



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

17 November 2021

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Tuesday 23rd November 2021 at 6.30 pm.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, and to consider their own unique circumstances before attending.

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

S Burrows
Acting Town Clerk

To Councillors:

G Challen S Martin (Vice-Chairman) S Miller J Peggs G Taylor (Chairman)	All other Councillors for information
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Agenda

1. Health and Safety Announcements
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
4. To receive and approve the minutes of the: (Pages 4 - 12)
 - a. Private and Confidential Extraordinary Personnel Committee held on 26th August 2021 as a true and correct record.
 - b. Personnel Committee held on 28th September 2021 as a true and correct record.
 - c. Extraordinary Personnel Committee held on 1st November 2021 as a true and correct record.
5. To consider Risk Management reports as may be received.
6. To receive the current Committee budget statement
7. To consider training requests and report back on training attended.
 - a. ACAS - Essential Skills for Line Managers.
8. To receive a verbal update on the Officer Safeguarding policy.
(Pursuant to minute 46/21/22 Personnel Committee meeting held 30.06.21)
9. To receive a verbal update on the Local Government pay deal.
10. To receive a verbal update on the proposed amendments to the Local Government NJC Green Book.
11. To receive a Disclosure and Barring Service (DBS) report together with a template form and to consider the options and any associated expenditure.
(Pages 13 - 17)
12. To approve the Christmas 2021 payroll to be processed on 17th December 2021 due to the Christmas shutdown period.
13. To receive a verbal update on the Winter Covid-19 Guidance.

14. Public Bodies (Admission to Meetings) Act 1960

To resolve to exclude the public and press due to the nature of business to be transacted.

Members are reminded that items discussed are of the strictest confidence and must not be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

15. To consider various staffing matters.

16. To receive and consider recommending to Full Council:

- a. The Town Clerk / RFO job description and person specification. (Pages 18 - 26)
- b. The recruitment process for the position of a Town Clerk / RFO.
- c. STC organisational structure.

17. Public Bodies (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

18. To consider urgent non-financial items at the discretion of the Chairman.

19. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 25 January 2022 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of The Personnel Committee held at the Guildhall on Tuesday 28th September 2021 at 6.30 pm

PRESENT: Councillors: G Challen, S Martin (Vice-Chairman), S Miller, B Samuels and G Taylor (Chairman).

ALSO PRESENT: S Burrows (Acting Town Clerk), S Emmett (Finance Officer) and R Enticknap (Service Delivery Manager).

APOLOGIES: J Peggs.

72/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

The Acting Town Clerk advised the Chairman and Vice Chairman and informed Members that this evening's Personnel Committee meeting is to form Part Two following agenda item 8 due to the nature of business to be transacted this evening.

73/21/22 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

74/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 27TH JULY 2021 AND THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 26TH AUGUST 2021 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to view a copy at the Guildhall.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 27th July 2021 were confirmed as a true and correct record.

It was proposed by Councillor Miller, seconded by Councillor Taylor and **RESOLVED** to amend minute 71/21/22 point 8 to include the following sentence:

Members recognised a longer timeframe is required to appoint a permanent Town Clerk/RFO, to consider dividing the roles and determine a suitable job description and person specification.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Thursday 26th August 2021 were confirmed as a true and correct record.

75/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

76/21/22 TO RECEIVE, CONSIDER AND RECOMMEND AMENDMENTS TO THE COMMITTEES TERMS OF REFERENCE TO THE NEXT POLICY AND FINANCE MEETING

It was proposed by Councillor Miller, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council the amendments to the Personnel Committee Terms of Reference.

77/21/22 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

The Acting Town Clerk informed Members there are no new training requests.

It was **RESOLVED** to note.

The Acting Town Clerk reported on authorised staff training by line managers under delegated authority and within budget.

It was **RESOLVED** to note.

78/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Acting Town Clerk informed Officers attending the meeting that the same rules apply to them.

