

**Sutton Coldfield Parish Council
Interim Parish Council Meeting
15th March 2016**

Agenda Item-16

Recruitment of a Permanent Town Clerk

<p>This paper proposes an approach for recruiting a Permanent Town Clerk and seeks authorisation for the Interim Town Clerk to commence the recruitment process</p>

Background to the person needed

The selection of a Town Clerk is one of the most important decisions a council will make. The future success of Sutton Coldfield Town Council will be heavily dependent on having skilled, motivated and creative staff who can realise the council's aspirations on behalf of the community. Staffing costs are usually a significant element of expenditure in any Council budget. The Town Clerk as Proper Officer, Responsible Financial Officer and Head of the Paid service is therefore the key appointment that the Council will make. If the person appointed remains with the council for ten years then the decision to appoint will be a £1 million decision

All Councils hope that their Clerk will stay for an extended period of years since in depth experience of local needs and conditions is an important attribute for a Clerk that can only be developed over time. It is important therefore for the council to establish terms and conditions that encourage a long-term commitment to the post. The Council also needs to find a Clerk, who as far as possible reflects the demographics and the values of the community and the Council, so that they can more easily understand and support the Council in the directions it wishes to move.

The Clerk is a repository of knowledge and understanding of the law, best practice and procedure who will ensure that the Council runs efficiently and meets its potential. A properly trained and qualified Clerk, while not mandatory, is more or less essential. This is especially the case since a qualified Clerk is one of the criteria for adopting the General Power of Competence, which once adopted significantly extends the powers and reach of a Town Council

As Sutton Coldfield Parish/ Town is, at its creation, the largest Council by population in the Country it can be expected that there will be a lot of interest in the position of Town Clerk. This might help to provide candidates who are already qualified and experienced and who are seeking the challenge of what might become the most significant Town Clerk role in the country. Experience has also shown with the shrinking of the Principal Council sector in recent years that numbers of good quality principal council officers may also apply and following a period of training and with the appropriate qualifications successful candidates with this background do make excellent and influential Town clerks.

Pay and Conditions

The Pay and Conditions of Town and Parish Council Clerks are usually determined using The National Agreement made in 2005 between the National Association of Local Councils and the Society of Local Council Clerks. The national agreement includes a model contract and an agreement on rates of pay dependent of comparing jobs to benchmarks that align with jobs of similar complexity and responsibility across the UK economy. There are four main grades (LC1 To LC4). In each grade there is a substantive benchmark pay, which is paid to those Clerks whose role conforms closely to the benchmark. There are upper and lower pay ranges which are paid to Clerks whose councils are similar to but do not conform to the benchmark in key respects. For example a council may serve a similar population as one of the benchmarks and operate a number of similar functions, but may be more proactive in some respect requiring more effort, expertise or risk management from the clerk than the benchmark and therefore the upper level of the scale would be paid. Conversely a council that was similar to the benchmark but did not cover all its functions might pay the lower level.

The summary benchmark descriptions are laid out in **Appendix 1** while the pay scales that relate to them are at **Appendix 2**.

As the Largest Council in the Country Sutton Coldfield might expect to establish a salary scale in Grade LC4 . Benchmark characteristics of LC4 are:-

- Large town
- 12 Council Meetings a year plus 5 committees
- Undertakes most of the statutory functions of a large Town
- 20 plus staff
- Budget in excess of £750,000

Clearly the Town Council has yet to determine which functions it will undertake and how it will structure itself but it is likely, given the way in which the Council was brought into being that it will be pro active and engaged in a way that is commensurate with its size. It would therefore appear to be appropriate to advertise the role at LC4 mid range SCP 56-60- (£51,062- £57,569) but be prepared to offer exceptional candidates potential growth in the scale 61-68 (£59,330 £71,329)

Other terms and conditions in the National Agreement include Pension, holiday and other entitlements. The model contract for Clerks to Town And Parish Councils is shown at **Appendix 3**.

Recruitment Process

Based on the discussion above **It is Recommended** that the Interim Town Clerk is authorised to commence the recruitment process for a Permanent Town Clerk and that the Town Council seeks to recruit at an appropriate point on LC4 Mid Range with potential to reach upper LC4 as the Council becomes established or if a particularly outstanding candidate presents themselves.

It is further **recommended that** a shortlisting and interview panel should be appointed at the Annual Town meeting.

