



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)*

30 May 2022

Dear Councillor

I write to summon you to the meeting of the **Extraordinary Personnel Committee** to be held at the Guildhall on **Tuesday 7th June 2022 at 6.30 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Yours sincerely,

S Burrows  
Town Clerk

**To Councillors:**

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
4. To receive a recruitment pack for the position of Assistant Town Clerk and consider any actions and associated expenditure.

5. 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.

Chairman to confirm the Personnel Meeting is now in Part Two.

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.

6. To receive a staffing report from the Town Clerk.
7. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.

Date of next meeting: Thursday 28 July 2022 6.30 pm

# Agenda Item 4

## Agenda Item 4 – To receive a recruitment pack for the position of Assistant Town Clerk and consider any actions and associated expenditure

### Attached documents for Members consideration:

1. Job Description
2. Person Specification
3. Advert

### Advertising:

1. Social media
2. Notice boards
3. Town Council website
4. Indeed

### Options:

1. Carry out the full recruitment process in-house
2. Appoint HR Support Consultancy to undertake the recruitment process up to interview stage:
  - Advertise – Indeed, Town Council website, social media, notice boards
  - All applications to be returned to HRSC
  - Completed applications added to a spreadsheet
  - Skill set highlighted and application colour coded (red, amber, green)
  - Green applications move to the next stage of the process and offered a 20 minute Zoom interview with HRSC
  - Green applications that pass the first interview move to the next stage of the process, a final interview list of potential candidates sent to the Town Council interview panel
  - HRSC to work up the interview questions
  - HRSC to provide scoring sheets
  - Interviews to take place approx. in week 4.

**Agenda Item 4 – To receive a recruitment pack for the position of Assistant  
Town Clerk and consider any actions and associated expenditure**

HRSC Cost:

£75 per hour / 10 hours work = £750

Indeed advert £280

Total cost = 1,030.

Budget:

6657 - Staff Recruitment Advertising budget availability - £3,940

# Saltash Town Council

## Assistant Town Clerk

Applications are invited for the position of a permanent Assistant Town Clerk with immediate effect.

37 hours per week, variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and civic events as required)

NJC 29-32 - £33,486 - £36,371 local government pension scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

OR

Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

OR

Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

If you have not received a response within a week of the closing date, then your application on this occasion, has not been selected.

**Closing date: 17<sup>th</sup> June 2022**



## ***Job Description***

### **ASSISTANT TOWN CLERK**

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and Civic Events as required).

NJC scale: 29-32 - £33,486 - £36,371.

Responsible to: Town Clerk / Responsible Finance Officer.

Purpose of job: To assist the Town Clerk in ensuring that the Town Council is correctly run according to Local Government regulations and legislation and in liaison with the Town Clerk advise the Town Council and individual councillors on financial and legal matters in relation to subjects that are relevant to a Town Council function.

To assist the Town Clerk with Town Council duties and responsibilities on a day to day basis.

The Assistant Town Clerk will be a member of the Town Council Officers Management Team and will cover for all duties of the Town Clerk and represent him when he is absent from the office.

#### **Duties:**

1. To support the Town Clerk in ensuring best practice is always maintained including reviews of policy, procedures, Standing Orders and Financial Regulations.
2. Responsible for preparing Town Council, Committee and Sub Committee agendas and reports liaising with different departments, signed off by the Town Clerk.
3. To Clerk meetings of the Town Council in the absence of the Town Clerk and be responsible for Clerking other meetings as directed by the Town Clerk.
4. To attend meetings as required by the Town Clerk.
5. Action all resolutions and recommendations from meetings in liaison with the Town Clerk.
6. Responsible for the day-to-day running and supervision of the Town Council Administration Department and staff training needs.

7. To work with the Town Clerk in overseeing the maintenance and inspections of Town Council assets including premises and open spaces and to be responsible in the absence of the Town Clerk.
8. Responsible for running the payroll and accounts in the event of staff absence reporting to the Town Clerk.
9. To assist the Town Clerk with the general management of finance, budgets and audit.
10. Responsibility for all IT equipment, software and associated budgets regularly reviewing IT equipment and software needs and development.
11. To oversee the burial service for Churchtown Cemetery, maintain all burial records reporting to the Town Clerk.
12. To establish and maintain in good order all records and documents relating to the Town Council and comply with statutory requirements.
13. To oversee the design and updating of the Town Council website, social media and tourism/visitor information.
14. To assist in the preparation, collation and editing of materials for newsletters.
15. To ensure that the Town Councils Asset Register and insurance cover is accurate and updated.
16. To assist the Town Clerk with Mayoral and civic events as may be required.
17. To be responsible for Town Council budgets notifying the Town Clerk as Responsible Finance Officer of any significant financial issues or occurrences as may occur time to time.
18. To be responsible for Town Council records reporting to the Town Clerk.
19. To work with the Town Clerk and Members to identify ways in which the Town Council can further strengthen its relationships with the community and key stakeholders.
20. To work with the Town Clerk to ensure effective management of health and safety.
21. To attend Town Council Civic Events in the absence of the Town Clerk as required.

22. To attend training courses or undertake continuous professional development as required by the Town Clerk and Town Council.
23. To identify areas where best practice, income generation and cost saving initiatives can be implemented.
24. To be responsible for security of premises, including safe custody of keys, safe keys, and setting of security alarm when necessary.
25. To undertake such duties as may arise from time to time commensurate with the position.

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: Assistant Town Clerk**

Attribute	Essential	Desirable
Management of people	Line management experience	
Experience	<p>Local government experience at a senior level</p> <p>Knowledge of general office practices and procedures</p>	<p>Experience being responsible for Human Resources and staff training</p> <p>Purchasing experience</p> <p>Financial management experience including budget management</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 those of others for maximum effectiveness</p> <p>Ability to 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 liaise with the press and/or other media bodies in accordance with Town Council policies</p>

	<p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	
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	<p>Ability to think, plan and work strategically and methodically</p>	
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>Introduction in Local Council Administration (ILCA) or to be prepared to obtain ILCA within 12 months</p>	<p>Management or supervisory skills training</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 Town Council, Committee and Sub 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 in the absence of the Town Clerk for the Town Council</p>	