



SANDY

Town Council

APPOINTMENT OF TOWN CLERK AND RFO



RECRUITMENT INFORMATION PACK

JANUARY 2022

INTRODUCTION

Thank you for responding to the Town Council's recent advertisement for this post. We trust that you will find this Recruitment Information Pack, together with the Job Advert, Job Description and Person Specification enclosed, of assistance in deciding to apply.

The information is arranged as follows:

1. Role of the Town Clerk
2. About Sandy
3. Key Areas of Council Responsibility
4. Council Structure

5. Job Advertisement

6. Job Description
7. Person Specification

8. Key Terms and Conditions of Employment
9. Application and Selection Process.
10. Application Form

If you would like to apply, please complete the attached application form (CVs alone will not be acceptable) and submit it by email or print and post to arrive by 12 noon on Monday 7th February 2022 to the email / postal address at the bottom of this page.

This Recruitment Information Pack will not form part of any subsequent contract of employment. If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, or you would like an informal discussion on the role, please contact Chris Robson via the details below.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application, or attending the interview, please let us know.

Contact: Chris Robson, Town Clerk
10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE
Email: clerk@sandytowncouncil.gov.uk
Telephone: 01767 681491



THE ROLE OF THE TOWN CLERK TO SANDY TOWN COUNCIL.

Why become a Town Clerk?

Becoming a Town Clerk to an innovative, aspirational Town Council is one of the most rewarding jobs in a local community - a competent Clerk underpins a good Council.

The role of the Town Clerk is to support and work with the elected Councillors to ensure that the Council conducts its business properly and to provide independent, objective, and professional advice and support. The role is very much at the heart of all that is happening within the Council.

All Parish and Town Councils are part of Local Government. In Central Bedfordshire we currently have two tiers of Local Government; Central Bedfordshire Unitary Authority and Town and Parish Councils.

What does the Town Clerk to the Council do?

The enclosed job description lists the duties in more detail, but the main role of the Clerk can be summarised as:

- Provides strong leadership to ensure the efficient running of services and further the development of the town through project delivery.
- Line manage and lead the staff complement to enable the stated aims and objectives of the Council to be met.
- Ensure that all policies and procedures of the Council are regularly updated, implemented, managed, and adhered to.
- Ensure that the financial management of the Council is in accordance with best practice and legal requirements.
- To manage any contracts the Council may have.
- To ensure the Council's projects programme is actioned.
- Ensure that the Council always functions within the legal framework which it operates.
- Advise and work alongside the elected Councillors of the Council, offering up impartial, professional advice in facilitating them to achieve their aims and objectives.
- To act as the initial contact for the Council.
- To manage the staff Annual Leave & Toil.
- Ensure that meeting papers are properly prepared, publish agendas, reports, minutes and supporting documents in accordance with legislation.
- Ensure that the Council conducts its business lawfully.
- Communicate and promote Council services and facilities.

Skills and Attributes Needed

Amongst other things, a Town Clerk should be a strong and focused leader, a problem solver, a creative thinker, diplomatic when dealing with challenging situations and persons, and able to build relationships with key stakeholders, partners and adjoining councils.

The key attributes required are detailed in the person specification included in the Recruitment Information Pack but underwriting these qualities is a sense of public duty - of wanting to help others in the community.

ABOUT SANDY

Sandy has a very long history dating back to pre-Roman times. This history plays an important part in the culture of the town and local community. There has always been a Parish Council and subsequently an Urban District Council in the town. Sandy Town Council came into being on 1st April 1974 under the 1972 Local Government Act. The Council comprises 15 elected members over four wards. The Town Mayor and Deputy Town Mayor (who act as Chairman and Vice Chairman of Council) are elected from the membership of the Council. Other Councillors will chair and vice chair the other Committees.

The Council is responsible for a variety of services including a number of parks and recreation grounds, cemetery, closed churchyard, public conveniences and car park.

The Council Offices are located at 10 Cambridge Road in the former fire station, which dates back to 1883. This building houses the administration team, Council information point and Council Chamber. The Roman Story exhibition is also part of this building.

