

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Democratic Services Officer
Grade:	SCP 13 - 17 £29,064 - £31,022
Hours of Work:	37 hours per week (to include evening meetings and some weekends)
Annual Leave Entitlement:	23 days (plus 2 statutory days), increasing to 26 days (plus 2 statutory days) after 5 years' service
Responsible to:	Deputy Town Clerk
Responsible for:	No budgetary responsibility

Main Purposes of the Role

To work closely with the Leadership Team to support the effective operation of the Council's democratic and governance arrangements, ensuring they are efficiently administered, accurately recorded and fully compliant with relevant legislation and statutory requirements.

Summary of Key Responsibilities and Duties of the Job

1. To attend meetings of the Council and its Committees in accordance with the approved Programme of Meetings, subject to amendment.
2. To prepare, produce and publish agendas in consultation with the relevant Leadership Officer(s), ensuring compliance with legislative and procedural requirements, and to collate reports and background information within statutory timescales.
3. To take accurate minutes at meetings attended and to produce clear and accurate draft minutes in a timely manner (target: within three working days), for sign-off by the relevant Leadership Officer(s).

4. To arrange for the distribution and publication of agendas and minutes on the Council's website, in accordance with statutory and procedural requirements, following sign-off.
5. To prepare and publish the annual Programme of Meetings, subject to Town Council approval.
6. To prepare, maintain and regularly review an annual forward plan of Council and Committee agenda items.
7. To monitor actions and outcomes arising from Council and Committee meetings, to notify relevant officers, and to track and report on progress as required.
8. To liaise with Councillors in relation to meetings, democratic processes and procedural matters.
9. To assist and support the Leadership Team with day-to-day responsibilities, as directed.
10. To support the Council in ensuring compliance with all legal, statutory and procedural requirements relating to governance and democratic administration.
11. To provide advice to Councillors and officers on democratic processes, constitutional matters and good governance practice.
12. To support the review, development and maintenance of Council policies and governance documentation.
13. To maintain an accurate, accessible and up-to-date library of Council policies and governance documents.
14. To act as the principal point of contact for Councillors in relation to democratic services matters.
15. To support Councillor induction, development and training programmes.
16. To oversee the updating and publication of Members' registers of interests and other statutory information on the Council's website.
17. To assist with research, briefings, consultations and working groups, as required.
18. To support compliance with statutory duties, including Freedom of Information, Data Protection and transparency requirements.
19. To undertake any other duties appropriate to the post, as directed.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, schools, community groups, partner agencies, customers, visitors, suppliers and members of the public.

Communication will take place face-to-face and via telephone, written and electronic means.

Working Environment

The post is based at Town House but may require working at other locations within the Town, and occasionally outside the Town.

Health and Safety at Work

The post-holder is required to comply with Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work instructions, procedures and practice guidance.

Equal Opportunities

Yeovil Town Council is committed to the fair and equitable treatment of its staff, potential staff, service users and stakeholders, regardless of race, gender, religion or belief, sexual orientation, marital status, disability, or responsibilities for dependants.

April 2026