



LEWES TOWN COUNCIL

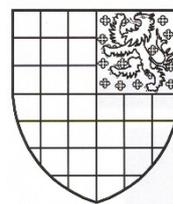
STATEMENT of PARTICULARS of EMPLOYMENT¹ as required under the Employment Rights Act 1996

| | | |
|---------------------------|--|------------|
| Employer: | Lewes Town Council, Town Hall, High Street, Lewes, East Sussex, BN7 2QS Telephone 01273 471469 Fax 01273 480919 e-mail info@lewes.tc.gov.uk | |
| Employee: | | |
| Address: | | |
| Date of Birth: | | NI number: |
| Post: | TOWN CLERK | |
| Post Number: | | |
| Department: | Administration | |
| Start Date: | | |
| Grade of Post | The post is graded at spinal column point 50-54 , equivalent to £55,684 - £62,779 per year at the rates prevailing in December 2020. <i>(Role reviewed, using the NJC 'Green Book' single-status evaluation scheme, in October 2020)</i> | |
| Qualification Requirement | It is a condition of your employment that you hold or undertake to achieve within 24 months of your appointment, one of the qualifications prescribed in <i>The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965)</i> . | |
| Pay | Your starting salary will be £ <i>tbc</i> per year, spinal column point <i>tbc</i> . Annual increments are normally effective from 1 st April each year, to the maximum of the scale. Employees appointed between 1 st October and 31 st March will receive their first increment only after completion of six month's service. | |
| Overtime | Overtime rates are not payable for this post. | |
| Conditions of Employment | Your rate of pay and all other Conditions of Service will be in accordance with the collective agreements made by the National Joint Council for Local Government Services so far as they are applicable and have been adopted. You are also subject to the Council's prevailing policies, insofar as they affect employees, and to such other conditions of service as may from time to time be negotiated and agreed by the Council. | |
| Hours of Work | 37 hours a week. Your actual working hours will be subject to operational requirements. By the nature of the duties of this post, working may be required during evenings, weekdays, weekends, public holidays <i>etc.</i> and you will be expected to organize your duties to accommodate this. Enhanced payments will not normally be payable. The hours of work may vary each week according to operational requirements but should average 37 per week in any month. The salary for the post is an inclusive one and takes account of irregular hours and weekend commitments as they arise. | |
| Place of Work: | Lewes Town Hall, High Street, Lewes, East Sussex BN7 2QS but you may be required to work anywhere within the Town Council sphere of operation. | |
| Probation: | Your appointment is subject to the satisfactory completion of a probationary period of 26 weeks. During this period, you will be expected to establish your suitability for the post, and either party may terminate the contract upon two weeks' notice in writing. | |
| Appraisal | You will receive an annual appraisal. | |