79/21/22 TO RECEIVE AND CONSIDER A SERVICE DELIVERY STAFFING REPORT.

It was proposed by Councillor G Challen, seconded by Councillor B Samuels and **RESOLVED**:

1. To appoint a permanent Service Delivery General Assistant for the year 2021-22 at 30 hours per week, NJC scale 7–9, commencing on point 7 within the existing budget.
2. To appoint two Casual Caretakers on a zero hour contract, NJC scale 5-6, commencing on point 5 within the existing budget 2021-22 to cover daytime and evening Caretaking duties across all Council premises as and when required.

It was proposed by Councillor Martin, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021:

3. To appoint two Service Delivery General Assistants on annualised hour contracts at 37 hours per week, NJC scale 7–9, commencing on point 7 within budget for the year 2022-23, to cover the heavier workload during the months of March to October with the option to reduce the hours during the months of November to February.

The Service Delivery Manager left the meeting.

80/21/22 BUDGET STATEMENTS:

- a. To receive the current Committee budget statements:

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

1. To withdraw the Administration / HR Assistant budget line for the year 2021-22.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

2. To vire surplus from the Administration / HR Assistant budget 2021-22 of £27,886.46 to budgets P&F Staffing Contingency, salary uplift to the temporary Acting Town Clerk post and the interim Town Clerk post.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the next Full Council Meeting:

3. A salary uplift to the post Service Delivery Manager from scale 18-23 to 24-28, commencing on point 25 from 1st October 2021 to reflect the duties and responsibilities of the post.

b. To set the Personnel budget for the year 2022/23:

It was proposed by Councillor Taylor, seconded by Councillor Martin and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

1. To vire surplus from the P&F Staffing budget 2021-22 of £12,895 to the P&F Staff Contingency budget for the year 2022-23 (allocated as per minute number 80/21/22a point 2 above).
2. To vire surplus from the Service Delivery Staffing budget 2021-22 of £24,643 to the Service Delivery Staff Contingency budget for the year 2022-23.

To note; points one and two above will avoid an increase in the Precept for the year 2022-23.

3. To increase the Library Staffing Contingency budget to £15,000 for the year 2022-23.
4. To withdraw the Casual Library Information Assistant budget line for the year 2022-23, there are no available funds to vire from this budget.
5. To increase the Personnel Committee EMF Legal Fees from £6,000 to £8,000 for the year 2022-23.
6. To increase the Personnel Committee Operating Expenditure by 2.5% CPI.
7. To set the Personnel Committee budget (as attached) for the year 2022-23.

It was proposed by Councillor Taylor, seconded by Councillor G Challen and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021:

1. That the Assistant Town Clerk title be designated Deputy Town Clerk and to set the salary scale at 33-36 commencing on point 34 within budget for the year 2022-23 linked with the recruitment of a Town Clerk/RFO post and salary to reflect the role and responsibilities of the post.

The Finance Officer left the meeting.

81/21/22 TO RECEIVE AND CONSIDER THE FULL ACCA ACCOUNTANCY TRAINING SYLLABUS FOR MODULE THREE.

(Pursuant to Personnel held on 27.07.21 minute nr. 58/20/21)

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to refuse a request to fund and support the next stages of the ACCA Accountancy Training due to the modules not entirely tailored to Local Government Working Practices.

82/21/22 TO APPOINT THREE MEMBERS TOGETHER WITH THE ACTING TOWN CLERK TO A RECRUITMENT SUB GROUP.

It was proposed by Councillor G Challen, seconded by Councillor Taylor and **RESOLVED** to hold an Extraordinary Personnel Committee Meeting to consider the job description and person specification for a permanent Town Clerk/RFO post.

83/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

84/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 23 November 2021 at 6.30 pm

Rising at: 8:50pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Monday 1st November 2021 at 11.00 am

PRESENT: Councillors: G Challen, S Martin (Vice-Chairman), S Miller and J Peggs.

ALSO PRESENT: S Mason Cornwall ALC Clerk to the Meeting.

