



WARE TOWN COUNCIL

APPOINTMENT OF CLERK TO THE COUNCIL



RECRUITMENT PACK

8 January 2019

INTRODUCTION

Thank you for responding to the Council's recent advertisement for this post.

We hope that you find this Recruitment Pack together with the job description and person specification enclosed of assistance in deciding to apply.

The information is arranged as follows:-

- role of a Clerk to the Council
- a background to the Council
 - History
 - Powers and functions
 - Council structure
 - staffing information
 - key challenges
- the job advertisement
- job description
- person specification
- key terms and conditions of employment
- the application and selection process.

If you would like to apply please complete the attached application form (CVs alone will not be acceptable) and submit it by email to townclerk@waretowncouncil.gov.uk by **5pm on Friday 25 January**.

This Recruitment Handout will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post or you would like an informal discussion on the role, please email or call **Jill Rowlinson** on **01920 460316**.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview please let us know.

Contact: Jill Rowlinson

Council Name and address:

Ware Town Council, The Priory, High Street, Ware. SG12 9AL

Tel: 01920 460316

Email: townclerk@waretowncouncil.gov.uk

ROLE OF THE CLERK TO THE COUNCIL

Why become a Clerk?

Becoming a Clerk to a Parish or Town Council is one of the most rewarding jobs in a local community - a competent Clerk underpins a good Council.

The role of Clerk is to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support and being a Clerk puts you in the centre of things.

Parish and Town Councils are part of Local Government in Hertfordshire together with Hertfordshire County Council and District/ Borough councils.

The County Council is responsible for strategic services such as highways, education, libraries, social services, strategic planning and refuse disposal.

District Councils are responsible for local services including housing, local planning and refuse collection.

The Parish and Town Councils in the County are often viewed as the part of government closest to the people.

They are the only local government tier that represents residents at Parish and Town level.

Importantly Parish and Town Councils can “precept” – raising a council tax each year to improve facilities and services for local people.

Their powers and duties cover many things that we take for granted in making for comfort and well being where we live and can include the provision and maintenance of allotments, burial grounds and public monuments, public clocks, halls, some street lighting, litter bins, car parks, public toilets, rights of way, roadside verges, bus shelters, swimming pools and village greens.

Parish Councils are consulted on and can comment on planning applications and can be represented at public inquiries. Similarly, they advise the County and District authorities on the views of residents, and especially priorities for local investment.

Most Council meetings are open to the public and are led by the Council’s Chairperson and advised by the Clerk to the Council who is there to see that business is conducted within the law.

What does the Clerk to the Council do?

The enclosed job description lists the duties in detail but the main duties of the job can be summarised as to:-

- ensure that the Council conducts its business lawfully
- administer all the Council's paperwork
- ensure that meeting papers are properly prepared and the public is aware of meeting times
- communicate the Council's decisions
- organise and manage the provision of the Council services
- organise and oversee the implementation of projects
- manage and lead the staff
- communicate and market the Council services and facilities
- keep property registers and other legal documents
- keep up to date by training/qualification.

The key duties and responsibilities to be undertaken are detailed in the job description included in the pack

Like everything else in life once you know how to do it then it's a very rewarding role. It is important to understand however that being a Clerk to a Parish or Town Council is a job not a spare time activity! The job is no different from large to small Councils. What is different however is the amount of time needed to deal with the volume of business as most Council meetings are held 'out of hours' so being a Clerk is not just a daytime activity.

Skills and attributes needed

Clerks usually pride themselves in having a good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people.

The key attributes required are detailed in the person specification included in the Recruitment Information Pack but underwriting these qualities is a sense of public duty - of wanting to help others in the community.

About Ware

The traditional market town of Ware is a thriving community flourishing amongst ancient and modern streets. It is one of the oldest continuously occupied settlements in Europe and is even mentioned in the Domesday Book. It is situated about 20 miles north of London, yet is a gateway to open wonderful countryside and some delightful English villages. One of Ware's main attractions is the beautiful River Lea which flows from

Luton right down into London, and Ware is the starting point of the Lea Valley Regional Park

Ware is less than an hour's drive from both London and Cambridge with London Stansted Airport only 30 minutes' away by car. Ware is only a few miles from both the M11 and M25 and sits alongside the A10, giving easy access both north and south, east and west.

