

ILMINSTER TOWN COUNCIL JOB DESCRIPTION – TOWN CLERK

Post: Town Clerk

Normal Hours of Work: 37 per week (including some evening work to attend meetings etc and occasional weekends for special events)

Grade / Salary: Current SCP Range Scale Point 38 - 41 (£46,464 to £49,498)

Responsible to: Ilminster Town Council

Responsible for: Deputy Town Clerk. Overall responsibility for all Town Council staffing matters

Purpose of Job

To advise the Town Council on its work ensuring decisions and procedures are lawful and then managing the implementation of those decisions.

The Town Clerk takes instruction from the Town Council as a corporate body and is not answerable to any individual Councillor or committee unless Full Council has delegated aspects to that committee.

The Town Clerk should, at all times, be independent, professional and objective in all that they do. The Town Clerk must remain apolitical.

The Town Clerk is the designated Head of Paid Service and the Proper Officer of the Town Council. They have a statutory duty to carry out all functions, in particular to serve or issue all the notifications required by law.

The Town Clerk is to advise and assist the Town Council on the formation and implementation of policies to be followed. In particular, the Town Clerk should provide all necessary information to facilitate effective decision making and subsequent implementation of decisions. At times this may require liaising with outside bodies.

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

Strategic Responsibilities

- To ensure that legal, statutory and other provisions governing or affecting the running of the council are observed
- To ensure that the Town Council's obligations for Risk Assessment are properly met
- To advise on practicability and the likely effects of specific courses of action
- To draft policies for Council's consideration, including the Town Council's Strategic Plan
- Work with the RFO to develop and implement the Capital Programme and Medium-Term Financial Plan (to complement the Town Council's Strategic Plan)
- Work with the RFO and Committee Chairs to prepare draft estimates for consideration by the Town Council which, when approved, will form the annual budget

- To monitor the approved policies of the Town Council to ensure they are achieving the desired result and where appropriate suggest modifications
- To study reports and other data on activities of the Town Council and on matters bearing on those activities. Where appropriate to discuss such matters with administrators and specialists in particular fields and produce reports for circulation/discussion by the Town Council.

Service and Operational Responsibilities

1. Personnel Management

- To lone manage the Deputy Town Clerk/RFO in accordance with the Town Council's agreed policies and procedures
- Ensure that all members of staff are managed / supervised in keeping with the policies of the Town Council and to undertake all necessary activities in connection with such management; including dealing with disciplinary and capability matters.

2. Meeting Management

- Attend meetings as required to give advice regarding meeting protocol and legal procedures
- In consultation with appropriate Members, oversee and prepare agendas for the Town Council, Committees and other meetings which are the responsibility of the Town Council
- Oversee the Drafting minutes for the Town Council, Committees and other meetings
- Prepare reports for Town Council, Committees and other meetings which are the responsibility of the Town Council which include recommendations and options
- To issue notices and prepare agendas and minutes for the Annual Community Assembly.

3. Leases, Licences, Rents and Town Council Policies

- Work with the Deputy Town Clerk to review and update leases, licenses and rents
- Work with the Deputy Town Clerk to review and update Town Council policies.

4. Health and Safety (Work with Town Council employees to):

- Maintain accurate Health and Safety Policies and update as necessary
- Carry out risk assessments as required
- Ensure that the Town Council's Health and Safety Policy, organisation arrangements and procedures are understood, implemented and monitored.

5. Project Manage

- To be responsible for and / or supervise any projects that may be agreed by the Town Council.

6. Communications

- To receive correspondence and documents on behalf of the Town Council, dealing with the correspondence or documents, or bring such items to the attention of the Town Council. To issue correspondence as a result of the instructions of, or the known policy of, the Town Council
- To act as a representative of the Town Council as required

- To oversee the development of the Town Council's website and social media presence
- In accordance with the Town Council's media policy, to prepare, in media releases about the activities of, or decisions of, the Council.

7. Cemetery Administration

- To undertake all administration regarding the cemetery, including the maintenance of burial and grave registers, issuing, and transferring Exclusive Rights of Burial and Memorial Grants.

8. General

- To develop personal skills, knowledge and expertise related to the role through the appropriate means
- To ensure the Town Council's commitment to Equality and Diversity is put into practice. This includes a responsibility for all staff to: eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Note: The above responsibilities do not include or define all the tasks which the jobholder may be required to carry out. The Town Clerk may be required to carry out any other reasonable duties commensurate with the role and in line with delegated authority.