



East Dean & Friston

P a r i s h C o u n c i l

Date: 1st November 2018

Title: Report Item 6 – Administrative Assistant

By: Cllr M Keller (Chair) and K Larkin (Parish Clerk)

Purpose: To provide an update on the Job Description for an Administrative Assistant

Recommendations: To note the report and approve the job description for immediate advertisement

The parish council first considered this matter at their meeting on 2nd August 2018. The minutes of the meeting (C.617) state: *In the long run the appointment of an administrative assistant would be cost neutral (though there would be start-up costs), and the assistant would not receive a travel allowance for attending meetings in the parish. The Chair of Planning approved of the proposal to allocate planning work to the assistant. However, if the parish council resolved to prepare a Neighbourhood Plan, the amount of work involved in planning would significantly increase from a basic five-hour week, probably to a maximum of 10 hours per week for 2-2.5 years. It was therefore agreed to postpone drawing up the Job Description until a decision had been made on Neighbourhood Planning.*

At the same meeting the council considered the preparation of a Neighbourhood Plan, and Minute C.618 states:

RESOLVED – That the Chair of Planning and Lead Member for Finance be invited to bring forward a budget for preparation of a Neighbourhood Plan

At an Extraordinary Meeting of the parish council held on 16th October 2018, the council agreed (Minutes C.645 and C.646):

- (1) To proceed with the preparation of a Neighbourhood Plan
- (2) To revise the Job Description for an Administrative Assistant to include work on the preparation of the Neighbourhood Plan.
- (3) To authorise the Budget Working Group to include these items in the 2019/20 budget

The motion ‘That a Job Description for an Administrative Assistant be drawn up for approval at the November council meeting, and the post be advertised immediately thereafter’ was put to the meeting and declared carried unanimously.

A revised draft of a Job Description is appended to this report.

DRAFT JOB DESCRIPTION

The Administrative Assistant to the Parish Council (Admin Assistant) supports the Parish Clerk/Responsible Financial Officer in carrying out the functions of the Parish Council, taking particular responsibility for servicing the work of the Planning Committee, and the Neighbourhood Plan Steering Group.

This includes supporting the Clerk to produce information required for making decisions, assisting to implement decisions, and acting as an initial point of access for enquiries. The Admin Assistant is answerable to the Council through the Clerk and is line managed by the Clerk.

The Admin Assistant will be expected to carry out the bulk of his/her duties from home using computer, printer and office equipment supplied by the Parish Council. This equipment must be kept securely and be covered by adequate home contents insurance. In order to carry out the duties he/she will need to have access to broadband internet and a telephone. Additional duties will require visits to the East Dean Village Hall for Council meetings, which are usually held in the evenings. This will be regarded as a secondary place of work so no travelling expenses will be paid for these attendances.

Where the admin assistant has to travel outside the village (including travel to the Parish Clerk's office) then travelling expenses at the nationally agreed rate will be paid. Reimbursement will also be made for phone calls made and stationery items purchased in order to carry out the necessary duties.

Payment will be at the national scale for non-clerk staff and will be based on working for an average of not less than five hours and not more than ten hours per week over a four to six week timescale. Ten hours per week will be the norm during the period of preparation of the Neighbourhood Plan, which is expected to take two years, and five hours per week is expected to be the norm thereafter. These hours will be recorded either electronically or on a physical timesheet. Any significant increase in hours worked must be authorised in advance by the Clerk, Chair of Council, or Chair of Planning and will either be paid pro rata or, subject to agreement of both parties, be taken as time off in lieu.

The duties of the Assistant shall include:

1. Assisting the Parish Clerk for five to ten hours a week (which may be worked flexibly) principally servicing the Planning Committee and Neighbourhood Plan Steering Group.
2. Responding to enquires and requests for information relating to planning applications
3. Liaising with the South Downs National Park Authority, East Sussex County Council, Wealden District Council and other organisations as necessary on Council-related planning matters
4. Ensuring that both electronic and hard copy filing is maintained in a user friendly and tidy way
5. Forwarding by email to Parish Councillors all Planning Application notices and similar information received from the SDNPA.

6. Liaising with the Chair of the Planning Committee in preparing agendas and helping to ensure that these are sent out on time with the necessary supporting papers.
7. Liaising with the Chair of the Neighbourhood Plan Working Group in providing administrative support to the Group, including preparing agendas and helping to ensure that these are sent out on time with the necessary supporting papers.
8. Ensuring that notices of Planning Committee meetings, full Council meetings and other notices as required are posted on the Council's three notice boards at the appropriate times.
9. Liaising with the Council's web manager to ensure that planning notices are posted online at the appropriate times.
10. Clerking Planning Committee and Neighbourhood Plan Steering Group meetings, to include preparing agendas and background papers, attendance, taking and writing up minutes and following up actions.
11. Attending some meetings of Full Council and other meetings on behalf of the Clerk where required from time to time, and as part of his/her continuing professional development.
12. Proactively following up actions from any Planning Committee meeting or Neighbourhood Plan Steering Group meeting as appropriate.
13. Assisting with the organisation and administrative support for events and projects as required, in particular the Annual Village Meeting. Attendance for some events may be required during evenings.
14. Undertaking training and networking as agreed.
15. Contributing to an annual appraisal of his/her performance
16. Any other tasks identified by the Clerk or Council, subject to mutual agreement.