



## Job Description

<b>Position Title</b>	Town Clerk (Proper Officer) /Responsible Finance Officer (RFO)
<b>Location</b>	Salcombe
<b>Reporting to</b>	Salcombe Town Council
<b>Hours</b>	37 hours per week with occasional weekend or evening work
<b>Salary</b>	LC2 24-32, with benefits including pension contributions and professional development opportunities.

### Job Purpose including main duties and responsibilities:

#### Job Purpose:

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

The Town Clerk oversees the operational governance of the Town Council, managing staff and taking the lead on matters relating to the commercial and community initiatives ensuring that business is conducted efficiently and that Town Council decisions are fully implemented.

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

The Town Clerk is expected to advise the Town 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 to enable the Town Council to make informed, effective decisions and to implement constructively all decisions.

The Town Clerk is accountable to the Town Council for the effective management of all its resources and will report to the Town Council as and when required.

The Town Clerk is also the **Responsible Finance Officer**, unless this role is delegated to another officer, and as such will be responsible for all the financial needs of the Town Council and the careful administration of its finances in accordance with the Financial Regulations of the Council.

### Key Responsibilities:

The Town Clerk is responsible directly to the Town Council as a corporate body as Proper Officer.

The role has the following responsibilities:

#### Strategic Leadership and Management

- To maintain a full awareness of all issues affecting the Town Council and to keep abreast of emerging developments nationally and locally which could impact on or offer opportunities for the Town Council.
- Ensure that the Town Council makes the best possible use of resources through effective planning, considering all financial and other resource implications.

- Negotiate, manage and monitor contracts, tenders and agreements always ensuring “best value”.
- Liaise with external contractors, consultants, stakeholders and professional advisors (e.g. solicitors).
- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To be familiar with and advise upon the current Standing Orders and be aware of the Clerk’s delegated powers.
- To advise and provide input on strategic decisions and the implementation of those decisions, including directing resources where needed.
- To ensure that agendas for meetings of the Council and its Working Groups are prepared in consultation with the Chairman of the Council and the Lead of each Working Group, and to ensure that such meetings are recorded and that minutes are prepared for approval.
- To ensure that all decisions of the Council and its Working Groups are carried out promptly and accurately.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To identify any new policies that the Council may need and to work with Members to develop those policies. Responsibility for changes to policies, including Standing Orders and Financial Regulations, and procedures to ensure that legal requirements are adequately discharged, and that the administration of the Town Council is efficient and effective.
- To issue correspondence as a result of the instructions of, or the known policies of, the Town Council. To receive correspondence and documents on behalf of the Town Council, to deal with these or bring such items to the attention of the Town Council.
- To be the first point of contact for Town Council members regarding all Town Council matters, including all matters regarding the Town Council’s staff and how Town Council business is delivered.
- To carry out research and draw up, both on own initiative and as a result of Working Group recommendations, proposals for consideration by the Town Council. To provide information and draft documents and to advise on practicability and the likely effects of specific courses of action upon which the Town Council may deliberate and decide on policy or courses of action.
- To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for consideration by the Town Council.
- To supervise other members of staff as their line manager in keeping with the policies of the Town Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. With the Town Mayor, to organise regular appraisals for all staff and report the results to the Staffing Working Group.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Town Council, attend training courses and seminars on the work and role of the Clerk as required by the Town Council, and to ensure that staff receive appropriate training and updating of skills to match their responsibilities.
- To act as the Town Council’s designated Health and Safety Officer and ensure that

the Town Council's obligations to assess risks and to ensure any necessary actions are taken.

- To act as the Data Controller for the Town Council and to ensure compliance with the Data Protection Act 1998. The DPA 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998 and came into effect on 25 May 2018. It was amended on 01 January 2021 by regulations under the European Union (Withdrawal) Act 2018, to reflect the UK's status outside the EU and any subsequent relevant legislation.
- To build partnerships with public, private and voluntary organisations, that can add value to the role of the Town Council and assist the improvement of the Town.
- To be a proactive, high-profile ambassador for the Town Council and to represent it as required.
- To be responsible for the communications of the Town Council including through the website and social media and preparing and issuing press releases about the activities or decisions of the Town Council, in consultation with the Chairman of the Town Council.
- To be aware of possible/expected legislative changes that may or will affect the Town Council and to bring them to the attention of the Town Council.

#### Finance and Purchasing

In accordance with S151 of the Local Government Act 1972, as the Responsible Financial Officer:

1. Is responsible for preparing and maintaining the accounts and other financial records of the Town Council (including those relating to VAT) in accordance with all statutory and other accounting and audit requirements and practices.
2. Allowing that delegation to other members of staff is necessary, to be responsible for ensuring all necessary budgeting, payments, reporting and/or other financial matters are carried out.

The Town Clerk is the Responsible Finance Officer for all financial matters of the Town Council. This includes but is not limited to:

- Responsible for overseeing the preparation of estimates and budgets.
- Providing information to the Town Council on investment of funds.
- Monitoring compliance with the Town Council's Financial Regulations.
- Oversight of End of Year Accounts and submission for annual audit.
- In conjunction with the Lead on the Finance Working Group, use financial information in relation to all services, to undertake full financial management including setting and monitoring budgets while ensuring the most efficient use of resources.
- Work alongside the Lead on the Finance Working Group to maximise income generation within the ethos of the Town Council.
- Responsible for purchasing, ensuring best value for the Town Council.
- To receive and report on invoices for goods and services to be paid for by the Town Council and to ensure such accounts are promptly met. To issue requests for payment on behalf of the Town Council for goods and services and to ensure payments are promptly received.