Ware is very close to county town of Hertford and only a short distance from Harlow, Stevenage, Welwyn Garden City and Bishops Stortford. Ware enjoys good public transport links with a train service into London Liverpool Street and buses to Hertford, Harlow, Stevenage and Welwyn Garden City.

Background to the Council

Area: Approximately 1051 hectares

Population: Approximately 18,800

Electorate: 14,500

Offices: The Priory, High Street, Ware, Hertfordshire, SG12 9AL

Telephone: **01920 460316**

History

Ware Town Council was formed in 1974 as part of the Local Government reorganisation. It was preceded by Ware Urban District Council and, before that, the Ware Local Board of Health.

The Council has its offices in Grade I listed, Ware Priory. Originally a Franciscan friary, it was founded in 1338. After the dissolution of the monasteries by Henry VIII in the 1530s, the building has undergone many phases of construction and alteration during its life. Being in private ownership it was a hospital during the First World War but then in 1920 the owner Mrs Anne Elizabeth Croft, and daughter of Mr. Henry Page one of the most influential maltsters of Ware in the 18th century, gave the Priory, then valued at the huge sum of £10,000 to the town. Ware Town Council as Trustee of the Priory Charity is now the freeholder.

The seven acres of riverside grounds are open to the public and include gardens, a playground, a skate park, a basketball court and access to a bowling green and putting green. A heated open-air swimming pool is open during the summer months; it is one of the few remaining Lidos in the country. A bandstand on the Ware Priory Island is the site of regular summer concerts and of the annual 'Rock in the Priory', the final event in the Ware Festival programme.

In 1995 Ware Priory was one of the first venues in East Herts to be licensed for civil marriage ceremonies. This led to Ware Priory now being recognised as one of the most sought after wedding venues in the County.

In 2007, the Council opened Fletcher's Lea, a purpose built conference and community centre.

Powers and Functions

The powers and functions of the council are those prescribed for Parish Councils and governed by the Local Government Act 1972. In addition the Town Council is the trustee of the Priory Charity.

The principal functions and activities are:

- Management of the Cemetery
- Management of two Allotment Sites
- Maintenance of the War Memorial, Church Clock, closed Churchyards at St. Mary's Church the Common Wharf and Tudor Square.
- Provision of litter bins and public seats.
- Organisation of Ware Festival and other events throughout the year..
- Support and encouragement of Town Twinning with Wülfrath, Germany and Cormeilles-en-Parisis, France;

and in its capacity as the Trustee of the Priory Charity, ownership and management of

- The Priory
- The Priory Grounds (of which most is scheduled ancient monument)
- Fletcher's Lea,
- Children's Play Area
- Skate Park,
- Lido (heated open air swimming pool)
- Public Conveniences

The Town Council is the first tier of Local Government and represents views and opinions of the people of Ware on a whole host of issues and matters of local interest.

