

**CITY OF BRISTOL COLLEGE**

**JOB DESCRIPTION**

**JOB TITLE: Clerk to the Corporation**

**HOURS OF WORK: 0.5 F.T.E, all year round**

**NORMAL PLACE OF WORK: College Green**

**SALARY: £50,000 pro-rata**

**RESPONSIBLE TO: Corporation Board**

**REPORTS TO: Chair of the Corporation**

1. **JOB PURPOSE**

The Clerk to the Corporation is an officer of the Corporation who has a central role to perform in promoting effective governance. The post-holder is responsible to the Corporation for ensuring that their proceedings are conducted in accordance with the provisions of the statutory Instrument and Articles of Government, and the rules and regulations made under the Articles, Education Acts, Charities Acts and the general law.

The post-holder is accountable to the Corporation through the Chair, on all matters relating to his or her duties. The Clerk will give sound, well-researched advice and guidance to the Corporation and will support the members in evaluating their effectiveness.

1. **PRINCIPAL ACCOUNTABILITIES**
	1. Duties of the Clerk
		1. The general responsibilities of the Clerk to the Corporation are to promote effective governance and ensure the probity and quality of its operation.
		2. The Clerk is a specially empowered officer of the Board who is appointed by and reports directly to the Board.
		3. The Clerk supports the work of the Board, is entitled to attend all meetings of the Board, Committees and Sub-Committees and advises the Board with regard to the conduct of business, procedural matters, operation of powers and matters of governance practice.
		4. The Clerk supports the development of a constructive relationship between the Executive Management and the Board; balancing the accountability of the team with the co-design and co-decision making processes which exist.
		5. The Clerk can intervene when he/she considers that the Board is acting inappropriately or beyond its powers to ensure compliance with legal and statutory obligations and regulations.
	2. Support for the work of the Board

 The Clerk is empowered to co‐ordinate the administrative support for the work of the Board, by:

* + 1. Ensuring that the accounting officer discharges his/her statutory duties on behalf of the Board.
		2. Managing correspondence and acting as a reference point for all enquiries and communication with the Board.
		3. Preparing the annual calendar of meetings and cycle of business, summoning meetings, preparing agendas, reports and minutes of meetings and arrange distribution of documents to members and others as required.
		4. Preparing reports and briefings on governance and other issues as required.
		5. Issuing letters of appointment to new Board members.
		6. Supporting the appointment, suspension or dismissal of designated Senior Post holders and setting up a selection panel or special committee as appropriate.
		7. Setting up an appeal panel as required; managing the process and providing support and advice to the panel.
		8. Seeking nominations for and co-ordinating the appointment of the Chair and Vice-Chair.
		9. Seeking nominations for and co-ordinating the election of the staff and student members.
		10. Maintaining the record of Members’ Interests and making it available on request, during normal office hours.
		11. Maintaining and reporting annually, Members’ attendance at and the quoracy of meetings.
* Preparing written minutes of all Board and Committee meetings.
* Make the minutes available to the Chair of the meeting within 5 working days of the date of meeting.
	+ 1. Emailing the minutes, after approval by the Chair of the meeting, to Board Members within 10 working days of the date of the meeting.
		2. Preparing agendas and meeting papers and circulating to Board Members in accordance with the annual calendar.
		3. Monitoring and follow up matters arising from the minutes.
		4. Making arrangements for the safe custody of the official record of the Board’s business and documents and maintain a record of outstanding business.
		5. Maintaining a record of membership of the Board, notifying it of any vacancies that occur and strategies for recruiting new members.
		6. Receiving written notice that:
* The Chair or Vice-Chair wishes to resign his/her office.
* A member of the Board wishes to resign from membership of the Board.
* A member has been disqualified from continuing to hold office as a member of the Board.
	+ 1. Receiving complaints against the Board and responding to such complaints within 5 working days detailing the actions to investigate the matter, in line with the College’s complaints procedure.

2.3 Legal and Statutory Requirements

 The Clerk is empowered to:

* Seek independent legal advice.
* Engage independent monitoring, advisory and consultancy services required by the Board, its members or its Committees.
* Manage the provision of governance information and support the Board during inspection and the audit of governance.

2.4 Board Training and Development

 The Clerk is empowered to co‐ordinate the Board Member’s training and developments by:

* + 1. Undertaking training and induction of Board members (including the appointment, if felt appropriate, of an experienced member as Mentor to new members for the first year of appointment).
		2. Advising the Board on the assessment of their own effectiveness and development of an action plan.

2.5 Budget

 The Clerk will co-ordinate with designated College officers the reimbursement of member’s expenses in accordance with the Governance process policy on cost of governance.

2.6 Public Interest Disclosure – Anti Fraud and Whistleblowing

 The Clerk will monitor the public interest disclosure ‐ Anti‐Fraud and Whistle blowing ‐ procedure, suggesting amendments and acting as lead assessor in reviewing a proposed disclosure.

2.7 Corporation Seal

 The Clerk is responsible for ensuring the proper use and safe keeping of the Corporation Seal.

* 1. Other
		1. The Clerk will act in accordance with the Code of Conduct for Board Members.
		2. The Clerk shall have an annual appraisal of performance, which shall be completed by the Chair of the Board.

2.9 Quality

 The tenderer should set out their customer liaison arrangements and procedures for dealing with complaints and problems including timescales for response and resolution procedures.

2.10 Contract Management

 The tenderer should describe how it will arrange to manage the following;

* Their structure for the efficient and cost effective management of the contract
* Contract reviews
* Processes for managing absences
* Designated account manager

**3 GENERAL**

 The Clerk:

* + Has access to sensitive information and will need to preserve confidentiality.
	+ Will be provided with an adequate office, together with computing and other facilities necessary for the proper performance of the post holder's duties.
	+ Is liable to undertake such duties as may reasonably be required by the Corporation.
	+ Must be willing to travel and work in any of the college sites as required

**4 SPECIAL CONDITIONS**

Due to the nature of this post, flexibility is required in relation to working hours. The post is based on an annualised number of hours to be worked in accordance with the working pattern of the Corporation Board and its Committees but need not be wholly undertaken on the College premises.

**5 DATE: 20 July 2017**