A draft recruitment pack with job and person description is attached at **appendix 4**

Depending on the number of applicants it is proposed to shortlist between 6 and 8 candidates for initial interview. It is proposed that shortlisted candidates should be psychometrically tested before interview and this would be achieved by contracting a suitably qualified HR consultant with relevant experience of the Local Council sector.

The interview process would take place over two days. Candidates would arrive in time for lunch on 1st June with as many councillors as could be present. Councillors will be able to feed back first impressions to the interview panel. In the afternoon initial interviews of about 30 minutes would take place and those waiting for interview could be given an individual tour of the Town and also take a couple of simple aptitude tests. Following initial interviews all the data gathered would be analysed and candidates whittled down to a final three. These three would be invited to return on the following day and the Town Council may have to cover hotel costs on the night. On the morning of the 16th each would be invited to give a presentation on their vision for development of a new Town Council following which there would be a second interview. The second interview with presentation and panel discussion would last for approximately one hour. The interview panel would select the successful candidate following these interviews.

The timetable for the recruitment should be as follows; -

- Advertising Period –16th March to 9th May
- Closing date - 9th May
- Appointment of Recruitment Panel 15 the May
- Shortlisting 19th May
- Psychometric testing of shortlisted candidates – 23rd to 27th May
- Interviews 1st and 2nd June
- 3rd June successful candidate contract negotiations
- ASAP between 1st July and 1st September– Successful candidate starts

Nick Randle OBE FILCM
Interim Town Clerk

Appendix 1 National Agreement Benchmarks

Benchmark PROFILE LC1

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge. **e.g. Small or medium parish.**

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves;

Exchanging orally or in writing varied information with a range of audiences: or:

Exercising advisory, guiding, negotiating or persuasive skills: **e.g. Up to 6 meetings a year**

The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The jobholder generally has access to guidance on unusual or difficult problems. **e.g. No devolved functions**

The job involves some direct impact on the well being of individual, or groups of people, through undertaking tasks or duties, which are to their direct benefit, or impact directly on their health and safety.

The job involves limited, or no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or advice and guidance, to new employees, or others **e.g. No Staff**

The job involves some direct responsibility for financial resources. The work regularly involves either:

Handling of cash, or processing of cheques, invoices or equivalent or:

Being accountable for small expenditures from an agreed budget or equivalent income **e.g. Typical budget of up to £25,000**

The job involves some direct responsibility for physical resources. The work regularly involves either:

Some responsibility for security of buildings, external locations or equivalent Or:

Day-to-day maintenance of equipment or premises: Or:

Ordering, or stock control of, a limited range of supplies.

Benchmark
PROFILE LC2

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge *e.g. Small or medium parish.*

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves either:

Exchanging orally or in writing varied information with a range of audiences: or:

Exercising advisory, guiding, negotiating or persuasive skills *e.g. 6 – 12 meetings per year.*

The job involves working within recognised procedures, within which the jobholder is required to organise own workload. The work involves making decisions as to when and how duties are to be carried out, and responding independently to unanticipated problems and situations. The jobholder generally has access to guidance on serious problems *e.g. 2 devolved functions.*

The job involves considerable direct impact on the well-being of individual, or groups of, people

e.g. Many statutory functions.

The job involves considerable direct responsibility for the supervision, direction, co-ordination or training/development of other employees.

The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training. *e.g. Small team of up to 10 staff.*

The job involves considerable direct responsibility for financial resources. The work involves either: Accounting for large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important

or:

Being accountable for considerable expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums. ***e.g. Typical budget £25,000 – £250,000***

The job involves considerable direct responsibility for physical resources. The work involves either:

Cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent

or:

Security of buildings, external locations or equivalent or:

Ordering, or stock control of, a range of equipment and supplies

Benchmark
PROFILE LC3

The job requires theoretical plus practical and procedural knowledge in a Specialist area or an equivalent level of organisational, procedural and policy Knowledge *e.g. Large parish/small town.*

The job requires analytical and judgmental or creative and developmental skills, where there is need to interpret information or situations and to solve varied problems or develop solutions or plans over the short term.