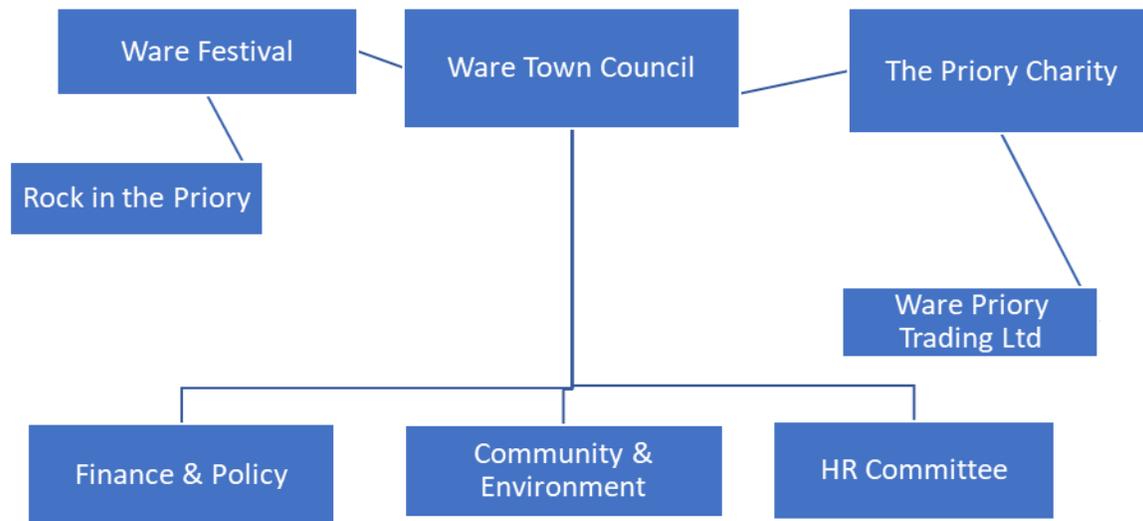
The Town Council raises a precept through East Herts District Council for the amount of money required for Town Council purposes in each financial year. For the year ended 31 March 2019, the Council's budget is £1,092,121, with a precept of £604,140.

The Town Council has 11 elected members from whom the Town Mayor is elected annually. There are four wards, Chadwell, Christchurch, St Mary's and Trinity. Elections are due to take place in May this year.

Council Structure

Ware Town Council has recently agreed a new committee structure to streamline the work of the Council.

The new structure is set out below:



The Council now has 3 standing committees. Their remit is as follows:

Finance & Policy Committee

1. To consider all matters relating to the income and expenditure of the Council including charges and recommendations made by other committees and the best use of the Council's resources.
2. To consider annual estimates of income and expenditure and recommend to the Council the amount of precept to be levied by the Town Council.
3. To review financial reports showing income and expenditure against budget and bank balances held at least quarterly.
4. To review the draft Annual Governance Statement and Annual Return prior to submission to Council.
5. To review annually the scale of charges for Council services prior to consideration of the annual budget.
6. To consider and review all policies for approval by the Council which do not come into the remit of another committee.
7. To consider large scale grants

Community and Environment Committee

1. To organize and encourage events to increase the vibrancy and community spirit of the town.
2. To promote community and other initiatives to improve the economic wellbeing of the town.
3. To encourage the provision of facilities for young people.
4. To consider matters relating to health and wellbeing in the town.
5. To consider grant applications from local organisations.
6. To consider and comment on environmental matters affecting the town.
7. To consider and comment on highway matters affecting the town.
8. To oversee street furniture in the town owned by the town council.
9. To consider all matters relating to the Council as a burial authority.
10. To consider all matters relating to the Council's allotments.

Human Resources Committee

1. To review personnel policies recommended by the Town Clerk and recommend such policies to the Council for adoption.
2. Periodically to review remuneration policy and make recommendations to Council.
3. Note that the remit of the HR Committee will not include the appointment of replacement staff which is delegated to the Town Clerk. The appointment of the Town Clerk will be made by the Council or a separate panel set up for that specific purpose by the Council.
4. To carry out the Town Clerk's appraisal (to be carried out by the Chair of the Committee).
5. To consider the Town Clerk's annual increment.
6. To carry out grievance and disciplinary hearings following investigation if required.
7. To make members available to members of staff who do not wish to raise an issue with the Town Clerk.

Membership

- The Finance & Policy and Community Environment committees should have a minimum of 5 members and a suggested, but not mandatory, maximum of 7 members.
- Membership of the HR Committee will be 4 members as follows – The Mayor, the Chair of the Finance & Policy Committee, the Chair of the Community & Environment Committee and the Leader of the Minority Group. If there is no official minority group, then the fourth member will be nominated by the Full Council at the first Council meeting in each year. Councillors will not be eligible to serve on the HR committee if they have a related party interest or pecuniary interest.

- Membership of the new committees will be decided at the next Council meeting on 21 January 2019.