| References and Medical Clearance | The appointment is subject to satisfactory references and medical clearance | | | | | | | | | | |
|--|---|---|--|------------------------------|--|------------------------------|---|--|---|------------------------|---|
| Payment of Salary: | Your pay will be by electronic bank transfer, usually on the 14 th day of each month, or on the nearest preceding working day. (December salaries are usually paid before Christmas). | | | | | | | | | | |
| Deductions from Salary | Pension Deductions, Tax, National Insurance, if applicable. | | | | | | | | | | |
| Holiday | <p>Your normal annual leave entitlement is related to your basic spinal column point salary and continuous local government service as shown below. The leave year is from 1st April to 31st March and a maximum of 5 days may be carried-forward to the following year; subject to agreement.</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Basic Annual Leave</td> <td style="text-align: center;">After 5 Years' Service</td> </tr> <tr> <td style="text-align: center;">22 days (<i>163 hours</i>)</td> <td style="text-align: center;">25 days (<i>185 hours</i>)</td> </tr> </table> <p>The Council has granted two days (<i>15 hours</i>) concessionary leave at Christmas to full time employees and part time employees who work a five-day week. The entitlement of other part time employees will be determined in accordance with circumstances and the basis of employment.</p> <p>In addition, the following extra statutory days holidays are given:</p> <ul style="list-style-type: none"> • 1 day (<i>7.4 hours</i>) between the Easter period and Spring Bank Holiday. • 1 day (<i>7.4 hours</i>) to be taken after consultation on the same basis as basic annual leave. <p>If you leave, the amount of annual leave to which you are entitled during that leave year will be proportionate to the number of completed calendar months. If you leave between 1st October and 31st March you will be entitled to two extra statutory days, but if you leave between 1st April and 30th September you will be entitled to receive only one day.</p> <p>For convenience, as your operational hours may vary day-to-day, holiday entitlements are also shown as HOURS in <i>italics</i>.</p> | Basic Annual Leave | After 5 Years' Service | 22 days (<i>163 hours</i>) | 25 days (<i>185 hours</i>) | | | | | | |
| Basic Annual Leave | After 5 Years' Service | | | | | | | | | | |
| 22 days (<i>163 hours</i>) | 25 days (<i>185 hours</i>) | | | | | | | | | | |
| Notice | <p>If you have been employed for at least one month, then the minimum notice period that you can be given to terminate your employment is:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Period of Continuous Employment</th> <th style="text-align: left;">Minimum Notice (Weeks)</th> </tr> </thead> <tbody> <tr> <td>Up to 2 Years</td> <td>1</td> </tr> <tr> <td>2 to 12 Years</td> <td>1 for each complete year</td> </tr> <tr> <td>Over 12 Years</td> <td>12</td> </tr> </tbody> </table> <p>However, unless the statutory minimum period is greater, the notice period you will be given is one month.</p> <p>The notice that you as an employee must give in this post is one month.</p> | Period of Continuous Employment | Minimum Notice (Weeks) | Up to 2 Years | 1 | 2 to 12 Years | 1 for each complete year | Over 12 Years | 12 | | |
| Period of Continuous Employment | Minimum Notice (Weeks) | | | | | | | | | | |
| Up to 2 Years | 1 | | | | | | | | | | |
| 2 to 12 Years | 1 for each complete year | | | | | | | | | | |
| Over 12 Years | 12 | | | | | | | | | | |
| Pension | <p>You will become a member of the Local Government Pension Scheme from the date of appointment unless you give written notice that you wish to be excluded from the Scheme. You may choose to join at a later date, even if you do not join immediately upon appointment. Details of the pension scheme are available from the Finance Officer.</p> | | | | | | | | | | |
| Sickness | <p>If you are absent from work owing to illness (including injury or other disability) you will normally be entitled to sickness allowance on the following scale:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">During 1st year of service:</td> <td>1 month's full pay and (after 4 month's service) 2 months' half pay.</td> </tr> <tr> <td>During 2nd year:</td> <td>2 months' full pay and 2 months' half pay.</td> </tr> <tr> <td>During 3rd year:</td> <td>4 months' full pay and 4 months' half pay</td> </tr> <tr> <td>During 4th and 5th years</td> <td>5 months' full pay and 5 months' half pay</td> </tr> <tr> <td>After 5 years' service</td> <td>6 months' full pay and 6 months' half pay</td> </tr> </table> <p>Social Security/Statutory Sick Pay will be deducted as appropriate from the sickness allowance.</p> <p>Sickness absence must be reported as soon as practical, on the first day of absence, by telephoning the Council's offices.</p> | During 1 st year of service: | 1 month's full pay and (after 4 month's service) 2 months' half pay. | During 2 nd year: | 2 months' full pay and 2 months' half pay. | During 3 rd year: | 4 months' full pay and 4 months' half pay | During 4 th and 5 th years | 5 months' full pay and 5 months' half pay | After 5 years' service | 6 months' full pay and 6 months' half pay |
| During 1 st year of service: | 1 month's full pay and (after 4 month's service) 2 months' half pay. | | | | | | | | | | |
| During 2 nd year: | 2 months' full pay and 2 months' half pay. | | | | | | | | | | |
| During 3 rd year: | 4 months' full pay and 4 months' half pay | | | | | | | | | | |
| During 4 th and 5 th years | 5 months' full pay and 5 months' half pay | | | | | | | | | | |
| After 5 years' service | 6 months' full pay and 6 months' half pay | | | | | | | | | | |
| Contact details | You may need to be contacted in an emergency and you must provide appropriate contact details eg telephone number and name of next-of-kin. | | | | | | | | | | |