The job involves:

Exercising developed advisory, guiding, negotiating or persuasive skills in order to encourage others to adopt a particular course of action:

or

Exchanging orally and in writing complicated or sensitive information with a range of audiences *e.g. 12 meetings plus 2 committees.*

The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access guidance. The jobholder consults a supervisor/ manager for advice on policy or resource issues *e.g. 3 delegated functions*

The job involves high direct impact on the well-being of individual, or groups of people *e.g. Most statutory functions.*

The job involves high direct responsibility for the supervision or management, direction, co- ordination or training/development of other employees. The work involves supervising, directing and coordinating the work of a group of staff covering more than one area of activity or in more than one workplace, including allocation of work, and evaluation and appraisal of the work carried out. *e.g. Large team 10-20 staff.*

The job involves high direct responsibility for financial resources. The work involves either: Accounting for very large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important or: Being accountable for large expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums *e.g. Typical budget £250,000 – £750,000*

The job involves high direct responsibility for physical resources. The work involves either:
Adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent
or: Security of a range of high value physical resources or: Ordering of a wide range of equipment and supplies

PROFILE LC4

The job requires advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge ***e.g. Large town***

The job requires analytical and judgmental or creative and developmental skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term.

The job involves

Exercising highly developed advisory, counseling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take:

or

Exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists: ***e.g. 12 meetings per year plus 5 committees***

The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access to others.

The job involves a major direct impact on the well-being of individual, or groups of people. The jobholder has responsibility for taking decisions, which may affect the future well being and circumstances of individuals. ***e.g. Most statutory functions in large town.***

The job involves a major direct responsibility for the management, direction, coordination and development of significant numbers of other employees, covering several different areas of activity or in several geographically dispersed workplaces. The work involves the organisation, allocation and reallocation, as appropriate, of areas of work and the evaluation of activities and working methods ***e.g. 20 + staff.***

The job involves a major direct responsibility for financial resources. The work involves being accountable for very large expenditures from an agreed budget or equivalent income. The responsibility includes contributing to the setting and monitoring of the relevant budget(s) and ensuring effective spend of budgeted sums ***e.g. Budget in excess of £750,000***

The job involves a major direct responsibility for physical resources. The work involves either:

Security of a wide and very high value range of physical resources or:

Ordering of a wide and high value range of equipment and supplies.

Appendix 2 Pay Scales



November 2014

2014 - 2016 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2014- 2016 to be implemented from 1 January 2015.
- A non-consolidated (one off) payment for employees on SCPs 5 - 49 in December 2014 and employees on SCPs 26 - 49 in April 2015.
- SCP5 will be deleted with effect from 1 October 2015. Employees on SCP5 shall progress to SCP6 on 1 October 2015.

Annex 1 lists the new pay scales for clerks and other staff employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from 1 January 2015.

Annex 2 lists the non-consolidated payments for clerks employed under the terms of the model contract that have been agreed between NALC and SLCC. Employees on SCPs 5 - 49 are to be paid in December 2014. Employees on SCPs 26 - 49 are to be paid a further payment in April 2015. There are no payments for employees on SCP50 or above. Annex 2 also includes information from NJC, which relates to technical issues concerning the non-consolidated payments.

The recommendations in Annex 1 and 2 are made jointly by NALC and SLCC.

ANNEX 1

NJC has reached agreement on the pay scales for 2014- 2016. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part- time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 January 2015.

Pay scales from 1st January 2015

Scale Points below Substantive range		Substantive Benchmark range		Points above Substantive range	
LC1					
(15-17)		(18-22)		(23-25)	
15	£16,572	18	£17,714	23	£20,849
16	£16,969	19	£18,376	24	£21,530
17	£17,372	20	£19,048	25	£22,212
		21	£19,742		
		22	£20,253		
LC2					
(26-29)		(30-34)		(35-38)	
26	£22,937	30	£26,293	35	£30,178
27	£23,698	31	£27,123	36	£30,978
28	£24,472	32	£27,924	37	£31,846
29	£25,440	33	£28,746	38	£32,778
		34	£29,558		
LC3					
(39-42)		(43-47)		(48-51)	
39	£33,857	43	£37,483	48	£42,053
40	£34,746	44	£38,405	49	£42,957
41	£35,662	45	£39,267	50	£44,033
42	£36,571	46	£40,217	51	£45,129
		47	£41,140		
LC4					
(52-55)		(56-60)		(61-68)	
52	£46,264	56	£51,062	61	£59,330
53	£47,411	57	£52,335	62	£61,067
54	£48,458	58	£54,082	63	£62,827
55	£49,815	59	£55,821	64	£64,552
		60	£57,569	65	£66,188
				66	£67,859