Planning applications

Town and Parish Councils do not have a statutory obligation to respond to planning applications. The Planning Committee has been discontinued and planning applications will be dealt with as follows:

- A weekly list of all applications validated by East Herts Council for each of the Ware Wards will be circulated to Town Councillors.
- The Town Council will not comment on householder applications unless specifically requested by the Ward Councillor, who will be invited to make comments to East Herts Council via their website.
- Any Ward Councillor is free to comment even if the application is not in their ward just as any member of the public can. However, it must be clear that this is an individual comment and not the view of the Town Council.
- For larger applications, ie developments of more than one new dwelling or for new retail or employment developments, an additional Council meeting will be convened so that the Town Council can comment.
- Members of the public wishing to comment on planning applications will be encouraged to comment via the East Herts Council website and to contact their East Herts Councillor.
- Councillors will be encouraged to remind their ward residents to make comments via the East Herts Council website

Number of Meetings

The number of meetings each year has been reduced so that councillors have more time to devote to planning and preparation for the meetings they attend. A new calendar of meetings is set out below for your information.

Ware Town Council Calendar of Meetings 2019/20

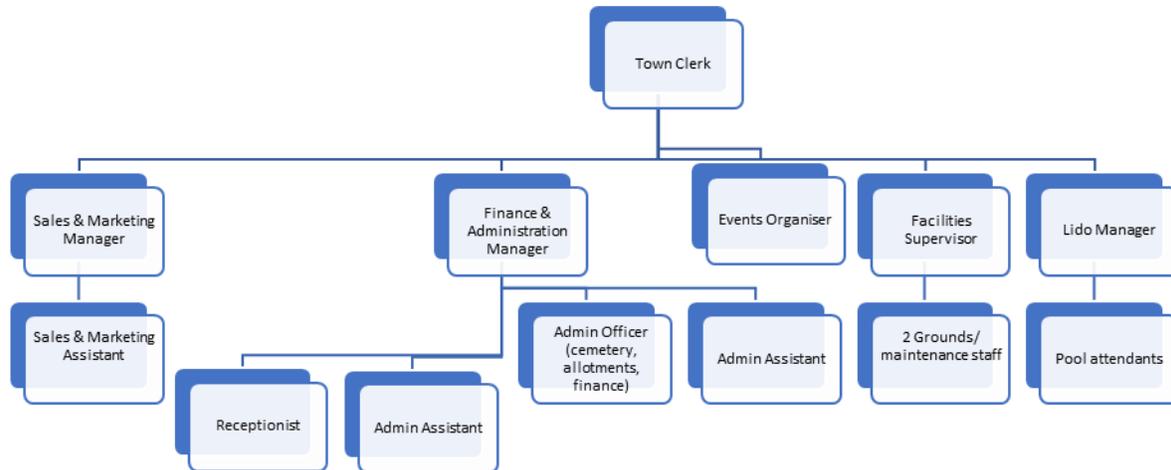
January		
Monday	7	
	14	
	21	Council
	28	Finance & Policy plus additional Council if required.
Feb	4	
	11	
	18	Community & Environment
	25	
March	4	Council PLUS Priory Charity
	11	
	18	Annual Town Meeting – before “purdah”

	25	
April	1	
	8	
	15	
	22	Bank Holiday
	29	Finance & Policy
May	6	Bank Holiday
	13	Annual Council meeting – must be held before 21 May as election year.
	20	Community & Environment
	27	Bank Holiday
June	3	
	10	Finance & Policy – to consider draft AGAR
	17	
	24	Council – to approve AGAR by 30 June PLUS Priory Charity
July	1	
	8	
	15	Community & Environment
	22	Finance & Policy
	29	
Aug	5	
	12	
	19	
	26	Bank Holiday
Sep	2	
	9	Community & Environment
	16	Council PLUS Priory Charity
	23	
	30	Human Resources
Oct	7	
	14	
	21	Finance & Policy
	28	Council
Nov	4	
	11	
	18	Community & Environment
	25	Finance & Policy – for budget only
Dec	2	
	9	
	16	Council to approve budget and precept PLUS Priory Charity to approve final accounts
	23	

Please note, additional meetings may be scheduled during the year.