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|------------------------|--|
| Call Out | You may be required to attend emergencies and, in the event of being called out, compensatory time in lieu will be granted, covering the period of call out, by agreement. |
| Casual Car Allowance | A casual car user mileage allowance will be paid should you be required to use your vehicle on official business. This allowance is reviewed annually by the National Joint Council for Local Government Services (NJC), and prevailing rates are available from the Finance Administration Officer |
| Expenses | Out-of-pocket expenses may be incurred during the course of your employment. These will be reimbursed (receipts may be required) provided that they are reasonable and related to your employment. |
| Continuous Service | For the purposes of entitlements to annual leave, sick pay arrangements, and maternity/paternity/adoption arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies. Otherwise, your period of continuous service dates from the date of commencement of employment with Lewes Town Council. Your Continuous Local Government Start Date is noted as <i>tbc</i> |
| General | If you are issued with an identity card, uniform, protective clothing, permit or items of equipment, these must be returned on or before your last day of employment. You may be required to reimburse the Council for the replacement cost of any such items that you fail to return. |
| Trade Union Membership | The Council is associated with other local authorities represented on the national and provincial councils dealing with local authorities' services. It is open to you to seek membership of a trade union representing you on the appropriate negotiating body. |
| Disciplinary Procedure | Disciplinary matters will be dealt with in accordance with the Council's disciplinary procedure, as laid out in the Dignity At Work Policy The procedure explains to whom, and how, you can apply if dissatisfied with any disciplinary decision relating to you. |
| Grievance Procedure | The Council has a grievance procedure, so that you may exercise a right to express a grievance relating to your employment. If you have a grievance, first discuss it with the Mayor or Chair of the Personnel Panel. The Mayor or Chair of the Personnel Panel will investigate the matter for you and will either reply, after carrying out any necessary discussions with any other officer, or, if unable to reply, will tell you where you can obtain an answer. If you are dissatisfied with the reply you receive, or if you do not receive a reply and wish to pursue your representation, you should inform the Mayor or Chair of the Personnel Panel, as appropriate |
| Conduct | The Council has a number of specific policies and procedures with which you must comply. Failure to comply with them may result in appropriate disciplinary action being taken against you. In particular you must read and comply with Standing Orders; Financial Regulations; Equality, Diversity and Inclusivity Policy, and computer and financial security policies (as amended from time to time) at all times. |
| Declaration of Trust | You may be asked to complete a Declaration for Employees in Positions of Trust which shows no reason why you should not be employed in this post which may involve responsibility for cash handling and/or work with children and young people. |
| Conflicts of Interest | The appointment is to the whole-time service of the Council. You must not hold any other paid office or appointment without the consent of the Council (which shall not be unreasonably withheld). (For the avoidance of doubt; membership of outside bodies, charitable organizations, working groups of the National Association of Local Councils or Society of Local Council Clerks, shall not be considered as paid employment for the purposes of this clause.) |

JOB DESCRIPTION



LEWES TOWN COUNCIL

Post: Town Clerk
Responsible to: Council

Job purpose

To head the Council's paid service and be the Council's principal adviser; to manage the Council's services; resources and staff; to advise upon and administer all aspects of the Council's work; to promote the role of the Town Council in securing good and effective governance for the town.

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions required by law of a local council's Proper Officer.

The Town Clerk will be responsible for ensuring that the instructions of the Council in connection with its functions as a Local Council are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to it as and when required.

Key relationships/functional links

Internal: Town Council staff, and elected Councillors.

External: Service providers, external bodies, contractors, community groups/organisations, charities, local government associations and other public bodies (police, fire *etc*), the community/general public, military organisations and associations, VIP civic dignitaries, training organisations and any other organisation to enable delivery of the council's services and functions.

Duties and responsibilities

1. *Main Responsibilities/Accountabilities/Key Result areas:*

- 1.1. To head the Council's paid service and be the Council's principal adviser; to manage the Council's services; resources and staff; to advise upon and administer all aspects of the Council's work.
- 1.2. To achieve and maintain the qualification necessary for the council's eligibility for the General Power of Competence (*as provided in the Localism Act 2011 ss1-8 and prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965)*).
- 1.3. To proactively manage the expedient completion of tasks, projects, and activities.
- 1.4. To provide and/or source relevant and regular continuing professional development and appropriate training for staff and Members.
- 1.5. To act as the Council's representative, proactively ensuring effective and inclusive development and dissemination of regular communications, using up-to-date and inclusive means.
- 1.6. To oversee and address the Council's ceremonial and civic functions and historic obligations.

2. *Visioning, Business Planning and Project Management*

- 2.1. To organise and co-ordinate a visioning exercise with members at the start of each term, to produce an outline visioning statement with overall objectives for the Council and aspirations for the term.
- 2.2. To prepare and implement an annual business plan with outline budgets based on a four-year plan covering each overall visioning objective or priority identified by Council.
- 2.3. To align staff activity to the delivery of the Council's plans.

3. *Staff Management Functions*

- 3.1. To carry out regular staff appraisals to identify individual staff development and training needs and to ensure job performance accords with the requirements of the post; this should include standard good practice, including staff feedback and comprehensive record-keeping.
- 3.2. To identify and establish with each member of staff a personal development plan to enable them to develop their contribution.
- 3.3. To monitor the effectiveness of training and other staff development activity, including feedback by attendees, reporting as appropriate
- 3.4. To set and maintain professional standards throughout the staff team acting when necessary to uphold these standards within the Council's equality, diversity, and inclusivity policy.
- 3.5. To manage attendance, sickness, annual leave, time off in lieu *etc* within established policies