APOLOGIES: G Taylor (Chairman)

Vice Chairman in the Chair.

85/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

86/21/22 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

- b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

87/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Cllr Martin, seconded by Cllr Challen and **RESOLVED** to exclude the public and press due to the nature of the business to be transacted.

88/21/22 **TO APPOINT A MEMBER PANEL TO MANAGE CORRESPONDENCE FROM THE MONITORING OFFICER, WITH DELEGATED AUTHORITY TO AGREE ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Cllr Challen, seconded by Cllr Peggs and **RESOLVED** that:

- a. the Personnel Committee appoints a Member Panel to manage correspondence from the Monitoring Officer, with delegated authority to agree actions and associated expenditure.
- b. Cllrs Challen, Martin, Miller, Peggs and Taylor are appointed to serve on the Member Panel.

It was proposed by Cllr Martin, seconded by Cllr Challen and **RESOLVED** that:

- a. the quorum for the Member Panel should be 3 Members.
- b. items requiring action between meetings would be taken by email consultation with all Panel Members.

DATE OF NEXT MEETING

Tuesday 23 November 2021 at 6.30 pm.

Rising at: 11:36 am.

Signed: _____
Chairman

Dated: _____

Disclosure and Barring Service (DBS)

Information:

The Disclosure and Barring Service helps employers make safer recruitment decisions by offering a level of assurance that the person employed is suitable for the job applied for.

Saltash Town Council come under the umbrella of Cornwall Council the Registered Body.

STC apply for an Enhanced DBS on behalf of an employee/ volunteer upon a person/s contractual employment start date for any role undertaken for the Town Council which would require the employee to work alongside young adults and children. This includes the library team, volunteers of the library and the Service Delivery team and Councillors such as Team for Youth representatives.

Research:

Once a DBS Check has been processed, the information included on that check is accurate to the date that the check was completed, therefore any criminal activity performed after that date would not be recorded on the check.

For this reason, many employers renew DBS Checks regularly from every six months to 3 years.

It is often recommended that DBS checks are renewed every 3 years, however ultimately it is the employer's decision.

Other employers such as schools and those employed in the care industry have implemented a Disclaimer Form.

This is completed once per year following receipt of a DBS Certificate in which the employer requests the employee to provide details of all spent and unspent convictions, cautions, reprimands, or warnings since receipt of their current DBS certificate held on record.

Further research identified that you can no longer simply ask for information about 'any criminal convictions, formal warnings or cautions' through the organisation's self-declaration form. Therefore, included is a template disclosure form, found and available for use from the NSPCC, which can be adopted should the Personnel Committee approve.

Finance:

Budget Code: 6657 ST SNB Staff Recruitment Advertising

Available Budget 2021/2022: £1,751.00

Available Budget 2022/2023: £6,150.00

Current Cost of an Enhanced DBS Application: £40.00

Cornwall Council Administration Fee: £10.00

Please note if STC apply for more than one application in a one-month period the administration fee is capped at £10.

Recommendation:

1. To adopt the self-declaration form which employees, volunteers and Councillors who hold an Enhanced DBS certificate will be required to complete every 6 months and kept on record for the period of employment / service to Saltash Town Council.
2. To apply every 3 years for Enhanced DBS Certificates for all employees, volunteers or Councillors who are required to work alongside children or young adults.
3. If a person/s holds an Enhanced DBS certificate (dated within the past 3 years) a self-declaration form be required to be completed until the certificate is classified as out of date upon which the Town Council will reapply to the DBS Service.