Some key areas of Sandy Town Council's responsibilities are summarised below;

Allotments

The Council does not currently have allotment land, but is in discussion with the unitary authority to take on a small site in Beeston to create some allotments alongside a community orchard. Further allotment land will need to be continued to be sourced.

Beeston Green

The Town Council is the Lord of the Manor of Beeston Village Green, which is a very important area of registered Common Land. There are a number of management issues relating to the Green which the Town Clerk will help progress.

Cemetery

The Council owns and maintains the local cemetery and is currently undergoing a project to extend the site. Working with Councillors on the completion of the extension over the next year will be one of the key priorities for a new Town Clerk. St Swithun's Church also has burials but is now closed to further interments. As a closed churchyard, the Council is responsible for the ongoing maintenance.

Depot and Yard

The Council has recently completed the building of a new work depot and yard at its Stratford Road cemetery site. The Council's outdoor team operate from this site.

Jenkins Pavilion

The Council owns this sports centre site with the operation of its services are under contract to Stevenage Sports and Leisure. A project is underway to extend the pavilion in partnership with the Unitary Authority. Helping to guide the Council through this project will be part of the Town Clerk's role in the coming two years.

Local Nature Reserve

The Council owns "the Riddy" Local Nature Reserve which borders the River Ivel and is especially important for water voles.

Pinnacle Open Space

This area of wooded open space dominates the skyline of Sandy and is our highest point in the Town. From here you can see across the town and also as far as Dunstable Downs. This land is leased from the Pym family but maintained by the Town Council.

Public Conveniences

The Council owns and is responsible for two public conveniences. One is in Bedford Road Recreation Ground, the other in the Town Centre car park. These are open every day for public use.

Recreation Grounds

The Council has three large grounds comprising 27 acres in Bedford Road, Fallowfield and Sunderland Road. In addition, there are a number of smaller sites in the Parish which are owned and maintained by the Council. In total the Council maintains four recreation grounds and five play areas. The Sunderland Road ground is used for organised cricket and football whilst Bedford Road accommodates football.

Sandy Town Centre

The Council maintains seats, shelters and bins within the town centre, but the area itself is the responsibility of Central Bedfordshire Council. Sandy Town Council does own the main car park just off the market square. The Council undertakes yearly planting schemes within the town centre, which are well received by residents.

Events

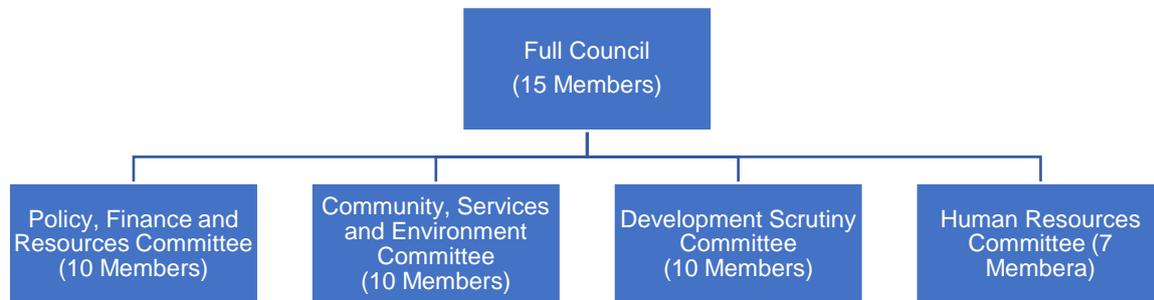
The Council is involved in a number of civic events which are run by the Mayor with the support of the Town Clerk and an administrative officer. The Council is also heavily involved in the Remembrance Day Parade and Christmas lights switch on. One of the initial events the Town Clerk will be involved in is the Queen's Jubilee Celebrations on Thursday 2nd June 2022.

Staffing

The Council currently employs 4 administrative staff, plus the Clerk. This includes two full time members and two part-time members. Our Outdoor Team has 4 full time staff. We also have 2 part-time cleaners/caretakers.

