

Recommendation and Request for Support from the NP Steering Group

Hire of Administrative/Research Assistant

Rationale

Preparation of the current NDP was facilitated by having an administrative/research assistant to support the Steering Group. The current NDP Steering Group members were retired having more spare time than the current Steering Group members many of whom have other work-related responsibilities and demands.

It is therefore recommended that the Steering Group appoint, through Stratfield Mortimer Parish Council, an administrative/research assistant.

Terms of Reference

The proposed Terms of Reference include

1. Steering Group Meetings and other Meetings
 - a. Draft agendas for Chair's agreement and distribute together with discussion/research/proposal papers prior to the meeting chasing up papers for timely distribution when necessary.
 - b. Take and distribute minutes.
 - c. Liaise with the Parish Council's clerk to publicise the agenda and minutes in a timely fashion.
2. Communications
 - a. Website – upload approved documents
 - b. Facebook, twitter etc maintain the relevance and timeliness of published material.
 - c. Assemble feedback received from the website/Facebook/twitter and report back to the Chair and Steering Group.
 - d. Manage the assembly, printing and distribution of approved news letters etc.
3. Evidence base Ensure the evidence is collected, electronically and securely filed, is accurately maintained and is up to date.
4. Undertake research and assemble evidence to inform policy choices as agreed by the Chair on behalf of the Steering Group and Working Groups.

5. Budget

- a. Maintain an up-to-date budget, actual spend and forecast of outturn cost.
- b. Prepare a report summarising the position identifying any issues of concern for Steering Group approval and all of its meetings.
- c. Liaise with the Parish Clerk to monitor spend against budget.

6. Monitor key aspects of compliance on behalf of the Chair and Steering Group bringing potential non-compliance issues to their attention.

7. Contractor Liaison – As necessary liaise with contractors, third party funding organisations (e.g. Locality) etc as the SG and working groups judge appropriate and necessary.

Terms and Estimated Costs:

- Job holder would be responsible to the Steering Group Chair.
- Contract with the job holder would be temporary and with Stratfield Mortimer Parish Council
- Estimated time commitment is c. 30 hours per month.
- Remuneration would be paid on an hourly rate.
- Duration of contract estimated to be to end of March 2023 (c. 6 months) with an extension if required
- Estimated costs £5,000