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SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 27th March 2025 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk).

APOLOGIES: None.

93/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

94/24/25 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

95/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 27 FEBRUARY 2025 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 27 February 2025 were confirmed as a true and correct record.

96/24/25 TO NOTE THE RESIGNATION OF THE COMMUNICATIONS AND ENGAGEMENT OFFICER.

It was **RESOLVED** to note the Communication and Engagement Officer's resignation and that the role is currently being advertised.

97/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** 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.

Members noted the Chairman's statement.

98/24/25

TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council held on 3 April 2025 to:

1. Revert the Responsible Finance Officer (RFO) role to the Town Clerk post;
2. Update the Town Clerk job description to encompass the responsibilities of the RFO (as attached);
3. Revert the Finance Officer / RFO role to Finance Officer role only;
4. Update the Finance Officer job description to encompass the responsibilities of the Finance Officer only (as attached);
5. Update the Town Council Organisation Structure (as attached) to reflect the changes that were originally agreed by the Personnel Committee under the Private and Confidential session.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to:

1. Issue Private and Confidential HR letters to the Town Clerk / RFO and Finance Officer subject to Full Council approval to the above recommendation (P&C letter retained for internal auditor check);
2. Provide the Town Clerk external support to fulfil the responsibilities of the Responsible Finance Officer as necessary reporting back to the Personnel Committee;
3. Work within budget code 6694 PF EMF Staff Contingency.

It was **RESOLVED** to note the rest of the Town Clerk's staffing report.

99/24/25

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that the public and press be re-admitted to the meeting.

DATE OF NEXT MEETING

Thursday 26 June 2025 at 6.30 pm

Rising at: 7.55 pm

Signed: _____
Chairman

Dated: _____

Job Description

Position Title	Town Clerk (Proper Officer) / Responsible Finance Officer (RFO)
Location	Saltash Town Council
Reporting to	The Town Council
Hours	37 per week

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 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 work with the Responsible Finance Officer to ensure all financial records of the Town Council and the careful administration of its finances are met and maintained.

Key Responsibilities:

The Town Clerk is responsible directly to the Town Council as a corporate body 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.

Responsible Finance Officer responsibilities:

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

- To effectively manage and monitor the Town Council's finances and to ensure that all the accounts conform with the requirements of the Accounts and Audit Regulations.
- To be responsible for maintaining the computerised financial accounts of the Town Council and the administration of its finances with the approved budget. To work with the Finance Assistant to ensure day-to-day financial records are up to date.
- 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.
- To assist the Town Clerk and other Senior Management team members by administering procurement processes and ensuring all contracts comply with Standing Orders and all financial administration complies with Financial Regulations.
- To supply information to and be present during internal auditor visits.
- To be responsible for reporting on investment funds at Policy and Finance Committee meetings.
- To ensure compliance with the Town Council's Financial Regulations is met reporting any concerns to the Town Clerk.

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 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.

Job Description

FINANCE OFFICER

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening Town Council meetings as directed by the Town Clerk).

NJC scale: 24-28 £31,099 to £34,723

Responsible to: Town Clerk / Responsible Finance Officer (RFO).

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

The Finance Officer will be a member of the Town Council Line Management Team and will cover for all duties of the Responsible Finance Officer and deputise when the RFO is absent from the office.

Duties:

1. To line manage the Finance Assistant.
2. To clerk meetings of the Town Council as required and in the absence of the Town Clerk RFO as directed by the Town Clerk / RFO.
3. Manage and oversee the calculation of salary payments to Town Council employees, including calculation of various deductions, pay increases, arrears of pay etc and the processing of data for computer input and payment.
4. Preparation and completion of all statutory returns as required including end of year return, liaising with the RFO for review prior to submission.
5. The maintenance of associated costing systems and the preparation of payroll cost information for management accounting purposes.
6. Manage and oversee the purchase order processing system ensuring correct allocation of items to budget codes and best price is obtained.
7. Manage and oversee the registering and clearing invoices for payment and processing the payment on to the bank account system.

8. Preparation of monthly accounts schedules for submission to Committees and Full Town Council and attend meeting as directed by the Town Clerk / RFO.
9. To prepare budget statements for the Town Council Committees and Sub-Committees as required. Including any necessary cash flow, income and expenditure statements for Town Council projects.
10. Processing, maintaining and updating S106, CIL Planning and other project accounts and report as required.
11. Manage and oversee the raising of invoices for goods/services provided by the Town Council.
12. Manage and oversee debtor's credit control by issuing final reminders and contact customers regarding all outstanding debts.
13. Manage and oversee the reconciliation of all bank accounts and operation of computerised cashbook system.
14. To manage budgets, ensure correct coding and the production of management reports.
15. To ensure the Town Clerk as the Responsible Finance Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
16. To manage and oversee the asset and inventory registers ensuring all remain up to date and compliant.
17. To obtain insurances quotes and monitor as required in line with the procurement of assets and other services acquired by the Town Council liaising with the Town Clerk / RFO.
18. To monitor staff sickness, training and annual leave registers reporting to Town Clerk / RFO prior to the Personnel Committee meetings.
19. Manage and oversee that accurate Human Resources records are applied to the Town Council's BrightHR (annual leave, sickness, rotas) and BrightPay (payroll) software and manual files.
20. Manage and administer the Local Government Pension Scheme, communicating to staff their entitlements and ensure the Town Council is abiding by current legislation.

21. Preparation and completion of draft financial policies for the Town Clerk / RFO consideration.
22. Preparation and submission of all budgets and supporting reports required for the budget setting and precept submission working closely with the Town Clerk / Responsible Finance Officer during that period and attending Town Council meetings as required by the Town Clerk / RFO.
23. To manage the Town Council bank accounts and returns to ensure where possible that best value is being achieved.
24. To propose new procedures to the Town Clerk / RFO in line with specialist financial knowledge.
25. To monitor that all staff carry out financial procedures and regulations reporting concerns to the Town Clerk / RFO.
26. To attend training courses or undertake continuous professional development as required by the Town Clerk / RFO.
27. To identify areas where best practice, income generation and cost saving initiatives can be implemented liaising with the Town Clerk / RFO.
28. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.
29. 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.

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Saltash Town Council Line Management Staff Structure