67	£69,569
68	£71,329

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES

Salary scales and hourly pay rates for ALL **p a r t**-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full- time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place. **For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1st January 2015 are:**

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP	15	£8.613
SCP	16	£8.820
SCP	17	£9.029
SCP	18	£9.207
SCP	19	£9.551
SCP	20	£9.900
SCP	21	£10.261
SCP	22	£10.527
SCP	23	£10.836
SCP	24	£11.190
SCP	25	£11.545
SCP	26	£11.922
SCP	27	£12.317

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
5	13,500	£7.017	10	14,338	£7.452
6	13,614	£7.076	11	15,207	£7.904
7	13,715	£7.128	12	15,523	£8.068
8	13,871	£7.209	13	15,941	£8.285
9	14,075	£7.315	14	16,231	£8.436

NALC and SLCC's joint briefing ref E02-14 confirms the salary for SCP5 from 1 October 2014. As shown above, this will increase on 1 January 2015. SCP5 will be deleted with effect from 1 October 2015. Therefore, employees on SCP5 shall progress to SCP6 on 1 October 2015.

ANNEX 2 - RATES FOR NON- CONSOLIDATED PAYMENTS

SCP	Dec-14	Apr-15
5	£325	£0
6	£325	£0
7	£325	£0
8	£150	£0
9	£150	£0
10	£150	£0
11	£100	£0
12	£100	£0
13	£100	£0
14	£100	£0
15	£100	£0
16	£100	£0
17	£100	£0
18	£100	£0
19	£100	£0
20	£100	£0
21	£100	£0
22	£100	£0
23	£100	£0
24	£100	£0
25	£100	£0
26	£100	£3
27	£100	£7
28	£100	£10
29	£100	£14
30	£100	£18
31	£100	£22
32	£100	£26
33	£100	£29
34	£100	£33
35	£100	£36
36	£100	£39
37	£100	£43
38	£100	£47
39	£100	£52
40	£100	£56
41	£100	£60
42	£100	£65
43	£100	£69
44	£100	£73
45	£100	£77
46	£100	£81
47	£100	£85
48	£100	£89

ANNEX 2 - TECHNICAL ISSUES RELATED TO THE NON-CONSOLIDATED PAYMENTS

1. The payments are subject to the normal tax and national insurance requirements and are pensionable
2. The payments should be paid only to those employees who are in post on 1 December 2014. The payments are not 'back pay', so should not be paid to any employees who leave employment before 1 December
3. The payments should be paid on a pro-rated basis according to each council's established procedure for remunerating part-time employees
4. The payments should be paid to employees on SCPs 5, 6, 7, 8, 9 and 10 as indicated regardless of whether councils are already applying some form of Living Wage supplement
5. The payments should be paid to those on maternity leave whether in the paid or unpaid period at full rate (subject to appropriate pro-rating)
6. The payments should be paid to those on long-term sickness absence (even if on nil pay)
7. The payments should be paid at the relevant rate based on the current SCP at 1 December 2014, e.g. an employee on SCP7 acting up to SCP12 should get the payment that applies to SCP12
8. The payments should be paid to those on adoption leave and parental leave
9. The payments should not be paid to employees on a career break at 1 December 2014
10. The payments do not apply to employees who are being paid above SCP49
11. If an employee has more than one contract, the payments should be paid pro-rata on each contract
12. Subject to any other exclusions, the payments should be paid to all employees whose pay is set in accordance with NJC for Local Government Services pay arrangements, regardless of whether they are on a permanent or temporary contract.

Appendix 3 Model Contract



**MODEL CONTRACT OF EMPLOYMENT AND JOB
DESCRIPTION**

**AGREED BETWEEN
THE NATIONAL ASSOCIATION OF LOCAL COUNCILS AND THE SOCIETY
OF LOCAL COUNCIL CLERKS**

**NAME OF PARISH/TOWN/COMMUNITY COUNCIL
-and-
NAME OF EMPLOYEE**

CONTRACT OF EMPLOYMENT and JOB DESCRIPTION –

**CLERK/DEPUTY CLERK/ASSISTANT CLERK/RESPONSIBLE FINANCIAL OFFICER
to the COUNCIL**

1. Introduction

- 1.1** This statement sets out particulars of your terms and conditions of employment with ***** Town/Parish/Community Council, which are required to be given to you by law.

Your employment commenced on ***** [date].

- 1.2** 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 save as amended by this contract.

