



HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

Serving the communities of Dibden, Dibden Purlieu and Hythe

To: Members of the Personnel Committee

Mr J Binns (ex officio)
 Mr E Davey (Chairman)
 Mr C Harrison
 Mrs M McLean (ex officio)
 Mr M Short
 Mr M Wade

Remainder of Council – for information

16th May, 2017

Members of the Personnel Committee

You are hereby summoned to attend the Personnel Committee meeting to be held in The Parish Hall, West Street, Hythe on Tuesday 23rd May, 2017 at 6.00pm.

Yours faithfully

[Stephanie Bennett](#)

Stephanie Bennett
 Clerk to the Council

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
 - a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
 - b. To receive any written requests for dispensations for disclosable pecuniary interests;
 - c. To grant any requests for dispensation as appropriate
3. **MINUTES**
 To consider and confirm the Minutes of the Meeting of the Personnel Committee held on 14th March, 2017 3
4. **FINANCE OFFICER**
 - a. To consider and agree the draft job description 4
 - b. To agree the process for employing a Finance Officer
5. **PARISH DEVELOPMENT OFFICER**
 To consider and agree the reviewed job description for the Parish Development Officer 5 - 6

6. **EXCLUSION OF THE PRESS AND PUBLIC.**

It is proposed that the Press and Public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 Schedule 12 of the Local Government Act 1972.

7. **HANDY TRUST SERVICE LEVEL AGREEMENT**

HYTHE AND DIBDEN PARISH COUNCIL

Minutes of the meeting of the
Personnel Committee
held at The Grove, St John's Street, Hythe
on Tuesday 14th March, 2017 at 5.00 pm

Councillors:

p J Binns (ex officio)
p E Davey (Chairman)
p M McLean (ex officio)
p M Short
p M Wade
p C Harrison

Officers in attendance

Mrs S Bennett (Clerk to the Council)
Mr S Spencer (Deputy Clerk to the Council)

301/16 **Apologies for Absence**

There were no apologies for absence.

302/16 **To note any declaration of interest made by Members in connection with an agenda item.**

There were no declarations made.

303/16 **Minutes.**

The Minutes of the Meeting of the Personnel Committee held on 11th January 2017 were taken as read and signed by the Chairman.

304/16 **Community Safety Service**

Members considered the report of the Clerk to the Council and made the following recommendations to Council:

1. That the Community Wardens option is not further investigated.
2. That the feeling of the Personnel Committee is, subject to consideration of contractual terms and operational arrangements, that council support of the PCSO option is the best route to providing a community safety service

The meeting closed at 6.15pm.

Chairman

Date

mnpers52

Hythe and Dibden Parish Council

Finance Officer - Job Description

Based at: Hythe and Dibden Parish Council, The Grove, Hythe

Responsible to: The Clerk to the Council (Responsible Finance Officer)

Hours per week : 37

Job Purpose Summary

To undertake the day to day financial operations of the Council (eg ordering and payments)

Key Responsibilities and Accountabilities

The Finance Officer will be responsible for ensuring the maintenance of the day to day financial records of the Council.. In particular:

1. The operation of the Payroll system and recording of sickness, flexi sheets and annual leave
2. The input of VAT related data and completion of the VAT returns as required
3. The undertaking of all banking and banking reconciliations
4. The making of orders and the execution of payments for services and goods received in accordance with the internal controls
5. The input of data as appropriate to the finance system
6. The production of accounts for payment as required
7. The operation of accounts for payment in accordance with internal controls and financial regulations
8. The issuing of invoices in a timely manner.
9. The maintenance of appropriate levels of office supplies

Personal development responsibilities

10. To attend training courses or seminars on the work and role of the Finance Officer as identified during personal development processes.
11. To continue to acquire the necessary professional knowledge required for the efficient management of the day to day financial arrangements of the Council

Other responsibilities

12. To undertake such other responsibilities and functions as may be required from time to time by the Clerk commensurate with the duties and responsibilities of the post.

Hythe and Dibden Parish Council

Parish Development Officer - Job Description

Based at: Hythe and Dibden Parish Council, The Grove, Hythe

Responsible to: The Clerk to the Council (Responsible Finance Officer)

Hours per week : part time, hours by agreement according to tasks

Job Purpose Summary

To assist the Council in its work to enhance, improve and promote the vitality of the Parish and the viability of services provided to the local community by private, public and third sector partners.

Key Responsibilities and Accountabilities

The Parish Development Officer will be responsible for a wide range of Community based work that is summarised within the following:

1. REVITALHYTHE

- 1.1 Consult with the Community and partners and develop the RevitalHythe strategy
- 1.2 Update and deliver the agreed Council Action Plan including specific projects
- 1.3 Actively promote Hythe and Dibden as an employer friendly location

2. COUNCIL PROJECTS

Lead and/or assist other officers as appropriate in the delivery of Council projects

3. NEIGHBOURHOOD PLAN

Assist the Clerk to the Council with the consultation, development and implementation work as required and play an active role in the Neighbourhood Planning work

4. EVENTS

Identify, plan and coordinate events (incorporating speciality markets) and associated tasks as agreed by Council and work with the Maintenance Supervisor to ensure all requirements are completed

5. MARKET

- 5.1 Liaise with the Market Provider to ensure a smooth and appropriate running of the street market
- 5.2 Develop the market as directed by Council

6. COMMUNICATIONS AND MEDIA

- 6.1 Upload social media of the Council
- 6.2 Be responsible for the weekly Hythe Peer Bulletin assisted by the Clerk who will provide community safety related material
- 6.3 Assist in the updating of the Council's website
- 6.4 Assist in the development of materials (including tourism materials) as directed by the Council
- 6.5 Showcase the work of the Council at community events
- 6.6 Assist in monitoring the media presence of the Council and notify the Clerk of any posts that could lead the Council into disrepute
- 6.7 Identify any opportunities for promoting the work of the Council

7. CINEMA

Facilitate the Cinema as directed by Council

Core Work Ethos

The role is to be performed within the following core ethos:

- To network with appropriate local individuals, groups, businesses and agencies in relation to all projects; this is a partnership working post.
- To encourage community participation and work to increase community capacity building and understanding of the structure within which the Parish Council operates
- To identify and facilitate agreed projects that are of benefit to the community
- To raise Council's awareness to the views and needs of the whole community
- To undertake general administration duties including the preparation of reports, attendance at appropriate meetings and ensuring the appropriate use of budgets for which the postholder has a responsibility
- To assist in producing a community impact assessment for all projects undertaken by the Council

Personal development responsibilities

To attend training courses or seminars on the work and role of the Parish Development Officer as identified during personal development processes.

To continue to acquire the necessary professional knowledge required for the efficient management of the Parish Development work of the Council

Other responsibilities

To undertake such other responsibilities and functions as may be required from time to time by the Clerk commensurate with the duties and responsibilities of the post.

Hours of Work

The work is currently 23 hours per week, flexible working. Some evening, weekend and Bank Holiday working is required for which time in lieu and overtime is paid as appropriate.