



CITY OF TRURO

JOB DESCRIPTION

Job Title: **Town Clerk and Responsible Financial Officer**

(Referred to hereafter as 'Town Clerk')

SPC 56-58 (within Grade LC4)

Section: Management

{Note: You may be required to work at a variety of locations within the City of Truro or to travel in the UK on Council business.}

Responsible to: The Council

(With the Chairman of Finance and General Purposes Committee as key contact)

Responsible for:

Overall: All staff at the Council and direct line management of the Finance and Projects Officer, Parks Manager, Senior Administrator and Tourist Information Centre Manager

A) PROPER OFFICER

1. The Town Clerk is the Proper Officer of the Council as required by the Local Government Act: 1972 and is required to carry out the statutory duties of a Proper Officer, guiding and assisting the Council in the fulfilment of its legal and financial obligations and undertaking other specific responsibilities as set out in this Job Description.
2. The Town Clerk is required to oversee and manage the assets and develop and deliver the activities of the Council. The Town Clerk shall provide policy information and general guidance to the Council to aid its decision-making processes and shall represent the Council and seek and promote service development opportunities.
3. The Town Clerk shall act within the prescribed scheme of delegations or specific authorities given from time to time and within policy and budget constraints. The Town Clerk shall be accountable to the Council, with specific line accountability to the Mayor and Chairman of the Finance and General Purposes Committee.

B MANAGEMENT OF COUNCIL BUSINESS

1. In consultation with the Mayor (or, as appropriate, the Chairman of one of the Council's Standing Committees) the Town Clerk shall submit for consideration by the Council proposals for the implementation of policies, procedures, programmes and other activities necessary to

achieve its objectives. In preparing recommendations the Town Clerk is expected to obtain and analyse all relevant information together with the opinions of all interested parties.

2. The Town Clerk shall advise the Mayor and/or the Chairman of the relevant Council Committee and also liaise with all interested parties into the desirability, feasibility and legality of actions under consideration.
3. The Town Clerk shall obtain and present to Council, information that will assist in decision-making and ensure that it is fully informed on issues, developments and opinions which might affect its deliberations.
4. The Town Clerk is responsible for implementing decisions of the Council, overseeing and managing the Council's staff, finances and other resources vested in it and for entering into agreements, contracts and other arrangements on its behalf.
5. The Town Clerk shall draft or organise the drafting of Standing Orders, financial instructions, personnel and other procedures to secure the effective function and management of the Council's business.
6. In seeking to ensure improvements (where possible) in the economy, efficiency and effectiveness of the Council's operations, the Town Clerk shall ensure that effective and quality-driven administrative and other systems are in place.
7. The Town Clerk shall maintain and apply a strategic perspective in advising the Council and in managing its assets and activities by identifying issues and forecasts and giving a medium to long-term framework for action.
8. The Town Clerk shall maintain an electronic diary that will be made available to the Chairman of the Finance and General Purposes Committee, the Mayor and the staff for which they have direct line management.

C) MANAGEMENT OF ASSETS, AMENITIES AND SERVICES

1. The Town Clerk is overall accountable for the management, letting, upkeep and protection of all buildings, equipment, parks, recreation, street scene and other facilities vested in the Council and delegates day-to-day responsibility for these services to the Parks Manager, the Senior Administrator, the Tourist Information Centre Manager and their dedicated teams, ensuring that:
 - All letting/booking of buildings/rooms are in accordance with Council approved policies and charges and that customer care standards are high at all times;
 - All necessary maintenance repairs and replacements are carried out;
 - Accurate specifications are prepared and issued to invite bids;
 - Contracts are awarded and monitored for repairs, maintenance and other services to Council property;
 - Council property is leased and/or rented on behalf of the Council, taking action when necessary to secure compliance with agreements;
 - All goods, services and equipment supplied to the Council are as specified.

2. The Town Clerk is expected to liaise with officers of Cornwall Council and other statutory bodies on matters relating to the construction, maintenance, repair and improvement of services within the City for which those Authorities are responsible. The Town Clerk shall ensure that questions and comments about City Council services are properly handled and appropriate action is taken, intervening personally when necessary.

D) FINANCIAL MANAGEMENT

1. In consultation with the Chairman of the Finance and General Purposes Committee, the Town Clerk shall oversee the preparation of the annual revenue expenditure and capital budgets for consideration by Council. The Town Clerk shall initiate forward planning, forecasting and general financial advice to ensure the financial stability and viability of the Council. This will include assessing the effects of the Council's forward planning on its precept and on the overall level of Council Tax.
2. The Town Clerk shall ensure cash balances and reserves on behalf of the Council are properly managed, and funds are invested in accordance with Council policy directions, and risk appraisals, so as to maximise returns. Cash flow and the payment system will be managed so as to reduce costs. The Town Clerk shall ensure that services offered by financial institutions are periodically reviewed in order to secure the most advantageous arrangement.
3. The Town Clerk is responsible for ensuring that all Council income and expenditure is duly and properly recorded, accounted for and audited in accordance with accepted operating protocols and regulations. The Town Clerk shall ensure financial controls and systems are maintained, such as to prevent fraud, misappropriation or waste of the Council's funds. The Town Clerk is required to advise the Council, its members and/or officers on matters of financial probity and to ensure that the audit requirements are met.
4. The Town Clerk shall ensure arrangements are in place for appropriate insurance cover for the Council's assets, public and other liabilities and periodically tests the market to secure the best value for money. The Town Clerk shall recommend changes to this insurance cover (where appropriate) to the Finance and General Purposes Committee.
5. The Town Clerk shall ensure that an up to date register of the Council's assets is maintained.

