

JOB DESCRIPTION

JOB TITLE	Committee Officer (part-time)
SPINAL POINT	14-17
SALARY	£26,873 - £28,770 (pro rata) + overtime for attendance at evening meetings
HOURS	25 hours per week plus attendance at some evening meetings
LOCATION	The White House, Hockliffe Street, Leighton Buzzard
JOB SUMMARY	Working as part of a small administration team, the postholder will deal with tasks relating to Council and Committee meetings, including production of agendas and minutes. The role will also entail general administration tasks, dealing with enquiries, liaising with Councillors and members of the public.
RESPONSIBLE TO	Head of Democratic and Central Services/Deputy Town Clerk

DUTIES AND RESPONSIBILITIES

SPECIFIC

Prior to Meetings

1. Create electronic meeting invitations for all scheduled Council and committee meetings as well as working parties and external groups as appropriate.
2. Ensure rooms are booked for all meetings.
3. Liaise with lead officers to produce draft agendas for forthcoming meetings in a timely fashion, based on the Council/Committee Work Plan and Objectives, as well as actions arising from previous meetings. Liaise with those producing reports for the agenda and proof read draft reports as well as checking for spelling, grammar and accessibility.
4. Ensure all agenda packs (both electronic and paper) are created and distributed on time to all meeting attendees. Agendas are usually created and distributed on Fridays.
5. Ensure agendas are posted on the day of publication onto the Town Council's website as well as the public noticeboard at the White House.
6. Liaise with guest speakers, third parties and members of the public attending Council/Committee meetings.
7. Ensure rooms are prepared for meetings including:
 - Spare copies of agendas/background information are available.
 - Minute books and meeting documentation are available.
 - The setting up of laptop and screen, when necessary.

- Name plates are available.

At Meetings

8. Attend Council, committee and other meetings as required and agreed with colleagues. Meetings may be during the working day or in the evening. It is expected that some evening meetings will be attended, usually on a Monday evening, for which overtime is payable.
9. Ensure the names of all meeting attendees are noted for the official record.
10. Facilitate remote attendance of meeting participants via MS Teams and ensure all camera/sound equipment is in working order.
11. Be responsible for the recording/transcription of meetings where appropriate.
12. Ensure, as far as possible, that relevant documents are available during meetings for reference purposes (e.g. Standing Orders, Financial Regulations).
13. Take accurate notes during meetings to facilitate creation of the formal meeting minutes, taking particular note of all decisions made and actions to be taken.

After Meetings

14. Produce high quality, accurate draft minutes of Council and committee meetings in the corporate style within a maximum of three working days following a meeting (unless otherwise agreed).
15. Produce draft correspondence, as required, following meetings and deal with routine enquiries. Submit responses to consultations, as resolved by Committee, where appropriate.

Other

16. Monitor incoming planning applications and update the list for each meeting of the Planning and Transport Committee. Communicate, to the Planning Authority, comments regarding planning applications generated from the Planning Committee, following approval of the draft minutes by the Town Clerk or lead officer.
17. Maintain accurate and up-to-date records including lists of Councillors, Committees, Councillors' attendance records, minute index, Councillors' interests and declarations, terms of reference. Ensure lists are distributed as required.
18. Work with colleagues to produce an annual schedule of Council and Committee meetings for Council approval and publication.
19. Monitor Councillor attendance and liaise with the Town Clerk if a Member is approaching the six-month period without having attended a meeting.
20. Ensure listings of Council and Committee meetings (including website) are always up-to-date, advising colleagues of such changes as and when they occur.
21. Provide an administrative function to the external groups which the Town Council supports, as required i.e. preparation of agendas, attending meetings, producing minutes and distributing information to members.
22. If requested, to attend and act as note taker at internal meetings such as for Human Resources processes, ensuring confidentiality is maintained.

GENERAL

23. As part of a small administration team, to work with colleagues to ensure all necessary day to day tasks are completed, including: dealing with telephone and face to face enquiries from councillors and residents, dealing with correspondence, opening or locking the Council premises, liaising with the landlord over any issues in the building and any other general administration tasks required.
24. Maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information.
25. Adhere to all internal timescales.
26. Understand the Council's Health and Safety Policy and other policies including Data Protection and understand your responsibility and comply with the requirements.
27. Undertake any other duties of a similar level and responsibility as may be required.

PERSON SPECIFICATION

<i>Attributes</i>	<i>Essential</i>	<i>Desirable</i>
Education and Training	Educated to A-level or equivalent, with GCSE Maths and English at Grades A-C or equivalent.	Certificate in Local Council Administration.
Relevant Experience	Work experience in a role in which strong administration skills, accuracy, attention to detail and multi-tasking were requirements Experience in a customer facing role (internal/external customers)	Work experience in local government, particularly the parish council sector Experience of minute taking and minute writing
Knowledge	High standard of ICT skills including competence in the use of Microsoft O365 applications such as Word, Excel, Outlook and Teams	Knowledge and experience in Council protocol and legislation Local knowledge of Leighton Buzzard and Linslade Use of website content management system such as WordPress Knowledge of meetings management software
Skills & Abilities	Accurate minute taking High standard of written communication and comprehension(e.g. minutes, reports, correspondence) High degree of accuracy and attention to detail Highly organised and efficient with the	Able to demonstrate an ability to prioritise tasks and meet deadlines Willingness to undertake further training as appropriate

	ability to multi-task, prioritise and have the ability to cope with conflicting demands, deadlines and interruptions A willingness to operate as a member of a team	
Other Attributes	Able to deal with people at all levels Self motivated and pro-active Posses a positive and flexible approach to work Posses a friendly and helpful disposition Willing to attend evening meetings and demonstrate flexibility in working hours.	Willingness to undertake First Aid training/Current First Aid Certificate

Other Provisions (pro rata)

Annual leave 24 days

Annual leave after 5 years completed service 28 days

Annual Leave after 10 years completed service 30 days

Bank Holidays, plus 3 extra statutory days (in addition to annual leave entitlement).

Office opening hours are Mon – Thurs: 0830 - 1700 and Fri: 0830 – 1630.

Overtime is not permitted unless expressly agreed in advance by the Town Clerk.

Period of Notice - one month.

Leighton-Linslade Town Council is an equal opportunities employer.

This is a description of the job as it is at presently constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management, in consultation with the employee, conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Post holder

Signature of Post holder

Signature of Line Manager

Signature of Town Clerk

Date