

MURTON PARISH COUNCIL

Clerk: June Watson
Telephone: 01461 335 617
E-mail: clerk@murton.org.uk

Correspondence:
1 Battlehill, ANNAN
Dumfries & Galloway DG12 6SN

REVIEW OF CLERK'S ROLE DESCRIPTION AND CONTRACT OF EMPLOYMENT – May 2022

On 5 May 2022 Cllr Barbara Govan undertook an appraisal with Parish Clerk, June Watson, and reviewed the Role description and contract which had been signed on her commencement in May 2012.

Although the NALC and Society of Local Council Clerks had produced a Model Contract of Employment for parish clerks in 2011, an earlier version had been used.

Since undertaking the role the Clerk's hours had been increased from the initial 150 hours per year to 18 hours in March 2019 and then again to 240 hours in November 2020. This reflected the additional tasks that had been created by for example, maintaining a website, GDPR, and tasks being devolved from district and county councils.

The Clerk logged her hours, kept a diary of tasks undertaken and was developing a "how to" file on the necessary tasks relating to the role.

Role Description

It was noted that management of Murton Cemetery was not mentioned in the role description. This important amendment was added to the job description.

The requirement to work towards the status of Qualified Clerk was amended to state "if Councillors deemed it necessary".

Contract of Employment

The contract was considered adequate, but the guidance provided related to the 2011 version which had some differences in layout and numbering. It was noted that any new appointment should follow the guidance available at the time.