



UPPINGHAM TOWN COUNCIL

APPLICATION PACK TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

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Note: A Person Specification is set out in a separate document which will be supplied to all applicants.

1. Short History of the Council

Uppingham Town Council has fifteen elected members who serve for a four-year term. The most recent local elections were in May 2015 and the next ones in May 2019.

Full council meetings are held generally on the first Wednesday in the month, occasionally following a bank holiday the meeting is held on the second Wednesday in the month. The public and press can attend all council meetings during which there is an opportunity to speak during the democratic fifteen minutes.

When required, Committee meetings are held on the third Wednesday in the month.

Committees: Neighbourhood Planning Advisory Group, Planning, Finance & General Purposes, Amenities and Staffing.

All meetings are held in the Council Chamber of Uppingham Town Hall. There is a lift accessed from the car park located at the back of the Town Hall.

Uppingham Town Council is responsible for:

- The two cemeteries; the Lawn Cemetery in London Road and the Leicester Road Cemetery.
- The two allotment sites, Tod's Piece and Leicester Road
- Hiring of the Town Hall
- Open spaces: Tod's Piece, Beast Hill and Hog Hill
- Some street lights and the Friday Market.

The Council has a team of 5 employees working to support the above.

Information on the current Council members can be found on the [Town Council Website](#)

[The Scheme of Delegation can be accessed here](#) showing the current structure and decision-making ability of committees.

Council Services:

Details of what the Council does can be found on our website – [What We Do](#)

Council currently utilises The General Power of Competence.

2. Application Process

The application and the covering letter should be placed in a sealed envelope marked *“private and confidential - Application for Town Clerk & Responsible Financial Officer post”* This envelope should then be placed in another envelope for posting or hand delivery to :

The Chair of Staffing Committee
Uppingham Town Council
Town Hall – 49 High Street East
Uppingham, Rutland LE15 9PY

You must include in your application information which:

- ✓ Sets out how you meet the person specification
- ✓ Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- ✓ Demonstrates the qualities you would bring to the role of Town Clerk & Responsible Financial Officer in Uppingham

Please Note:

A CV is not required.

Your application must be returned by post no later than noon on **12 noon on 12th April 2019.**

Canvassing of any Manager or Councillor involved in the selection process will disqualify you from being appointed.

The information contained in the person specification and job description will be reaffirmed with the election of a new Council in May 2019.

If you would like further information before submitting your application please contact Chair of Staffing Committee, Town Clerk or Chair of Council for an informal discussion.

3. Selection Process

The formal selection process will be by interview. Dates will be advised in due course.

References

Formal references will be taken up following an offer of employment.

Expenses

Travelling expenses will be paid on the basis of standard class rail travel to the interview or car mileage at the rate of 42.9p per mile. Claims must be in excess of 25 miles in total (mainland UK only).

Any shortlisted candidate who withdraws without good reason will not be reimbursed travel subsistence or other expenses other than at the discretion of the Council.

Disabled Candidates

Any candidate who is disabled should please contact the Clerk / Chair of the Council, in confidence so that reasonable adjustments can be made to the recruitment process.

Final Selection

After the first round of interviews a shortlist of applicants will be determined for a second interview, if required. The dates and times of the final interviews will be confirmed verbally in a phone call. Unsuccessful candidates will be advised by email.

4. Job Description

Overall Responsibilities:

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

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

The Clerk is expected to advise the Council, and assist in the formation of, overall policies to be followed in respect of the Authority's activities, and in particular to produce all the information required for making effective decisions, and to implement constructively all decisions.

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

To establish and sustain a positive relationship between Council and the community.

The Clerk is also the Responsible Financial Officer (RFO), and therefore responsible for all financial records of the Council and is responsible for the careful administration of its finances.

Specific Responsibilities:

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To be familiar with and to advise upon the current Standing Orders.
3. To be the first point of contact for Council members with regard to all Council matters.
4. To be responsible for the day to day management of the Council's Contractors, including managing the delivery of services and fulfilment of service level agreements, as well as all financial aspects of these contractual relationships.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Committees. To attend such meetings or ensure that such meetings are Clerked and the minutes prepared for approval.
6. To ensure the confidentiality of those Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.
7. As RFO, to manage the finances of the Council, including: the preparation of annual budgets; the monitoring and balancing of the Council's accounts; the maintenance of all records including, those for audit, VAT and income tax purposes; the processing and issuing of invoices; receipt of payments due to the Council; payment of wages and statutory deduction schemes; implementation of systems of internal financial control. To receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council.
8. To manage the Council's tendering procedure and award of contracts, ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its Financial Regulations.

