



FERRYHILL TOWN COUNCIL

TOWN CLERK

Candidate Information Pack

November 2019

FERRYHILL TOWN COUNCIL

Town Clerk and Responsible Financial Officer

Salary: £39,782 to £47,896 (LC3 Spinal Column Points 37 to 45)

Ferryhill is situated in the south of County Durham, in North East England, and the Town Council serves a population of around 12,000. With a budget of over £643,000 and 13 permanent staff, the Council delivers a range of services to the community, including an increased focus on events for the enjoyment of everyone.

The Town Council is seeking a dynamic, forward looking Town Clerk and Responsible Financial Officer to further develop the quality and range of services provided to our residents. The role demands good leadership, self-motivation, enthusiasm and lateral thinking, together with administrative, financial and interpersonal skills, and the ability to form strong partnerships with our community. You will be committed to ensuring that the Council meets local government best practice standards and the effective and efficient implementation of all council decisions. The ability to motivate staff through effective management is essential.

The successful candidate will have a proven track record at a senior level in local councils and either possess the CiLCA qualification or be prepared to work to achieve the qualification within 12 months of taking up the appointment.

Starting salary will be dependent on qualifications and experience. Relocation expenses may be payable in appropriate circumstances.

The closing date for applications to be received is Friday 6 December 2019.

Interviews will be held in January 2020 and shortlisted candidates will receive further details before the Christmas break.



CONTRACT OF EMPLOYMENT

AGREED BETWEEN

FERRYHILL TOWN COUNCIL

AND

**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER
TO THE COUNCIL**

Introduction

This statement sets out particulars of your terms and conditions of employment with Ferryhill Town Council, which are required to be given to you by law.

Start Date

Your employment commenced on _____

This contract is effective from _____

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services (the 'Green Book') applies to your employment as amended by this contract as supplemented by local agreements reached with trade unions recognised by the Authority and by the rules of the Authority.

For all new employees confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of not less than 6 months. During any such period of service you would be expected to establish your suitability for the post.

Previous Service

Your employment commenced on _____. Your period of continuous service for your employment rights has been confirmed with a Local Government start date of _____. Your employment with any other public employer as set out in the NJC agreement will be considered as part of a continuous period of employment with the Council for the purposes of your contract of employment.

Job Title

The title of the job for which you are employed is Town Clerk and Responsible Financial Officer to Ferryhill Town Council under the provisions of the LGA 1972 s. 112 (1)& (2). The duties of the post are set out in the job description attached to this contract.

The Council may from time to time wish to amend your job description and you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.

Declaration of Other Employment

It is a condition of this Contract of Employment that you inform the Council of any alternative employment you undertake, in order to ensure that no tax or insurance liabilities will accrue to the Council. The Council also reserves the right to require that any other employment that you undertake does not conflict with the role or standards required to be undertaken or met in the public office of Town Clerk and Responsible Financial Officer to the Council.

Place of Work

Your usual place of work is the Town Hall, Ferryhill, Co Durham, DL17 8JL although you may be required to work at any site in the service of the Authority as required.

Salary

Your salary is in accordance with National Joint Council for Local Government Services pay scales SCP with Scale LC3, spinal column points 37 to 45.

Your commencing salary will be in accordance with your current SCP XX and progression through the remaining salary scale will be by annual increment, payable on 1 April each year until you reach the maximum of the scale.

In addition one additional salary point will be added to your salary for success in obtaining or already holding one of the following relevant qualifications:

- The Certificate in Local Council Administration and other relevant qualifications such as:
- Certificate in Local Policy Studies First Year
- the Diploma in Local Policy Studies
- BA(Hons) Degree Local Policy Studies (University of Gloucestershire).

Your salary will be paid by bank transfer at monthly intervals to reach your bank or building society as cleared funds by the fifteenth day of the month.

Expenses

Any travel, mileage, subsistence expenses incurred by you and approved by the Council will be paid at the agreed NJC rate laid down at the time.