More information can be found on the Councils website www.sandytowncouncil.gov.uk

COUNCIL STRUCTURE



The Council also has the following Working Groups that meet as required;

- Beeston Village Green Working Group
- Cemetery Working Group
- Events Working Group
- Environmental Working Group
- Leisure Services Working Group (Specifically set up to deal with the Jenkins Extension Project)
- Neighbourhood Plan Steering Group





Recruitment of Town Clerk

Salary Scale: LC3 – SCP 37 – 41 per annum (£40,876 - £44,863 inclusive)

(Depending on experience and qualifications)

Plus – Local Government Pension Scheme and Free Parking.

Sandy Town Council is seeking to appoint an innovative, forward thinking and proactive Town Clerk to support the elected Councillors in achieving their aims and aspirations for the Council.

The Town Clerk will have responsibility for ensuring that the instructions of the Council are carried out and will work actively with the elected Councillors accordingly.

The Town Clerk will help the Council develop its Strategic Plan while establishing and progressing action plans in place to achieve its ambitions.

The Council also has a number of ongoing projects, and a key part of this role will be somebody who has enthusiasm and experience to move these projects to completion.

The Town Clerk will be expected to implement the Council's plans and manage its operations, staffing and delivering of services.

The post holder will also be responsible for ensuring the Council is up to date with policies, training, privacy, and data protection compliance.

Applicants must be able to demonstrate that they have relevant experience – a track record of service achievement and innovation commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills. Candidates should have a sound knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is required as a minimum, or a willingness to achieve this within a short time scale after commencement. Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted.

Sandy Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

For an informal discussion and to access the Recruitment Pack then please contact the Town Clerk, Mr Chris Robson on 01767 681 491 or at clerk@sandytowncouncil.gov.uk

Please note that all arrangements are subject to change due to Covid compliance guidelines.

- The closing date for the receipt of applications is 12 Noon on 7th February 2022.
- An opportunity to informally meet with members of the staffing team will take place on 10th February 2022.
- Formal interviews will take place on 14th or 15th February 2022.

Job Description

Town Clerk and Responsible Financial Officer

Reports to: Sandy Town Council

Job Grade: SCP Range: 37 – 41
Contracted Hours: 37 hours per week – plus attendance at evening meetings
Contracted Days: Monday to Friday inclusive
Responsible To: Sandy Town Council Clerks Management Panel
Based At: 10 Cambridge Road, Sandy, SG19 1JE
Car User: Casual User Only
Job Description Date: 12th January 2022
Annual Leave: 22 days, plus 3 additional days after 5 years LG service, plus 8 days Public Holidays, plus 4 additional days
Politically Restricted Post? Yes – Due to seniority and role
Enhanced CRB Check? No

Purpose of the role:

- To provide leadership, vision and strategic direction to the Council.
- To manage all aspects of the Council's operation.
- To act and carry out the functions of the Proper Officer and Responsible Financial Officer for the Council.

Responsibilities:

- To maintain an effective working knowledge of all the legislation and matters relevant to the effective running of the Council and the execution of all areas of its responsibility.
- To act as advisor to the Council on all matters.
- To ensure the efficient execution of all decisions taken by the Council.
- To manage the delivery of projects initiated by the Council.
- To act as the Responsible Financial Officer to the Council in accordance with the CIPFA recommendations.
- To develop and propose robust financial budgets that meet the Council's accountabilities and responsibilities.
- To manage the administration of the Council's expenditure and perform effective tracking against the agreed budgets.
- To convene Council and Committee meetings (both daytime and evening) and ensure that accurate reports, agendas and minutes are produced for those meetings as described in the Good Councillor Guide.

- To deliver cost effective services to the required standards.
- To drive and promote a culture of continuous improvement in all aspects of the Council's operation.
- To improve and maintain policies, standing orders and other Council documentation.
- To develop and deliver on action plans for the Council's committees and workstreams.
- To create and deliver a new strategic plan for the Council.
- To maintain an effective staffing structure that meets the operational requirements of the Council.
- To provide effective management and direction to the Council staff through a framework of delegated performance objectives aligned to the Council's strategic objectives.
- To ensure that the Council's Health and Safety policies and procedures are up to date and adhered to.
- To ensure that the Council promote equality of opportunity amongst its employees within a culture of openness and respect.
- To ensure that the Council is fully engaged with the community and other stakeholders through a clear and effective communication and liaison policy.
- To represent the Council in liaison, discussion and negotiations with external bodies.
- To help formulate and deliver a number of Council events during the year, which may include occasional weekend work/attendance.
- To act as the first point of contact in cases of emergency re Town Council assets and property and civil emergencies.
- To attend training courses and seminars on the work and role of the Town Clerk as required by the Council.
- To attend sector conferences as a representative of the Council.
- To carry out any other relevant duties which may be assigned from time to time by the Council.