- Liaising with the relevant Working Group, producing tender documents for contract work, invitation of tenders, acceptance and subsequent issue of contract documents and management of contract disputes.
- Research relevant grant and Section 106 and Community Infrastructure Levy (CIL) opportunities in order to fund elements of Town Council work and submitting/managing applications.

#### Cemetery Management

- To be the Town Council's cemetery management officer, responsible for the overall management of the Town Council's cemeteries, the preparation and monitoring of burials/cremations and monumental placement and to ensure that the Town Council complies with such requirements.
- Manage the operation of the cemeteries within the remit of the Town Council, including the statutory, financial, operational and administrative functions therewith.
- Overseeing contractors, cemetery undertakers, gravediggers, monumental masons et al.

#### Contract Administration

- To conduct inspections as required to ensure contractual standards are being achieved over a variety of services including cemetery and project management and buildings surveys including all contracts devolved by the Town Council to the Clerk.

#### Assets

- To conduct an inspection of standards, cleanliness and maintenance of all the Town Council's assets.
- To ensure that best practice is applied in the Town Council's areas of responsibility.
- To oversee and monitor the work of the Town Council contractors and ensure that the Council's responsibilities as an employer are met.
- To assess and address any training needs and ensure that all are fully informed of such need, responsibilities, duties and any performance targets.

#### Customer Care

- Always be efficient, courteous and helpful to members of the public.
- Provide information for members of the public about the services provided by the Town Council.

#### Records and Statistics

- To ensure that all records of the Town Council are kept in such a manner as prescribed by law.
- To ensure that all records regarding the Town Council's obligations to Health, Safety and Welfare at work are maintained in the prescribed manner.
- To ensure that any incidents of crime observed or informed about that have taken place in the

Town Council's assets are reported to the Police and recorded in accordance with best practice.

#### General

- To undertake appropriate personal and professional development relevant to the job.
- Carry out other duties relevant to the job as required.
- Operate within the Council's Standing Orders, Financial Standing Orders and any other corporate standard adopted by the Council.

#### Human Resources and Health and Safety

- To advise the Town Council Staffing Working Group on staffing matters and levels.
- Act as the Senior Manager in respect of the Town Council's workforce, overseeing members of staff via the organisation structure of the Town Council, undertaking all necessary activities in connection with the management of salaries, conditions of employment and work of other staff, and compliance with Health and Safety Regulations.
- To carry out the initial induction of newly appointed members of staff (contracts) and make sure appropriate training for Councillors is undertaken.
- Management of grievance and disciplinary matters, in accordance with the Council's grievance and disciplinary rules.
- Co-ordinate the development and maintenance of the Employee Handbook and ensure compliance. Liaising with an external HR service provider when required.
- Ensure that Health and Safety plans are in place.
- Training and information for Town Councillors and ensuring that the Town Council's systems for decision making are robust and ethically sound.

#### Marketing and Communication

- Ensure the work of the Town Council is promoted via newsletters, annual reports, social media, noticeboards and the Town Council website in accordance with relevant policies.
- To be responsible in liaison with the Mayor, to manage the reputation of the Town Council by way of press releases, social media, website etc. promoting the Town and decisions of the Town Council to stakeholders and the public and actively seizing opportunities to boost the Town Council reputation.
- To develop, through effective public relations and communication the promotion of the Town and Town Council, and to liaise with other public bodies as necessary to foster good external relationships.

#### Administrative Responsibilities

Responsibility for all Town Council services and functions, including:

- Attendance at Town Council meetings, Working Group meetings, the Annual Meeting and Annual Town meeting.
- To be responsible for signing off the summons, agendas and reports, and the keeping of minutes and records for meetings of the Town Council and its Working Groups.

- Execution of agreements, contracts, proceedings and other documents that do not require to be under signature of the Mayor, Chairman or Members of the Town Council.
- Provision of advice and support to the Mayor, Lead on Working Groups and Members of the Town Council.
- The efficient running of the Town Council offices, reviewing, developing and monitoring systems, processes and procedures, to ensure the smooth running of all administrative and financial functions.

#### Other Duties

- Develop constructive working relationships with key stakeholders who live and work in Salcombe and serve the community.
- Liaison and co-operation with other Local Authorities, Local Councils, Local Council Organisations, and Government Departments to ensure the effective implementation of strategic policies.
- To attend Town Council Civic Events as the Town Clerk for the Town Council.
- To attend training courses on the work and role of the Town Clerk as required.
- The Town Clerk will work a 37 (thirty-seven) hour week and must be prepared to attend monthly Council Meetings in the evening.
- Will be required to attend meetings or events that fall outside normal office hours.
- Annual leave entitlement should be taken to avoid a clash with major civic events, e.g. Annual Town Meeting.
- To provide your own motor vehicle for occasional use on the Council's business (mileage will be paid at the set rate).

**Note:** This Job Description outlines the main duties, responsibilities and prime functions of the post. It is neither exclusive nor exhaustive and there may be a reasonable requirement to undertake additional duties commensurate with the level of the post.

Salcombe Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

A Certificate in Local Council Administration (CiLCA) is desirable but not essential, there will be a requirement to begin studying for this qualification within 12 months. Training will be provided and supported.

January 2025