

ROYAL WOOTTON BASSETT TOWN COUNCIL

JOB DESCRIPTION FOR THE POST OF:

TOWN CLERK

OVERALL RESPONSIBILITIES

The Town Clerk is designated as the Proper Officer of the Council under the provisions of the Local Government Act 1972 s112 (1) and, as such, is under a statutory duty to carry out all the functions and to serve or issue all the notices and notifications required by law of a local authority's Proper Officer. The Town Clerk is also designated as the Responsible Financial Officer (RFO) for the purposes of carrying out the Council's responsibilities under the Accounts and Audit Regulations in force at any given time. The RFO's Duties and Responsibilities are detailed in Appendix B to the Council's Financial Regulations.

Specific Responsibilities

As Proper Officer and RFO the Town Clerk is responsible to the Council as body corporate for the following, allowing that delegation to other members of staff will be necessary provided always that any actions carried out by the Town Clerk shall be in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation in force at any given time.

1. Statutory and Legal

- 1.1 To advise the Council on matters of policy and law and ensure compliance with legal, statutory and other provisions governing or affecting the running of the council are complied with.
- 1.2 To ensure that Agendas and Notices of meetings are issued in accordance with statutory time limits and the Town Council's Standing Orders in consultation, as necessary, with appropriate elected members.
- 1.3 To ensure that documents are signed and sealed in accordance with the law.
- 1.4 To receive correspondence and documents on behalf of the Council and to respond in accordance with the known policy of the Council, reporting to Council as necessary.

- 1.5 To ensure that burial records are correctly kept.
- 1.6 To ensure the Councils role as consultee body on development control matters are effectively and efficiently discharged in accordance with the Councils policies.

2. Policy

- 2.2 In consultation with elected members, to produce specific policy documents and to monitor and review the same on a regular basis.
- 2.3 To research proposals and produce information to aid effective decision making, in line with Councils policies, and to constructively implement those decisions in a timely manner.
- 2.4 Alert elected members to changes in legislation which may have a bearing on its stated policies.
- 2.5 Use his/her initiative to propose methods of achieving the stated policies of the Council and report to elected members on the practicability and effects of such proposals.

3. Staff Management

- 3.1 Ensure that the Council complies with all Employment, Health & Safety at Work and any other legislation that may affect employees.
- 3.2 Effectively manage all staff employed by the Council and in particular to ensure that all members of staff are:
 - 3.2.1 Recruited in a fair and non-discriminatory manner;
 - 3.2.2 Managed in a fair manner and in accordance with the Councils Grievance and Disciplinary Procedures and any Employment legislation current from time to time.
 - 3.2.3 Trained and equipped to carry out their work in a safe and practical manner.
- 3.3 To identify personal development and training needs and opportunities through the Annual Appraisal system
- 3.4 From time to time to carry out a Training Needs Analysis and develop a Training Schedule for all employed staff and elected members.
- 3.5 To deal with all Grievance and Disciplinary matters in line with the Councils written procedures.
- 3.6 Bring to the attention of the Town Mayor and Deputy Town Mayor any serious staffing issues, and manage these issues through the Grievance and Appeals Panel as appropriate.
- 3.7 Review the level of staffing on a regular basis to ensure that it is commensurate with the Councils requirements and pro-activity.

3.8 Appoint such temporary staff as may be required from time to time.

4. Financial

4.1 As RFO to ensure the careful administration of the Councils finances and resources, in accordance with the Duties and Responsibilities detailed in the Councils Financial Regulations, delegating where necessary the day to day financial work to suitably trained member(s) of staff.

4.2 Effectively manage the Councils financial planning, including service reviews and budget preparation.

4.3 To monitor and balance the Councils accounts, prepare records for Annual Audit and VAT purposes and liaise with Internal and External Auditors.

4.4 Ensure that the Councils obligations for Risk Assessments and Insurance, on all aspect of the Councils business, are properly met.

5. Administrative and General

5.1 To supervise the preparation of Agendas, Minutes and Reports for all Council and Committee meetings and supervise preparation of the Minutes.

5.2 To attend all meetings of the Council, its Committees and Sub-committees, notwithstanding that such duties may be delegated by the Town Clerk to another Officer.

5.3 To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate to suggest modifications.

5.4 To ensure that the Councils property and other physical resources are maintained in good condition, authorising repairs and/or replacement in accordance with the Councils Financial Regulations.

5.5 On his/her own initiative and/or as a result of suggestions by Councillors, to draw up proposals for consideration by the Council and where appropriate, to discuss such matters with specialists in other fields and officers at principal authorities.

5.6 Manage major projects in which the Council is involved and to advise from time to time as to the practicability and likely effects of specific courses of action.

- 5.7 Maintain links with the local press and media, liaise with the Town Mayor on all contact with the press and media and prepare Press Releases as necessary.
- 5.8 Encourage partnership working with the Council, by means of forging links with principal authorities, other statutory authorities and community organisations.
- 5.9 Study reports and other data which may have a bearing on the Councils activities and attend meetings to discuss the same as necessary.
- 5.10 Attend relevant training courses and conferences in connection with the work of the Council.

6. Civic Activities

- 6.1 To ensure proper care of all Civic Regalia.
- 6.2 To attend all designated Civic functions and ensure that arrangements are dignified and appropriate, including Mayormaking and Remembrance Day Parade.
- 6.3 To represent the Town Council, alongside the Town Mayor, at certain civic functions as necessary.
- 6.4 To uphold and ensure the dignity of the civic role of the Council and interact with the local schools to explain the significance of this historic role.

The terms of this Job Description may vary from time to time as directed by the Council. The post holder will be expected to undertake such other duties as may be required from time to time, suitable to the level of responsibility of the post of Town Clerk.