

Delegated Powers - The Clerk

To manage the legal, administrative and financial affairs of the Council, in accordance with its duties and responsibilities, advise the Council on the development and implications of its strategies and policies and manage the services provided by the Council.

To manage and develop the employees of the Council and deliver the services operated on behalf of the Council in accordance with Council Policies.

To manage the administration of the Parish office and staff in accordance with Council Policies, and Procedures.

To source and engage new members of staff in accordance with the Council's Recruitment Policy, referring to the Councils HR Consultant (Harvey Ingram) when necessary and reported to the Finance Committee.

To ensure and arrange effective staff training within the Council's agreed budget.

To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services.

To maintain adequate Personal Records.

To deal with Disciplinary and Grievance issues in accordance with the Council's Disciplinary and Grievance Policies referring to the Councils HR Consultant (Harvey Ingram) when necessary.

To deal with any Health and Safety issues.

The Clerk will report all relevant HR matters to the Finance Committee at each monthly meeting.