Technical Knowledge:

- Certificate in Local Council Administration, or agreement to obtain within one year of appointment
- Local authority legislation
- Council Standing Orders

- Managing accounts including setting and managing budgets
- CIPFA recommendations
- Health & Safety, Burials and Planning legislation
- Risk Assessments
- Project management
- IT (Word, Excel, Powerpoint)

Business Skills:

- Leadership
- Decision making
- Resource Management
- Setting direction
- Communicating and influencing
- Innovation and change
- Commercial acumen
- Managing relationships



SANDY TOWN COUNCIL

Town Clerk and Responsible Financial Officer Person Specification

Experience	<ul style="list-style-type: none"> • Extensive knowledge of town (or other) councils, including a thorough understanding of the committee system and civic role • Relevant management experience • Providing advice and guidance on policy and strategic objectives • Financial and budget experience • Health and safety and risk management policies and practice
Qualifications	<ul style="list-style-type: none"> • High standard of general education • The Certificate in Local Council Administration (or willingness to achieve)
Knowledge	<ul style="list-style-type: none"> • Understanding of financial and staffing resources • Understanding of facilities and council assets • Understanding of local government issues • Sound knowledge of administrative procedures • Understanding of strategic and corporate management principles • Understanding of project management requirements and processes
Skills	<ul style="list-style-type: none"> • Demonstrate a good command of the English language • Summarise and record debate accurately and concisely • Be able to prepare and present reports and information to others in a clear and concise and understandable manner • Ability to speak clearly and effectively • Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals • Ability to influence and motivate people • Leadership skills that inspire, motivate, and develop enthusiasm in staff, councillors, and other agencies • Sound judgement, including political acumen • Ability to monitor performance • Project management skills
Organisation	<ul style="list-style-type: none"> • Set and achieve deadlines and prioritise workloads • Exercise judgement confidently • Plan and work efficiently under pressure
Investigation	<ul style="list-style-type: none"> • Undertake research effectively • Assimilate information clearly and quickly • Act with initiative and imagination when circumstances demand • Initiate debates on policy matters if required to do so
Representation	<ul style="list-style-type: none"> • Represent the Council when appropriate in many and various ways, including legal, liaison and socially • Deal diplomatically, confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies • Politically impartial, operate with consistency and integrity
Personal Qualities	<ul style="list-style-type: none"> • Proactive and assertive, adaptable, and able to respond to changing demands/circumstances • Personal presence, commensurate with the role • Innovative, self-motivated, and self-reliant • Sensitive to others • Diplomatic

	<ul style="list-style-type: none"> • Ability to build teams/relationships • Committed to equal opportunities • Meet new challenges imaginatively • Be willing to work some unsocial hours (evening meetings, w/e events etc) • Possession of a valid driving licence and the ability to use own vehicle in connection with the employment • Willingness to travel and attend conferences, external events, meetings and training events etc. • Professional commitment to public service delivery and outcomes for residents
Team Member	<ul style="list-style-type: none"> • Work effectively in a team environment whilst demonstrating leadership • Encourage a team effort capable of contributing to the aims and objectives of the Council • Manage staff members and deal effectively with all personnel matters • Establish and maintain a good working relationship with colleagues
Communication and Local Government Law and Procedures	<ul style="list-style-type: none"> • The ability to guide the Council through a comprehensive assessment of its risks (incl Health & Safety) and to monitor • A working knowledge of current IT and computer systems (such as Microsoft Word, Access, Excel etc) • Some experienced in the application of best value principles • Be able to research and advise the Mayor and Council on matters of protocol and etiquette relating to civic and other ceremonial occasions. • Some experience of Public Relations activities (both external and internal) and the ability to prepare and issue effectively press releases

KEY TERMS AND CONDITIONS OF EMPLOYMENT

General

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.

