

ROLES, RESPONSIBILITIES AND DUTIES

Clerk

1. Role.

The Clerk is an independent and objective servant of the council, who takes instructions from the corporate body and must recognise that the council is responsible for all decisions; they implement policies determined by the Council. They are usually 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.

2. Responsibilities

- Head of administration, internal management and organisation of the council;
- Advise council, and Councillors, on governance, ethical and procedural matters and can make suggestions or put forward objective views to council as part of its decision-making process.
- Ensure that the Council, as a whole, conducts its business in accordance with the law;
- Ensure that the Council's obligations for Risk Assessment are properly met;
- Prepare agendas for meetings of Council and Committees;
- Principle duties and responsibilities are set out in job description and contract of employment.

2. Duty

- The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a council's Proper Officer, and in particular to serve or issue all the notifications required by law;
- Has a statutory requirement to sign the summons of a council's meetings, stating the proposed business to be transacted.