E) PERSONNEL MANAGEMENT

1. The Town Clerk is overall responsible for all aspects of employment of all permanent and casual members of staff, including recruitment, dismissal, allocation of duties, management and maintenance of output and quality of work and staff development, and has authority to select, appoint/dismiss and train staff within the limits of the agreed grade and organisation structure and subject to budget limits. The Town Clerk shall also be overall responsible for dealing with any disciplinary or welfare matters which might arise. The Town Clerk is responsible for implementing Health and Safety legislation as agent for the Council.
2. The Town Clerk shall implement and maintain an overall training plan, staff appraisal scheme, and employment policies and discipline and grievance procedures consistent with good practice and in accordance with the Single Status Agreement.

3. The Town Clerk shall consider any changes that might be necessary to the organisation, number, duties, working hours and other conditions of service of the Council's staff and **submit**, proposals for consideration by the Finance and General Purposes Committee.
4. The Town Clerk shall be responsible for the political interface between the elected members of the Council and its staff.

F) COMMUNITY DEVELOPMENT INITIATIVES

1. The Town Clerk is required to undertake a coordinating and facilitating role, in partnership with representatives of all sectors of the community, to promote and maximise the development of the City. To this end the Town Clerk shall:
 - Represent the Council both in the community and with other bodies in order to maintain and develop identity;
 - Ensure effective publicity and marketing of the Council to the community, the media, and other organisations;
 - Identify, negotiate and develop new business initiatives, partnerships, etc;
 - Initiate and manage new community projects including identifying and preparing funding bids and manage staff when and where appropriate;
 - Promote and organise community events as appropriate;
 - Be the City Council's lead officer in respect of planning policy, advice and principal authority liaison.

G) CIVIC DUTIES

1. The Town Clerk is required to advise and assist elected Members in the execution of their public duties and also act as an ambassador for the Council and the City. In these roles the Town Clerk may be expected to compile speeches, articles, presentations and press releases and also be prepared to deliver these when the occasion demands it.
2. The Town Clerk is required to advise on civic and ceremonial protocol relative to a Cathedral City to ensure that due dignity is accorded to the Mayor and the Council at all times, and to advise the Mayor in the performance of civic and Council duties.
3. The Town Clerk shall attend public and civic functions in an official capacity and shall, as agreed with the Mayor, entertain, or assist to entertain, visitors to and guests of the Council and organise official functions and events as directed by the Council.
4. The Town Clerk shall also deal with comments, questions and requests for information from members of the public and is expected to handle them promptly and courteously. The Town Clerk is required to ensure that the Council's obligations in relation to Freedom of Information legislation are properly discharged.
5. The Town Clerk is required to be available to be contacted by the emergency services at all times and, at their discretion, is required to attend and assist at any civil emergency situation.

H) OTHER

1. The Town Clerk will be expected to be the Council's Lead officer at meetings of the Council, its Committees and Sub-Committees or to make arrangements for appropriate representation.
2. The Town Clerk will be required to pursue a programme of continuous professional development, including achieving the status of Qualified Clerk within two years of taking up appointment if not already accredited, in order to manage efficiently the affairs of the Council. The Council will reimburse for one professional membership subscription, and this is recommended as the Society of Local Council Clerks. The Town Clerk, acting also as Responsible Financial Officer is required to maintain his professional membership of a relevant accounting body and maintain current knowledge of accountancy and taxation.
3. The position of Town Clerk is a senior and lead role requiring attendance at meetings and events on weekday evenings and weekends. The grade and salary reflects this commitment.
4. The Town Clerk is required to:
 - represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively;
 - work positively with elected Members and members of Staff at the Council in a supportive manner;
 - actively and positively contribute to the appraisal scheme applying to himself and to follow up agreed actions;
 - work at all times in accordance with the Health and Safety at Work Act 1974 and to follow all Council procedures and guidelines which assist this;
 - work at all times in accordance with the Council's Dignity and Diversity at Work Policy and the Code of Conduct and Organisation Standards Statement.
5. This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified above the Town Clerk will also be required to undertake any other duties commensurate with the status of the post or to ensure they are properly undertaken elsewhere in the organisation.

This job description may be subject to change, in consultation with the postholder, in response to new circumstances.

Signed by Post Holder

Signed:..... Date.....