END OF REPORT

Self-declaration and disclosure form
for roles involving contact with children (under 18 years old)

Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Employee information

Name				
Address				
Contact number(s)				
Date of birth				
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>

Note: As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:
Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk
Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Declaration of individual

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
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<p>2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>3. Have you been formally charged with any other offence in any country which has not yet been disposed of?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>5. Have you ever been known to any Children’s Services department or the police as being a risk or potential risk to children?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>

your suitability for this position?		
8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
Please tick the boxes below and then sign this form.		
<input type="checkbox"/> I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.		
<input type="checkbox"/> In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate* and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.		
<input type="checkbox"/> I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.		
<input type="checkbox"/> I understand that the information contained on this form, the results of the DBS check* and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.		
Signature	x	
Print name		
Today's date		

*Amend the wording as appropriate for your jurisdiction

Job Description

Position Title	Town Clerk / RFO
Location	Saltash Town Council
Reporting to	Chairman of Personnel Committee
Hours	37 per week
NJC Grade	42 - 45
NJC Commencement Point	43

Job Purpose including main duties and responsibilities:

Job Purpose:

The Town Clerk to the Town Council is the Proper Officer of the Town Council and Responsible Finance Officer and as such is under a statutory duty to carry out all the functions and in particular to serve or issue all notifications required by law of a local authority's Proper Officer. The Town Clerk oversees the operational governance of the Town Council, managing staff and taking the lead on matters relating to the commercial and community initiatives ensuring that business is conducted efficiently and that Town Council decisions are fully implemented.

The Town Clerk is expected to advise the Town Council on, and assist in the formation of, overall policies to be followed in respect of the authority's activities and in particular to produce all the information required to enable the Town Council to make informed, effective decisions and to implement constructively all decisions.

The Town Clerk is accountable to the Town Council for the effective management of all its resources and will report to the Town Council as and when required. The Town Clerk will be the Responsible Finance Officer and responsible for all financial records of the Town Council and the careful administration of its finances.

Key Responsibilities:

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

The role has the following responsibilities:

Strategic leadership and management

- To maintain a full awareness of all issues affecting the Town Council and to keep abreast of emerging developments nationally and locally which could impact on or offer opportunities for the Town Council.
- Ensure that the Town Council makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring “best value” at all times.
- Liaise with external contractors, Town Council building surveyor, consultants, stakeholders and professional advisors (e.g. solicitors).
- Responsibility for changes to policies, including Standing Orders and Financial Regulations, and procedures to ensure that legal requirements are adequately discharged and that the administration of the Town Council is efficient and effective.
- To advise and provide input on strategic decisions and the implementation of those decisions, including directing resources where needed.
- To maintain a full awareness and provide input and support on the Town Council's Neighbourhood Development Plan, Climate Change, Town Vision, Planning and Devolution.
- To act as a representative of the Town Council as required.

The Responsible Finance Officer is appointed in accordance with the provision of the Local Government Act 1972, section 151.

Finance and Purchasing

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

- Responsible for overseeing the preparation of estimates and budgets.
- Providing information to the Town Council on investment of funds.
- Monitoring compliance with the Town Council's Financial Regulations.
- Oversight of End of Year Accounts and submission for annual audit.
- In conjunction with the Finance Officer, use financial information in relation to all services, to undertake full financial management including setting and monitoring budgets while ensuring most efficient use of resources.
- Work alongside the Finance Officer to maximise income generation within the ethos of the Town Council.
- Responsible for purchasing in conjunction with the Management Team, ensuring best value for the Town Council.
- Liaising with the Town Councils Building Surveyor to produce tender documents for contract work, invitation of tenders, acceptance and subsequent issue of contract documents and management of contract disputes.
- Research relevant grant and section 106 and CIL opportunities in order to fund elements of Town Council work, and submitting/managing applications.

Human Resources and Health and Safety

- To advise the Town Council Personnel Committee on staffing matters and levels.
- Act as the Senior Manager in respect of the Town Council's workforce, line management of the Deputy Town Clerk, overseeing members of staff via the organisation structure of the Town Council, undertaking all necessary activities in connection with the management of salaries, conditions of employment and work of other staff, and compliance with Health and Safety Regulations.
- All line managers' report direct to the Deputy Town Clerk who reports to the Town Clerk on a regular basis in line with the fortnightly management meetings.
- To carry out the initial induction of newly appointed members of staff (contracts) and make sure appropriate training for Councillors is undertaken.
- Management of grievance and disciplinary matters, in accordance with the Council's grievance and disciplinary rules.
- Co-ordinate the development and maintenance of the Employee Handbook and ensure compliance. Liaising with external HR service provider when required.
- Ensure that Health and Safety plans are in place, working with the Deputy Town Clerk who leads on this responsibility.
- Training and information for Councillors and ensuring that the Town Council's systems for decision making are robust and ethically sound.

