responsible for the public amenities of Sunningdale, the Parish Council, comprising ten local councillors who are elected every four years, deals with a wide range of issues affecting local people. The electorate is just over 4,000 individuals. The Parish Council is the first port of call for residents enquiring about public services and engages with the Royal Borough of Windsor and Maidenhead on a variety of issues affecting local people, such as parking, street lighting, road cleanliness and the state of the pavements.

The Parish Council owns and maintains the recreation ground, the cemetery and the allotments, as well as working with Royal Borough Councillors and Officers to maintain the roads and public amenities. Under partnership arrangements a library service is provided on Fridays/Saturdays & Sundays and Citizens Advice are available on Mondays, both at the Parish Council offices. The Parish Council also examines all planning applications for building permission within the Parish to ensure that developments are in keeping with the Local Plan. In conjunction with the neighbouring parish of Sunninghill & Ascot the Council is about to embark upon a review of its Neighbourhood Plan. The Council also owns the Village Hall building which is leased to the Village Hall Charity.

The Council organises Sunningdale in Bloom and a number of special events which include, the Christmas celebration and other events during the year such as the 2018 hosting the Battle's over Beacons event in honour of the 100 year anniversary of the end of WWI and the 2022 Big Lunch for the Queen's Jubilee.

For 2024/25 the Parish Council's precept (the portion of Council Tax collected on its behalf) is £234,042 or £66.33 per Band D property. In addition to this the Council holds significant reserves of Community Infrastructure Levy and is developing projects to improve the infrastructure and public realm of the village to the benefit of the community.

The Parish Council's vision is that Sunningdale should be a desirable and attractive village to live, work, study and visit with a strong sense of community and local involvement. And, to this end it has committed to:

- work to preserve and improve the quality of life for all Sunningdale's residents;
- provide a democratic and representational voice for the community;
- focus is on enhancing Sunningdale's facilities and infrastructure and on protecting and improving the village centre and character; and
- monitor the delivery of appropriate high-quality, efficient and sustainable services from the Royal Borough and other service providers.

Further information can be found on the Parish Council website at: www.sunningdale-pc.gov.uk

The Post

The vacancy is for Clerk & Responsible Financial Officer with duties according to the job description below. This is a permanent post but confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of six months. The Scheme of Conditions of Service of the National Joint Council for Local Government Services (The “Green Book”) will apply to the employment (except as amended by contract – if you need further information on this point please ask).

The usual place of work will be the parish office at The Pavilion, Broomhall Recreation Ground, Broomhall Lane, Sunningdale SL5 0QS

The salary is as advertised; normal advancement on the scale is by annual increment (subject to satisfactory performance) but no candidate will achieve the top increment of the scale without the Certificate of Local Council Administration (CiLCA); an individual who achieves CiLCA while in post will be advanced one increment in recognition of that achievement.

Salary will be paid monthly by direct transfer on the 20th of each month.

Hours of work will be 37 hours per week normally to be worked over five days – Monday to Friday, but including some evening working for Council/Committee meetings. The Council is well disposed to these hours being worked flexibly, but this needs to be balanced with maintaining a public-facing service and a council office open to the public (currently office opening hours are 9am to 3pm Monday, Tuesday, Thursday & Friday); the extent of flexible working can be the subject of negotiation if an offer of employment is made.

Annual leave will be 25 days a year rising to 28 days after five years’ service.

The Council is a member of the NEST Pension Scheme. You will be auto-enrolled into the scheme and your employee contributions (6% of salary) will be made by deduction from salary; the Parish Council will contribute 8%. NEST is a defined contribution scheme and more information may be found here <https://www.nestpensions.org.uk/schemeweb/nest.html>

Recruitment Process

The recruitment of the new Parish Clerk will take place in June 2024.

The recruitment timetable is as follows:

- 3 June 2024 – Closing date for applications
- 4 June 2024- Shortlisting
- 11 June 2024 – Interviews
- 13 June 2024 - successful candidate will be notified and references taken
- if possible 18 June 2024 Council confirms successful candidate appointment

Applications must be made on the Parish Council’s application form. A version of that application form is included with this pack. If you would like an editable Word version of the application form please request it from the locum Clerk clerk@sunningdale-pc.gov.uk Please do not submit a CV.

Completed applications should be sent to the locum Clerk by 12.00 on **Monday 3 June 2024**.

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Shortlisting will take place on 4 June 2024 and shortlisted candidates will be informed by 7 June 2024.

Shortlisted candidates should plan to attend for interview on Tuesday 11 June 2024.



SUNNINGDALE PARISH COUNCIL

JOB DESCRIPTION

CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council/Parish Clerk 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.
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. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.