Salary

The salary is in the range of Salary Scale: LC 3 Substantive – SCP 37 – 41 per annum (currently £40,876 - £44,863)

Working Week

The normal full-time working week is 37 hours per week plus negotiated study/training time as appropriate.

Days of work are Monday to Friday and the office hours are 9.00 am to 5.00pm (30 min lunch between 1.00pm and 2.00pm) and 9.00am to 4.30pm on Fridays (30 min lunch between 1.00pm and 2.00pm).

In addition, attendance at evening or occasional weekend meetings and functions for which time off in lieu is granted will be required.

Annual Leave

22 working days (25 working days after 5 years continuous local government service) plus 8 days bank and public holidays and four additional days leave granted by the Council.

Pension

You will automatically be enrolled as a member of the Local Government Pension Scheme unless you choose to opt out. The rate of contribution for the LGPS, based on full time pensionable pay is 6.8%.

Probation

6-month probationary period.

Pay Method

Salary is paid on the 15th day of the month, directly by credit transfer to a bank or building society.

Salary Review

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.

Work Location

Sandy Town Council Offices, 10 Cambridge Road, Sandy, SG19 1JE with attendance at other locations as required and when necessary.

Expenses

Car mileage allowance is payable in accordance with the casual user provisions in the Council's policy.

Other Terms

All staff are required to operate within the Council's policies and procedures set out in the Employee Handbook.

A no smoking policy is in operation in the Council's buildings and vehicles.

Notice Period

After completion of the probationary period, 3 months on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Council in writing, after completion of any probationary service, period is three months

APPLICATION AND SELECTION PROCESS

Recruitment Schedule

The proposed recruitment timetable is as follows – any changes will be advised as required.

Closing Date for the Receipt of Applications:	7 th February 2022 at 12 noon
Informal opportunity to meet with staffing team:	10 th February 2022
Formal Interview:	14 or 15 th February 2022
Appointment:	17 th February 2022
Start Date (Provisional – TBA):	TBC

Covid Management

All precautions will be taken in accordance with all issued Government guidance in place at the time to ensure that all aspects of the recruitment process, and face to face interviews in particular, are carried out safely for all parties concerned. The Sandy Town Council offices are equipped and being managed with all preventative and social distancing facilities required to maintain a safe environment.

Should you have any queries regarding this aspect of the process should you be invited to interview, then please contact the Town Clerk Chris Robson via one of the contact options shown below.

Application Procedure

You should complete the Town Council's Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Advert, Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process. Please note you will be required to show documentary proof of qualifications claimed, at interview.

Completed application forms should be headed "Confidential - Application for the Post of Town Clerk" and received before 12 noon Monday 7th February 2022 via email to:

clerk@sandytowncouncil.gov.uk or via post to:

Town Clerk
Sandy Town Council
10 Cambridge Road,
Sandy
SG19 1JE

Selection Process

The formal interviews will be undertaken by the Council's Interview Panel on 14th or 15th February 2022. It is planned to hold these interviews face to face but may be necessary to switch to use of a video meeting subject to COVID restrictions and guidance.

The interviews will be structured to assess your competence and suitability for the post.

It will include:

1. A short presentation. You will be given the topic and asked to prepare in advance of the interview a 10-minute presentation, in whatever format you feel comfortable with.
2. A formal interview of relevant questions by the panel lasting approximately 50 minutes.

Prior to the formal interview, candidates will be invited to informally meet with the Council staffing team to give an opportunity to meet potential colleagues and ask any questions ahead of the interview process.

Please note the above dates and confirm your availability to attend if short listed when completing your application form. It is expected that you will be advised by 8th February 2022 if you have been selected for interview.

Appointment and Commencement

It is anticipated that the successful candidate will be notified on or around 17th February 2022, with a commencement date subject to contracts, period notices and so on.

References

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the post.

Proof of Eligibility to Reside and Work in the UK

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.