9. To ensure that all decisions of the Council, its Committees and Sub-Committees are carried out promptly and accurately.
10. To receive correspondence and documents on behalf of the Council, and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of the Council.
11. To evaluate 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.
12. To ensure that the Council's obligations for risk management including risk assessments are properly met and where necessary risks are properly insured. To arrange risk assessments and other health and safety obligations to be conducted.
13. To issue notices and prepare agendas and minutes for the annual Meeting called by the Chairman of the Council and to attend such assemblies.
14. To advise the Council on the practicability of its proposals: to draw up details of, and manage, ad hoc projects requested by the Council, drawing on appropriate expertise as required: to advise the Council of the implications of policies.
15. Overall management responsibility of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of all salaries, conditions of employment and work of other staff.
16. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate, suggest modifications.
17. To support Councillors in their duties and to act as a representative of the Council as required: to build effective relationships with the public, other local authorities and outside bodies and organisations including the media, and decisions of the Council.
18. To prepare, in accordance with the Communication Policy, press releases and response to enquiries from the media about the activities and decisions of the Council.
19. To promote the Council through its website and to ensure information is regularly and accurately updated.
20. To ensure the effective management of the Council's burial ground and all allotments and the maintenance of all appropriate records, including its financial management; to advise the Council on burial / allotment charges and any other matters that effect the running of the burial grounds and allotments.
21. To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner appertaining to the Council.
22. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and performance of other staff; to ensure that all the Council's property and land are maintained to a high standard.

23. To maintain such records and systems as are necessary for the effective administration of the affairs of the Council.
24. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
25. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested membership of the Society of Local Council Clerks is recommended but not requisite.
26. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
27. To attend the Conference of the National Association of Local Councils, Society of Local Councils Clerks, and other relevant bodies, as a representative of the Council as required.
28. Any other duties commensurate with the post, as notified and agreed by the Council.
29. To prepare regular performance reviews to be monitored by the Councils Staffing Committee.
30. To prepare and conduct annual Appraisals of other Employees in conjunction with the Councils Staffing Committee.

5. Terms and Conditions

Pay: Salary Scale Point SCP 34 £31,371 to 38 - £34,788 (dependant on experience) pro rata

Actual Pay - £25,436 - £28,206 per annum based on 30 hours of current job holder

Hours: 30 hours (current job holder hours – these will be agreed between Council and the successful candidate)

Location: Town Hall, 49 High Street East, Uppingham, Rutland LE15 9PY

Holiday Entitlement: 21 Days pro-rata plus Bank Holidays

Pension: Auto Enrolment Pension Arrangements

6. Application Form

CLOSING DATE: 12 Noon 12th April 2019

Position applied for:	How did you hear about this vacancy?
Surname:	Initials:
Address:	Telephone: Mobile: Email: National Insurance Number:

[Uppingham Town Council Privacy Policy & Information About Personal Data](#)

Personal Details:

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any driving offences currently under endorsement:	
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).	
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

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Salary:

Type of Business:

Reason for Leaving:

Education and Qualifications (including Membership of Professional Bodies)

Date From/To	Name of School, College or University	Qualifications Gained

Training

Please list the relevant training courses attended below:

Hobbies

Please give details of your main hobbies:

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Illness and/or Accidents

1. Do you consider yourself to have any disabilities? If yes, please give details (this will enable the Council to make reasonable adjustments to help accommodate you):

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Additional Competency Information

Please provide specific examples in response to the following questions:

Please describe a successful negotiation you have had with another authority or funding organisation.

What have you done to ensure that you work effectively as a member of a team or partnership?

Please give an example of when you have led a team successfully? What did you do?

Please describe an occasion where you have improved a business process or Council procedures.
What did you do and what was the outcome?

Please give details of any outside interests or other information you feel will support your application:

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References

Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1	Referee 2
Name	Name
Address	Address

The above will only be used for successful candidates.

Are you related to any employee or Elected Member of this Council? Yes No

If yes please give full details:

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IMPORTANT NOTICE

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

DECLARATION

<i>I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.</i>	
Signature	Date