- 1.3** For all new employees confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of not less than 13 weeks. During any such period of service you would be expected to establish your suitability for the post.

2. Previous Service

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.

3. Job Title

The title of the job for which you are employed is Clerk/Deputy Clerk/Assistant Clerk/Responsible Financial Officer to the ***** named Town/Parish/Community Council. The Council has employed you under the

Provisions of section 112 (1) and (2) of the Local Government Act 1972. 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.

4. 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 the Clerk/Deputy Clerk/Assistant Clerk/Responsible Financial Officer to the Council.

5. Place of Work

Your usual place/s of work is: ***** [Officers home address or council office address]

6. Salary

- 6.1** Your salary is in accordance with the current **NJC salary point** (State actual scale in relation to the benchmark profile and start point) £****) and (*if part-time*) is calculated by pro-rata reference to the standard working week for local government staff of 37 hours.

THEN EITHER

- 6.2** Subject to satisfactory performance, you will progress automatically through the salary scale by annual increments until you reach the maximum of the scale. Your first increment will be payable on 1st April (year) and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual review, or award an additional increment for exemplary performance if it chooses to do so. (See Appraisal/Career Development Review 11 below).

OR

You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.

- 7.** In addition one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each 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 Certificate in Local Policy Studies
- the Diploma in Local Policy Studies
- BA (Hons) Degree Local Policy Studies (University of Gloucestershire).

- 8.** Your salary will be paid by bank transfer at monthly intervals to reach your bank or Building Society as cleared funds by the last working day of the month.

9. 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.

Delete whatever does not apply:

10. Working From Home – Additional Clauses

- 10.1.1** If the Council requires that your office, for the purposes of the Council, is your own home, then it will carry out a Risk Assessment to check the accommodation to ensure that Health and Safety regulations are met. The Council undertakes to meet the cost of ensuring that these conditions are met.

- 10.1.2** The Council will reimburse all expenses incurred by you in the discharge of the duties that are approved by the Council.

- 10.2** The cost of all stationery and consumables and computer consumables against vouchers/invoices submitted to the Council will be reimbursed.

- 10.2.1** The Council will provide a separate telephone/fax line or reimburse all telephone/fax call expenses incurred on a private line against an itemized account.

- 10.2.2** The Council will pay an agreed sum to take into account the use of space, lighting, heating and electricity due to working from the private premises of the Clerk/Deputy Clerk/Assistant Clerk/Responsible Financial Officer to the Council.

- 10.2.3** The Council will provide a dedicated computer or pay an agreed sum on a quarterly basis to include depreciation for the use of a private computer belonging to the Clerk/Deputy Clerk/Assistant Clerk/Responsible Financial Officer to the Council.

- 10.2.4** The Council will pay for all necessary computer software or upgrades required for the Clerk/Deputy Clerk/Assistant Clerk/Responsible Financial Officer to the Council to fulfill the duties required by the Council.

- 10.3** The Council agrees to fully indemnify the Clerk/Deputy Clerk/Assistant Clerk/ Responsible Financial Officer to the Council for both Employers and Public Liability Insurance for working from their own premises or any additional premium required by the Clerk/Deputy Clerk/ Assistant Clerk/ Responsible Financial Officer to the Council's own insurance.

- 10.4** You will make yourself available to members of the public during agreed hours at the designated address or alternatively at other accessible premises designated by the council.

11. Appraisal

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.

12. Hours of Work

12.1 Your hours of work arehours per week [maximum 37 hours].

12.2 In accordance with the Flexible Time Working Regulations (Employment Act 2002) 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.

12.3 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 career of an adult who 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.

13. Additional Hours

If you are required to work more than your normal working hours servicing the Council and its committees or external events, you will be reimbursed at the normal NJC rate for these hours or you may take time off in lieu at a time agreed between you and the Council.

Additional hours worked over and above the normal working week of [] hours servicing the Council and its committees or external events, will be reimbursed as (Paid Overtime at the normal rates or Time-in-Lieu – (delete which as appropriate: green book provisions allow for payment of overtime up to scp.28) at a time agreed between you and the Council.

The Council must approve exceptional additional hours required to be worked.

14. Annual Leave

14.1 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 working days' leave in each leave year (pro rata for part time employees). The leave year runs from 1st April to 31st March.

14.2 Your leave entitlement will increase to twenty-five working 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.

14.3 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).

14.4 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.

14.5. 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.