Marketing and communication

- Ensure the work of the Town Council is promoted via newsletters, annual reports, social media, noticeboards and the Town Council website in accordance with relevant policies.
- To be responsible in liaison with the Mayor, to manage the reputation of the Town Council by way of press releases, social media, website etc promoting the Town and decisions of the Town Council to stakeholders and the public and actively seizing opportunities to boost the Town Council reputation.
- Actively promote the work of the Town Council to members of staff via a staff newsletter linked to the Town Council intranet.
- To develop, through effective public relations and communication the promotion of the Town and Town Council, and to liaise with other public bodies as necessary to foster good external relationships.
- Explore and evaluate the use of advertising, publicity and attendance at events, if necessary in conjunction with the Community Hub Team Leader to promote the Town Council facilities.

Administrative Responsibilities

Responsibility for all Town Council services and functions, including:

- Attendance at Town Council, Committees, Sub-Committee, the Annual Town and Parishioners meetings.
- To be responsible for signing off the summons, agendas and reports, and the keeping of minutes and records for meetings of the Town Council and its Committees and Sub Committees.
- Execution of agreements, contracts, proceedings and other documents that do not require to be under signature of the Mayor, Chairman or Members of the Town Council.
- Provision of advice and support to the Mayor, Chairman of Committees and Members of the Town Council.
- The efficient running of the Town Council offices, reviewing, developing and monitoring systems, processes and procedures, to ensure the smooth running of all administrative and financial functions.

Other duties

- Develop constructive working relationships with key stakeholders who live and work in Saltash and serve the community.
- Liaison and co-operation with other Local Authorities, Local Councils, Local Council organisations, and Government Departments to ensure the effective implementation of strategic policies.
- To attend Town Council Civic Events as the Town Clerk for the Town Council.
- To attend training courses on the work and role of the Town Clerk as required.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.

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

Person specification: Town Clerk / Responsible Finance Officer

Attribute	Essential	Desirable
Management of people	Line management experience	
Experience	<p>Local government experience at a senior level</p> <p>Financial management experience including budget management</p> <p>Experience managing contracts, tenders and agreements</p>	<p>Experience being responsible for Human Resources and staff training</p> <p>Purchasing experience</p> <p>Professional experience managing projects</p> <p>Experience managing grants and other funding</p>
Practical Skills	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council.</p> <p>Ability to understand the legal framework in which the Town Council operates</p> <p>Ability to manage self and meet targets and deadlines</p> <p>Ability to understand budgets</p>	
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p>	<p>Ability to liaise with the press and/or other media bodies in accordance with Town Council policies</p>

	Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies	
Personal Qualities	<p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	
Strategic Thinking	Ability to think and plan and work strategically and methodically	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the job</p> <p>Professional knowledge of Office packages including Word, Excel and Outlook</p> <p>Previous experience using finance and administration Systems</p>	
Education and Training	<p>A relevant professional qualification, or experience at a senior level in local government</p> <p>Certificate in Local Council Administration (CiLCA) or to be prepared to obtain CiLCA within 12 months</p>	<p>Management or supervisory skills training</p> <p>Appropriate finance qualification</p> <p>Educated to degree level recognised business, finance, legal or administrative qualification</p>

Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	
Other relevant factors	<p>Ability to attend Committee meetings which would require working out of normal office hours (evenings)</p> <p>Driving licence and vehicle</p> <p>To attend Town Council Civic Events as the Town Clerk for the Town Council</p>	