Appraisal

It is proposed that you will receive an annual Appraisal/Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame. This appraisal will be undertaken by the trained members from the Personnel Sub Committee.

Hours of Work

Your standard hours of work are 37 hours per week. However, the nature of the job is likely to mean that hours worked over a month, for example through attending Council meetings, will exceed the equivalent of 37 per week. Excess hours are managed in accordance with the Council's Flexible Working, Time Off and Office Flexi Time Policy.

Flexible Working

In accordance with the Flexible Time Working Regulations (Employment Act 2002) (as amended) you may apply, in writing, for flexible working time conditions on the grounds that you have a child of an age that meets the provisions of the act. The Council retains the right to refuse this application on reasonable objective business grounds. If so, the Council must provide you with reasons in writing.

In accordance with the Works and Families Act 2006 you may apply, in writing for flexible working time conditions on the grounds that you are a carer of an adult who meets the provision of the Act. The Council retains the right to refuse this application on reasonable objective business grounds. If so, the Council must provide you with reasons in writing.

Annual Leave

The leave year runs from 1st April to 31st March.

The calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to twenty three working days' leave in each leave year (pro rata for part time employees).

You are required to leave sufficient holiday leave to be taken in December when the Town Hall is closed for the Christmas and New Year period.

Your leave entitlement is ____ days per year (pro rata for part time employees) when you have completed not less than five years of continuous service immediately prior to the commencement of the leave year.

In addition to normal bank and public holidays, you will be entitled to two extra statutory days (the timing of these extra-statutory holidays will be by mutual arrangement and must be taken at times convenient to the Council).

Annual and extra statutory holiday entitlement will be expressed in hours over the leave year.

If you join the Council from another authority or other qualifying public body, your previous service will be taken into account in calculating your holiday entitlement.

If your employment commenced or terminates part way through the leave year, your holidays during that year will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any leave taken in excess of entitlement.

Holidays must be taken at times agreed with the Council. By mutual agreement no more than three days leave may be carried forward to the next leave year.

In the event of you falling sick during the period of your annual leave, you will be regarded as being on sick leave from the date of your self or medical certificate and further annual leave will be suspended from that date.

Sickness Absence

If you are absent from work on account of sickness or injury, you or someone on your behalf should inform the Council of the reason for your absence by 10am on the working day on which the absence first occurs.

In respect of absence lasting up to seven calendar days, you are required to inform the nominated officer, and self-certificate your absence.

In respect of absence relating to illness lasting more than seven calendar days, you must provide a Statement of Fitness for Work or 'Fit Note' stating the reason for the absence and thereafter provide a consecutive 'Fit Note' to cover any subsequent period of absence.

You will be paid your agreed basic remuneration in line with the scale of payment for any one year that runs from 1st April to 31st March.

Entitlement to payment is subject to notification of absence and production of 'Fit Notes' as required

above.

The Council operates the Statutory Sick Pay scheme and you are required to co-operate in the maintenance of necessary records. For the purposes of calculating your entitlement to Statutory Sick Pay 'qualifying days' are those days on which you are normally required to work. Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.

The Council reserves the right to require you at any time to be summonsed to a medical examination by a medical practitioner nominated by the Council (usually Occupational Health at Durham County Council) subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.

Scale of Payment

Subject to the above conditions of this scheme, when absent from duty owing to illness (which term is deemed to include injury or other disability) you will be entitled to receive an allowance in accordance with the following scale:

during 1st - year of service	one months full pay and (after completing 4 months service) 2 months half pay
during 2nd - year of service	2 months full pay and 2 months half pay.
during 3rd - year of service	4 months full pay and 4 months half pay.
during 4th & 5th - year of service	5 months full pay and 5 months half pay.
after 5-years service	6 months full pay and 6 months half pay.

Maternity/Paternity/Adoption Leave

Under the provisions of the Employment Rights Act 1996 (as amended by the Employment Act 2002 you will be entitled to apply for Maternity/Paternity/Adoption leave if eligible.

Injury or Assault

In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book Terms and Conditions.