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

14.7. In the event that you fall 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.

15. Sickness Absence

- 15.1** 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 as soon as possible, but no later than the end of the working day on which the absence first occurs.
- 15.2** In respect of absence lasting up to seven calendar days, you are required to inform the Chairman/ Vice-Chairman or your line manager and self-certificate your absence.
- 15.3** In respect of absence relating to illness lasting more than seven calendar days, you must provide a medical certificate stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.
- 15.4** You will be paid your agreed basic remuneration in line with the scale of payment for any one year that runs from 1 April to 31st March. The Council will be responsible for reclaiming the Statutory Sick Pay element from HM Revenue & Customs.
Entitlement to payment is subject to notification of absence and production of medical certificates as required above.
- 15.5** 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.
- 15.6** The Council reserves the right to require you at any time to submit to a medical examination by a medical practitioner nominated by the 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.
- 15.7.** Whilst on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

16 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 incapability or 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.

N.B. For the purposes of calculating “half” pay, the rate of pay for the agreed salary month will be used.

17. Maternity/Paternity/Adoption Leave

Under the provisions of the Employment Rights Act 1996 (as amended by the Employment Act 2002 and regulations there under) you will be entitled to apply for Maternity/Paternity/Adoption leave.

18 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.

19 Pensions and Gratuities Delete whatever

does not apply:

Either

19.1 Pension

The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme that you are entitled to join. Details of which are contained in the separate booklet provided. Delete if necessary

Or

19.2 Gratuity

The council may make appropriate provision for the payment of a gratuity in accordance with the Regulations in force at the relevant time.

19.3 Death in Service

In the event of your death in service any gratuity payments will be paid to your 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.

20. Notice of Termination of Employment During

probationary period

20.1 Either party may terminate the contract of employment by giving 1 weeks notice in writing.

After completion of probationary period

- 20.2** The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.
- 20.3** The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks notice
- 20.4** Upon or within one week of written termination of your employment (whether that be during or after any probationary period) you are required to surrender to the Council any documents or materials that you have been holding on behalf of the Council.

21. Grievance and Discipline – Dispute Resolution

21.1 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.

21.2 Redress of Grievance

You must apply in writing to the Chairman of the Council for redress of any grievance relating to your employment and/or any disciplinary decision applied to you. The Chairman shall report your application to a Grievance Panel meeting of the Council, held in the absence of the public and the press. You will have an opportunity to set out your grievance. The grievance will then be considered and a decision reached by the Panel.

Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel 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.

21.3 Disciplinary Rules

Before the Council takes any disciplinary action, a notice in writing giving details of the matter, either signed by the Chairman and authorised by the Council, or your line manager in accordance with their delegated responsibilities, 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 contained in the documentation given to you.

22. 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.

23. 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.

24. 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.

Signed:.....Dated:-.....
Chairman/Town Mayor of the Council

Signed:-.....Dated:.....
Clerk/Deputy Clerk/Assistant Clerk/Responsible Financial Officer to the Council

Appendix 4

Sutton Coldfield Town Council

TOWN CLERK and RESPONSIBLE FINANCE OFFICER

Sutton Coldfield Town Council is seeking to recruit its first Permanent Town Clerk. The new Town Council will be the largest in the country with a population of 95000. Elections for the Council will take place in May 2016.

Sutton Coldfield is a Historic Royal Borough with a thriving town centre and four local centres. It is part of the Birmingham metropolitan area. The Town Council has come into being following a community campaign and a Community Governance Review.

Sutton Coldfield Town Council will be the tier of local government closest to the community. It will have a gross annual spend in excess of £1.8 million.

The Town Clerk will be responsible for the day-to-day management of the Council's services and facilities and is head of paid staff. The post holder is required to work in partnership with other statutory bodies and the general public to ensure the Town Council is delivering excellence.

You will be a team player with excellent leadership and political skills and have previous senior level local government experience or experience as Clerk to a large Town Council. You will either hold, or be willing to obtain, the Certificate in Local Council Administration, as well as other relevant management qualifications.

Salary Range LC4 mid range SCP 56-60 £51062 - £57569

With potential to offer up to LC4 upper range -SCP 68 £71,329 for exceptional candidates.