- 3.6. To monitor and advise on any changes to employment law or national agreements.
4. *Financial responsibilities*
 - 4.1. To monitor the Responsible Financial Officer (*s151 Local Government Act 1972*) and oversee this function.
 - 4.2. To review income generated from Council properties and service activities.
 - 4.3. To lead the Council's procurement for external contracts ensuring proper procedures for tendering, and assessment of risk and value for money.
 5. *General responsibilities*
 - 5.1. To advise members of the options available on matters raised at meetings, upon which decisions are required.
 - 5.2. To keep under continuous review the legal framework within which the council operates advising members of changes or proposed changes to law or public policy which may affect the Council.
 - 5.3. To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented.
 - 5.4. To advise the Council on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded.
 - 5.5. To research and present available options to members on any matter before them and verify third-party reports, so far as practical, to facilitate lawful and reasonable decision-making.
 - 5.6. To minute, or arrange for minutes to be made, of all formal meetings of council or its committees to ensure that resolutions are accurately recorded, with sufficient detail of discussion to show proper consideration of all relevant matters.
 - 5.7. To act as principal conduit of communication for the Council.
 - 5.8. To monitor the effectiveness of procedures and policies and advise Council when reviews or updates are appropriate, and to advise of options available.
 - 5.9. To manage the Council's properties and buildings, ensuring that the Council's obligations for risk management are properly discharged and that the Council complies with health and safety legislation.
 - 5.10. To arrange for contractor performance to be adequately monitored and for appropriate reports to be brought to Council.
 - 5.11. To carry out the sealing of documents when necessary.
 6. *Other Information*
 - 6.1. The post holder may be required to work unsocial hours including evenings and weekends.
 - 6.2. The post holder will be required to comply with the Council's policies and procedures, and to undertake training as required.
 - 6.3. All employees must be able to commit to Lewes Town Council's equality and diversity policy and values, treating colleagues and customers with dignity and respect.

This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.

Drafted September 2020

PERSON SPECIFICATION - Town Clerk

| | Competence | Level Required | Demonstrated by |
|----|--|--|---|
| 1 | Team management and Leadership | Able to lead, direct and motivate a team, to effectively build teams and encourage collaborative working between team members, councillors, and other stakeholders. | At least two years in a senior management position, involving direct management of a team of employees and direct accountability to <i>eg</i> Councillors or a management board |
| 2 | Communication skills | A high level of written, reporting, and presentational skills; excellent interpersonal skills; understanding of marketing and publicity; experience of conducting public consultation exercises, and of pro-active communication with local press and other media | Previous experience in a post demanding application of these skills, and involvement in marketing facilities/or services and in external relations |
| 3 | Administrative and Organisational skills | Understanding of effective business administration to create organisational effectiveness | Previous success in establishing and managing new or changed organisational structures |
| 4 | Experience and knowledge of Local Government | A good understanding of Local Government's structure, functions, responsibilities, and procedures | Previous experience of working with and advising local authority Committees and elected members (or equivalent); demonstrable understanding of the legal requirements affecting local authorities |
| 5 | Financial Management | Competent in management of a significant budget; understanding of budget control, and of financial analysis and process | Previous responsibility for a major budget (>£0.5m); demonstrable understanding of issues of probity and sound financial management applying in the public sector |
| 6 | Service Delivery | Able to apply key principles of effective service provision, customer care, service planning etc | Record of achievement on running and developing services directly or through contractors; familiarity with concepts of business and service planning |
| 7 | Managing Contractors | Ability to secure effective running and/or maintenance of Council facilities by contractors, voluntary groups <i>etc</i> | Previous experiencing of specifying and monitoring services to be provided by others |
| 8 | Policy and strategic management | Policy analysis skills and the ability to address and resolve complex issues | Evidence of giving advice on policy issues, and of recommending strategy on difficult/complex issues |
| 9 | Legal knowledge and skills | Understanding of legal responsibilities and sufficient general understanding of the law to be able to procure effective legal advice and support. Hold or achieve within 2yrs a qualification necessary for the council's continued eligibility for the General Power of Competence | Previous experience of role-specific legal responsibilities and of procuring legal support. Hold or undertake to achieve qualification as prescribed in <i>The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965)</i> |
| 10 | Information & Communications Technology | Non-technical understanding of the use and application of ICT | Evidence of the use of ICT to meet practical needs and improve effectiveness in a business setting |
| 11 | Political Sensitivity | Able to gain and retain the confidence of Councillors, local community representatives, outside organisations | Able to demonstrate or articulate the key practical requirements for operating in a political environment |
| 12 | Operational | Able to attend evening and weekend events, and play a part in ceremonial and related activities | Acceptance at time of appointment |
| 13 | Personal qualities | Approachable and responsive with staff and members of the public Able to secure good relationships with Councillors and other stakeholders. Able to work effectively under pressure. Self-reliant, open, and honest. Practical with common sense approach to problem solving. Trustworthy with confidential information. Capable of anticipating problems and showing initiative to solve them. Receptive to change and new ideas. Methodical and thorough approach. | Previous experience in a post demanding application of these skills; involvement in services and/or in external relations Demonstrated at interview. |