Pension

The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme. As an employee of the Council you will automatically be brought in to the scheme, however you do have the right to opt out. Details of the scheme, including contribution rates, are contained in a separate booklet provided by Durham County Council Pensions Department.

Death in Service

In the event of your death in service any gratuity payments will be paid to your nominated next-of-kin. Any pension benefits will be paid to your nominated beneficiary, spouse or children in accordance with the provisions of the Local Government Pension Scheme.

Notice of Termination of Employment

During probationary period: Either party may terminate the contract of employment by giving nil notice during the first four weeks and thereafter 1 weeks notice.

After probationary period:

The employee may terminate the contract of employment with three months notice in writing.

The employer may terminate the contract of employment with one weeks notice up to two years service. After two years service, notice is one week per each complete year of service up to a maximum of twelve weeks notice.

Upon or within one month of termination of your employment you are required to surrender to the Council any documents or materials that you have been holding on behalf of the Council.

The Council may terminate your employment without notice if you are guilty of gross misconduct, gross negligence or gross incompetence.

Grievance and Discipline – Dispute Resolution**Conciliation and Mediation**

Before resorting to formal procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

Redress of Grievance

You must apply in writing to the Chair of the Council, or other nominated person in accordance with the Council's Grievance Policy, for redress of any grievance relating to your employment and/or any disciplinary decision applied to you. The Chair, or nominated person, shall follow the Town Council's appropriate policy for any grievance with support from the Town Council's Human Resource service level agreement with Durham County Council. You will have an opportunity to set out your grievance. The grievance will then be considered and a decision reached on the appropriate course of action.

Should you be dissatisfied with the decision you have the right to make an appeal to the Appeals Sub Committee of the Council.

Under the provisions of the 1999 Employment Relations Act s.10 you have the right to have a representative of your choice present at any Grievance or Disciplinary hearing.

Disciplinary Rules

Before any disciplinary action is taken by the Council, a notice in writing giving details of the matter, signed by the Chairman and authorised by the Council, shall be given to you. You (together with an adviser if you wish) will have a full opportunity to answer the complaint at a meeting of the Council's Disciplinary Panel held in the absence of the public and the press. Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.

A copy of the Discipline and Grievance Policy and all other policies of the Council are available from the Town Hall. The Council has the right to suspend you in order to investigate allegations of gross misconduct for a reasonable period.

Health and Safety Regulations, Other Legislation & Council Policies

You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required.

Training and Development

It is essential that the Officers and employees of the Council maintain up to date knowledge of their function and duties. To this end the Council will expect and support your necessary agreed training and development and meet all course and examination expenses and any travel and subsistence incurred on the scale set down as paid working hours. In addition reasonable agreed time for study in paid working hours will be given.

Indemnity

The Council undertakes to indemnify its officers against any actions of commission or omission that are made in good faith on behalf of the Council.

Deduction of Remuneration

The Council reserves the right at any time during or in any event on termination to deduct from your remuneration any monies owed to the Council by you, including but not limited to, any missing property including petty cash that was in your control or was your responsibility, excess holiday, outstanding loans, advances and the cost of repairing any damage or loss to the Council's property caused by you. In the event of shortages arising of cash or of stock the Council reserves the right to recover an equitable amount from any payments due to any employee concerned.

Data Protection

Your personal data, including sensitive personal data, will be held by the Council in its manual and automated filing systems. You consent to the processing and disclosure of such data for the purpose of (without limitation) salary administration; pensions administration; health administration; training and appraisal, including performance records, and disciplinary records; health/insurance benefits; equal opportunities monitoring; Council car/lease administration; any Council benefit administration; and any other purpose for which data is processed.

Miscellaneous

This Agreement will be governed and construed in accordance with the laws of England and Wales.

I acknowledge receipt of this contract of employment. I accept the terms of my contract of employment.