Full details and an application pack are available from:
Nick Randle Interim Town Clerk at Sutton.coldfield.clerk@gmail.com

Closing date for applications: Friday 9th May 2016

Interview dates 1st and 2nd June



Sutton Cold Field Town Council

Application for Employment

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:	Closing Date:
-------------------	---------------

1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Contact telephone number:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:

2. EMPLOYMENT HISTORY - Present or most recent employment

Name of employer:	
Job title:	Salary:
Dates from / to:	
Period of notice / date available to start:	
Key responsibilities:	

Reason for seeking new position/leaving:

--

3. PREVIOUS EMPLOYMENT

Please start with the most recent *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

Job title and brief outline of duties	Name and address of employer	Dates From - to (month & year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

--

4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship *including current studies, with the most recent first.*

Name of institution	Full/part-time	Courses/subjects taken	Qualifications/grade

NB. We reserve the right to contact employers or educational establishments to verify details given.

(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

Name of professional / technical body	Grade of membership

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Please continue on a separate sheet if necessary.

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability?

Yes ☐

No ☐

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information.

Are you eligible to work in the UK?

Yes ☐

No ☐

☐

Do you require a work permit?

Yes ☐

No ☐

☐

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your Town Council employment?

Yes ☐

No ☐

☐

(If yes, attach details)

Are you related to an elected Member of the Council?

Yes ☐

No ☐

☐

If yes, give name and relationship:

Note: Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

References may be taken up before an interview or offer of employment, unless you request otherwise.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?
I agree to this reference being taken up before an interview	I agree to this reference being taken up before an interview

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Council under the Data Protection Act.

I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature:

Date:

Where did you see the advertisement for this post?

DATA PROTECTION ACT 1998. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE TOWN COUNCIL UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE COUNTY COUNCIL. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

SUBMIT YOUR APPLICATION

TO COMPLETE YOUR APPLICATION PLEASE SAVE THE APPLICATION TO YOUR COMPUTER AND UPON COMPLETION FORWARD TO Nick Randle, Interim Town Clerk at sutton.coldfield.clerk@gmail.com

If called for interview you will be asked to sign your application in person.

SUTTON COLDFIELD TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE: CLERK TO THE TOWN COUNCIL (TOWN CLERK)

Reports to: Sutton Coldfield Town Council

Responsible for: All staff employed by the Town Council

Overall Responsibilities

The Town Clerk is the Proper Officer of the Council, its Responsible Financial Officer and head of the paid service. He/She is under a statutory duty to carry out all the functions of a local authority's Proper Officer and in particular to serve or issue all the notifications required by law of the Proper Officer of the Council.

The Clerk is responsible for ensuring that the lawful instructions of the Council in connection with its functions as a local authority are carried out. The Clerk is expected to advise the Council on and assist with the formation and implementation 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 Clerk is accountable to the Council for the effective management of all its resources and will report to the Council on them as and when required.

The post holder will be expected to work such flexible hours as may be required by the post

Specific Responsibilities

Management

1. In consultation with the Chairman and Deputy Chairman or a member management team, as appropriate the Town Clerk will submit for consideration by the council proposals for the implementation of policies , strategies , procedures, programs and other activities to achieve its objectives.
2. To oversee the development and updating of the Council's long term vision and strategy, working with closely with members and consulting the community to ensure that Council objectives are aligned with community needs.
3. To act as required as representative of the Council with Principal Authorities, other national, external agencies and professional bodies, stakeholders and recognised organisations.

4. To maintain good communication, relationships and cooperation with other authorities, across the tiers of local government with particularly focus on Birmingham City Council
- 5.

Administration

6. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
7. To prepare in consultation with appropriate Members, agendas for meetings of the Council and its Committees; to attend such meetings as required and prepare minutes for approval.
8. To receive correspondence and documents on behalf of the Council and to deal with these or bring such items to the attention of the Council. To issue correspondence as a result of the instructions, or the known policy, of the Council.
9. To study reports and other data on 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 circulation and discussion by the Council.
10. To draw up both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To conduct negotiations with external agencies, as required, on behalf of the Council

Finance

13. To act as the Council's Responsible Finance Officer and oversee the implementation of the council's Financial Regulations.
14. With reference to the Council's agreed strategy and its policy priorities and working with appropriate committees draw up an annual budget for approval by the Council at its precept setting meeting.
15. To monitor and balance the Council's accounts in accordance with current regulations and to prepare records for audit purposes.
16. To ensure the appointment of an independent internal auditor.
17. To ensure that the Council's obligations to insure are properly met.
18. 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 check payments are received.

