

**To receive draft job descriptions for the Town Sergeant and Mace Bearer and consider any actions and associated expenditure.**

**Report to:** Personnel Committee

**Date of Report:** 22/05/2025

**Officer Writing the Report:** Development and Engagement Manager

**Officers Recommendations**

Members are asked to consider the following:

- 1) To approve the draft job descriptions for the Town Sergeant and Mace Bearer, subject to Human Resources (HR) Support Consultancy final sign off and Full Council's approval.

**Report Summary**

It has been identified that the current roles of Mace Bearer and Town Sergeant lack formal job descriptions. The absence of clearly defined responsibilities and expectations can present challenges for both the employer and appointed persons in understanding the scope and requirements of these positions.

To address this issue, job descriptions have now been developed for both roles. These documents aim to provide clarity, support effective performance, and ensure mutual understanding between the Town Council and the current postholders.

Please refer to **Appendix B** and **Appendix C** for the Town Sergeant and Mace Bearer job descriptions.

**How does this meet the Business Plan?**

The introduction of job descriptions for the Mace Bearer and Town Sergeant roles supports the Business Plan objective of improved jobs and economic prosperity, by providing clear and transparent role expectations, enhancing professionalism, and supporting fair recruitment.

**Signature of Officer:**