Town Clerk and Responsible Financial Officer to the Council

Print Name: _____

Signed: _____

Date: _____

Chairman to the Council

Print Name: _____

Signed: _____

Date: _____

FERRYHILL TOWN COUNCIL

TOWN CLERK

JOB DESCRIPTION

Overall Responsibilities

The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve all the notifications required by law of a local authority's Proper Officer.

The Town Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out.

The Town Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively all decisions. The Town Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Town Clerk will be the Responsible Financial Officer and will be responsible for all the financial records of the Council and the careful administration of its finances

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for risk assessment and management are properly met.
4. To prepare, in consultation with appropriate Members, agendas for meetings of the Council and its committees, sub-committees and working groups. To attend such meetings and prepare minutes for approval, except where such duties may have been delegated to another Officer.

5. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
6. To ensure all Council services are delivered in an efficient and effective manner, and in accordance with Council policy.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To maintain a good understanding of community needs through surveys and other methods. To develop and recommend plans and long term strategies for the Council and ensure their successful implementation.
9. To build effective working relationships with outside bodies, including the County Council, Police and Health authorities, local businesses and organisations.
10. To study reports and other data on activities of the Council and on matters relating to those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields, and to produce reports for circulation and discussion by the Council.
11. To draw up both on his/her own initiative, and as a result of suggestions from Members, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
12. To manage and supervise any other members of staff in keeping with the policies and procedures of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of staff, including identifying and meeting training needs.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
14. To act as a representative of the Council as required.
15. To issue notices and prepare agendas and minutes for the annual Town Meeting. To attend the Town Meeting and to implement the decisions made at the Meeting that are agreed by the Council.
16. To prepare, in consultation with the appropriate Chair as necessary, press releases about activities and decisions of the Council.

17. To attend training courses or seminars on the work and the role of Town Clerk as required by the Council.
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council, as required by the Council.
19. To work towards the achievement of the status of Qualified Clerk (if not already achieved) as a minimum requirement for effectiveness in the position of Town Clerk.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
21. To assist the Council in achieving and retaining the status of Quality Council.
22. To carry out any other relevant duties which may be assigned from time to time by the Council.

FERRYHILL TOWN COUNCIL

TOWN CLERK – PERSON SPECIFICATION

Essential	Desirable	Method of Assessment
Qualifications and Training		
Possession of the Certificate in Local Council Administration (CiLCA), or be prepared to work towards achieving it within 12 months of taking up the appointment Evidence of a commitment to continuing professional development.	Educated to degree level or equivalent Appropriate management, administration or professional qualification	Application Form Interview Certificates
Management		
Evidence of ability to provide leadership to enable, motivate and develop staff. Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. Evidence of ability to organise and manage resources effectively. Evidence of experience in successful partnership working. Evidence of good negotiating skills.	Knowledge of current employment legislation Previous experience as a Town or Parish Clerk, or Deputy, or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.	Application Form Interview Reference
Communication Skills		
Excellent oral and written communication skills, including an ability to relate to and communicate with councillors, staff, members of the public and external agencies. Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis	Experience of PR and handling media enquiries	Application Form Interview

Information Technology		
Experience of using computerised systems and a working knowledge of Microsoft Office package (Word, Excel etc)		Application form Interview
Meetings and Administration		
<p>Practical experience of servicing committees, report writing and standing orders.</p> <p>General knowledge of the law as it affects local councils.</p>	<p>Knowledge of civic protocol</p> <p>Knowledge of local council legislation.</p> <p>Understanding of planning legislation.</p>	Application form Interview
Finance		
<p>An understanding of the statutory financial obligations on local councils</p> <p>Track record of competently overseeing and reporting finances</p> <p>Experience of working in a financial setting, including particularly budget setting and financial management.</p>	Experience of bidding for external funds	Application form Interview
Other		
<p>Able to work out of office hours in order to attend Council meetings and business.</p> <p>Ability to operate with complete impartiality in a political environment.</p> <p>Possession of a current driving licence and the ability to travel across the region and beyond.</p> <p>Accuracy and attention to detail.</p>	Able to work out of office hours in order to attend Council meetings and business.	Interview