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 their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise 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.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. 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.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. 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.
17. 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.
18. 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.

PERSON SPECIFICATION

CLERK TO THE COUNCIL

Key Criteria	Essential	Desirable
Education and Qualifications	High level of numeracy and literacy.	<p>Degree or equivalent qualification.</p> <p>Holds, or willing to obtain, the Certificate in Local Council Administration (CILCA)</p> <p>Other relevant, recognised professional qualifications (for example in administration, finance, health & safety).</p>
Competences (Knowledge, abilities, skills, experience)	<p>Ability to manage projects, delivering results to an agreed timescale and within budget.</p> <p>Good oral communication</p> <p>Ability to analyse and communicate complex data, write clear and accurate reports and correspondence.</p> <p>Ability to take clear and accurate minutes of meetings</p> <p>Ability to research and identify relevant information and act on it in a timely way.</p> <p>Experience of leading and developing a small staff team</p> <p>Ability to manage land, buildings and other resources</p> <p>Experience of financial management including budget setting and budget monitoring</p> <p>Proactive and confident in the use of IT, particularly Microsoft Office; but also remote meetings, website management and a range of social media</p>	<p>Experience of project management</p> <p>Experience of Committee administration</p> <p>A working knowledge of the principles of bookkeeping and ability to use a computer accounting package</p>

	<p>Ability to build trust and understanding within a complex area or organisation.</p> <p>Interest in community and grass-roots local government</p>	<p>Experience of community engagement.</p> <p>A working knowledge and understanding of local government structure and practices.</p>
Other requirements	<p>Willingness to work evenings when Council or committees meet.</p> <p>Willingness to undertake training and take responsibility for own professional development.</p> <p>Able to move around the Parish Council area to attend meetings and engage with residents and others.</p>	



SUNNINGDALE PARISH COUNCIL

GDPR Privacy Notice for all Job Applicants

Introduction

As part of any recruitment process, Sunningdale Parish Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address, and contact details, including email address and telephone number.
- details of your qualifications, skills, experience, and employment history.
- information about your current level of remuneration.
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Sunningdale Parish Council relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.



SUNNINGDALE PARISH COUNCIL

Application for Employment

Guidance Notes for Job Applicants

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

To facilitate “blind recruitment” pages 2 & 3 of this form will be removed before your application is considered by the selection panel.

If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

References

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.

**POST APPLIED FOR:
CLERK & RESPONSIBLE FINANCIAL OFFICER**

CONFIDENTIAL WHEN COMPLETE

SURNAME:	FIRST NAMES:
ADDRESS:	CONTACT PHONE NO:
POSTCODE:	EMAIL ADDRESS:

REFEREES

Two references are required both of whom should be able to comment on your work/career background.

FIRST REFEREE	SECOND REFEREE
NAME:	NAME:
ADDRESS:	ADDRESS:
TEL NO:	TEL NO:
EMAIL:	EMAIL:
How long have they known you and in what capacity?	How long have they known you and in what capacity?

UNSPENT CONVICTIONS

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our selection panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.

Do you require a work permit to work in the UK?

YES/ NO

If yes, please provide details:

RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE

To your knowledge are you related to any member or employee of Sunningdale Parish Council?

YES/ NO

If yes, please provide details:

NB. Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.

DECLARATION

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment void, and if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Sunningdale Parish Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

Date:

(An electronic signature is acceptable)

Name:

If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file:

YES/NO

EDUCATION & TRAINING (From age 11)

Please give details of qualifications achieved

QUALIFICATION (Type & Subject)	NAME OF SCHOOL, COLLEGE, UNIVERSITY ETC.	GRADE/LEVEL ATTAINED	DATE ACHIEVED (MM/YY)

TRAINING

Please give details of any training you may have undertaken that may be relevant to the position applied for:

MEMBERSHIP OF PROFESSIONAL BODIES

NAME OF PROFESSIONAL BODY	LEVEL OF MEMBERSHIP	DATE ACHIEVED MM/YY

OTHER INTERESTS (VOLUNTARY WORK etc.)

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EMPLOYMENT HISTORY

PRESENT EMPLOYER

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY & SCALE/GRADE & REASON FOR LEAVING

PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST HELD & BRIEF OUTLINE OF DUTIES	SALARY & SCALE/GRADE & REASON FOR LEAVING

Continue on a separate sheet if necessary

Please tell us why you consider yourself to be a suitable candidate for this appointment.

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure that you state your skills and experience in relation to the key criteria in the Person Specification and reference the main duties and responsibilities in the Job Description.

Continue on a separate sheet if necessary