

Item 16 - Clerk Handover

When the current Clerk joined Arnside Parish Council in September 2019 the handover with the Clerk in post consisted of one hour only. This was not adequate. It is therefore suggested that the Council agrees to paying the current Clerk and New Clerk additional hours in order to ensure that the new Clerk has a good grounding in the role and its responsibilities.

It is assumed that to do this, the current Clerk will remain on payroll once the new Clerk is in post. The new Clerk will also need to be paid extra hours. Please can the RFO advise if this is an issue.

Below are listed the proposed handover items and indicative. These hours are in addition to the current 10 hours a week working hours of the Clerk. These times are indicative only, they may be more or less overall.

In addition, the Council is asked to consider the purchase of a new home printer for the new Clerk depending on the Clerk's requirements.

Conclusion: Based on the schedule below, the Council is asked to approve up to 34 hours overtime, that is for the current Clerk and the new Clerk to complete an effective handover.

How meetings work	1.5 hours
Website	1.5 hours
Budgets	1 hour (subsequent follow up with RFO)
Scope of Council responsibilities: <ul style="list-style-type: none">• Allotments• Memorial Benches• Public Toilets• The Cemetery• Foreshore• Trees• Memorial Playing Field (clubs, meetings and playground)	2 hours
Role of Councillors – overview	30 mins
RFO role – overview only	30 mins (follow up with RFO directly)
Cemetery Officer role – overview	30 mins (follow up with CO directly)
The year and how it runs	1 hour
CALC and SLCC	30 mins
Miscellaneous: <ul style="list-style-type: none">• External training• Log ons and passwords• Keys for the Chapel and Notice Boards• Planning applications	2 hours

Dealing with the public: <ul style="list-style-type: none"> • Emails • Face to face 	1 hour
Contracts <ul style="list-style-type: none"> • Grounds maintenance • Public Toilets • Stationery • Funeral related 	2 hours
Governance & Policies <ul style="list-style-type: none"> • Health and Safety • Risk Assessment • Insurances • FOI • GDPR 	2 hours
Internal and external Audit – overview	30 mins
AN Other	1 hour