Asset Management

19. To take responsibility for the management of all Council Property, regalia, plant and equipment, including street furniture, recreation ground and office equipment.
20. To manage premises, land holdings, amenities and facilities owned or operated by the Council in accordance with the directions or policies of the Council.
21. To ensure that the Council's Risk Assessment obligations are properly discharged including contingency planning and business continuity and that a Risk Register is presented to Council annually

Human Resources

22. To appoint, manage and supervise members of staff, including their training and development and in keeping with the policies of the Council.
23. Effectively lead and motivate staff to achieve high standards of service delivery and excellence. Ensure appropriate delegation of responsibility and performance appraisals.
24. As Head of Paid Services to undertake all necessary activities in connection with the management of the salaries, conditions of employment, discipline and work of staff in accordance with the current working practices and employment legislation.
25. To be responsible as an officer and employee under the Health and Safety at Work Act.
26. To have overall responsibility for disciplinary action, grievance resolution and staff welfare matters, consistent with good practice

Other Duties

27. To issue notices and prepare agendas and minutes for the Town and Annual Meeting; to attend the meetings and implement the decisions made.
28. To prepare, in consultation with the Mayor and Deputy Mayor news releases about the activities or decisions of the Council.
29. To ensure effective communication with local residents, businesses and stakeholders.
30. To attend such conferences, seminars, meetings or training courses as appropriate and as required by the Council. Keep skills and professional and technical expertise up dated
31. To organise and attend civic functions as might be expected by the Mayor

SUTTON COLDFIELD TOWN COUNCIL

TOWN CLERK PERSON SPECIFICATION

	Essential	Preferred
1. Educational qualifications	<ul style="list-style-type: none"> • Educated to degree or equivalent level • Certificate of Local Council Administration or an ability to achieve this qualification within 6 months 	<ul style="list-style-type: none"> • Local Policy or Community Governance certificate qualification • Appropriate Financial qualification • Relevant Post Graduate Qualification
2. Work Experience	<ul style="list-style-type: none"> • Experience of complex administrative environments • At least 10 years experience in a senior business, or professional setting • Experience of managing staff • Experience of dealing with the public especially in confrontational circumstances 	<ul style="list-style-type: none"> • Experience of using Local Council Finance packages • Experience of working in a financial setting • Previous local government experience
3. General Skills/ Knowledge and aptitude	<ul style="list-style-type: none"> • Able to produce reports on a range of subjects including analysis of numerical data • IT skills 	<ul style="list-style-type: none"> • Ability to understand the legal framework in which the Town Council operates. • Ability to manage property, and grounds maintenance.

	<ul style="list-style-type: none"> • Ability to problem solve 	<ul style="list-style-type: none"> • Understanding of operating environment of town council
4. Management Skills	<ul style="list-style-type: none"> • Budget management • Ability to organize effective meetings • Ability to assimilate a variety of viewpoints and establish common understanding • Inclusive approach to problem solving • Work with others to deliver projects • Manage self and meet targets and deadlines • Ability to manage Town Council Staff • Willingness and to act as the Council's representative. 	<ul style="list-style-type: none"> • Events Organisation • Project Management
5. Communication Skills	<ul style="list-style-type: none"> • Ability to communicate in a clear confident manner • Ability to work well with members of the public and community leaders . • Ability to operate within a political environment but act impartially and use open and fair processes. 	<ul style="list-style-type: none"> • Higher level communication and persuasion skills
6. Motivation	<ul style="list-style-type: none"> • Able to maintain good relationships with Councillors, contractors and the public. • Self reliant and self motivated. • Able to grow with the role and ultimately manage a large Town Council. • Ability to work evenings and other antisocial hours as required 	<ul style="list-style-type: none"> • Willingness to undertake training •
7. Strategic Thinking	<ul style="list-style-type: none"> • Ability to consider the long term consequences of Council decisions. 	<ul style="list-style-type: none"> • Ability to develop and maintain a strategic plan • Understanding of the Cycle of Strategic/Tactical

		and operational management
8. Personal Qualities	<ul style="list-style-type: none"> • Ability to be focused but take the wider view • Ability to have a calming influence in volatile situations but galvanise action when things are not happening. • Sense of Humour • Patience with others 	
9. Other	<ul style="list-style-type: none"> • Able to attend evening meetings demonstrate flexibility as required. • Driving licence, car owner and ability to travel • Commitment to working towards quality status and the General Power of Competence. 	