Staffing

The Town Council has 13 full time staff plus around 30 seasonal pool attendants in Summer. The staffing structure is shown below.



Key Challenges

Neighbourhood Plan

Some years ago, the Ware Neighbourhood Plan Steering Group started work on a neighbourhood plan. This was put on hold because, as part of the emerging District Plan, there was a proposed strategic growth area to the north and east of Ware, just outside the Town Council borders. The East Herts District Plan has now been approved with the Strategic Growth Area, which will include at least 1,000 new homes. This area will be dealt with through a Masterplanning process. Ware Town Council will expect to take full part in this. A newly constituted Neighbourhood Plan Forum has been established. The area designation for a Neighbourhood Plan has been agreed as the town of Ware excluding the Strategic Growth Area and so work on the Neighbourhood Plan can now restart.

Elections

Town Council elections will take place on 2 May 2019. Ware Town Council usually has contested elections with the major political parties all fielding candidates. There are currently three vacancies on the Council and others have indicated that they will be standing down this year, so it is likely that there will be a high proportion of new councillors after the elections. This will be an opportunity for a new Town Clerk to work with councillors to develop a strategy and priorities for the coming four years.

MUGA and outdoor gym

The Town Council, as Trustee of the Priory Charity has just gone out to tender for the provision of a Multi-Use Games Area and outdoor gym on the remaining tennis court in the Priory Grounds. Depending on appointment date, this may be under construction when the new Town Clerk joins us.

Fletcher's Lea First Floor

The Trustee of the Priory Charity had planning permission to develop the first floor of Fletcher's Lea with the provision of fire escapes, staircase and lift. Following a change in policy, this was not progressed. We are currently in discussion with the architect about reviving this project.

Launchpad

The Priory has several office suites available for lease. Working in partnership with East Herts Council, we are looking at the possibility of developing one of these into a hotdesking facility for small businesses.

WARE TOWN COUNCIL

APPOINTMENT OF TOWN CLERK

**Salary within grade LC4
(currently £53,131 - £59,901 p.a.)
(from 1 April 2019 - SCP 50 - 54 - £54,194 - £61,099 p.a.)**

Full-time (37 hours per week)

Ware Town Council is a forward-thinking Council at the centre of a thriving local community, which is set to grow considerably over the next 20 years. The Council has just introduced significant changes to improve its governance and effectiveness. We are now seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances. This is a demanding job and you will need vision, a high level of motivation, excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management.

The post is full-time (37 hours per week) and some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this full-time post which involves evening and weekend attendance.

Please visit our website www.waretowncouncil.gov.uk to download a recruitment pack and an application form.

For an informal discussion feel free to contact our current Town Clerk, Jill Rowlinson on 01920 460316

**Closing date for applications: 5pm Friday 25 January
Interviews week commencing date 4 February**

Ware Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

WARE TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Clerk to the Council and Responsible Financial Officer
Responsible to:	Full Council
Responsible for:	All Council staff, property and financial resources
Employment Status:	Full-time (37 hours per week) including some evening work
Salary scale:	LC4 – currently £53,131 to £59,901 Increasing to £54,194 to £61,099 from 1 April 2019 Plus essential car user allowance

Job Purpose

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To manage the Council's employees effectively and to be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council and Priory Charity services, buildings, land and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
6. To act as Clerk to the Priory Charity and to manage the resources and activities of the Priory Charity and its trading subsidiary, Ware Priory Trading Ltd.
7. To carry out the Company Secretarial requirement for Ware Priory Trading Ltd.

Key Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.

3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
5. To ensure that all meetings of the Council, the Priory Charity, Ware Priory Trading Ltd and all meetings of any Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
8. To provide general advice as appropriate and support the Responsible Financial Officer on the budget preparation process, the presentation of budget estimates and precept proposals to Committees and the Council and ensure that all Management Reports are reported to the Council and the statutory External Audit requirements are completed each year.
9. To monitor the work of the Responsible Financial Officer and ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
10. To prepare and publish the Council's Annual Report.
11. To liaise with the Priory Charity's auditor to manage the production of the Financial Statements and Trustee Report for the Priory Charity, the Directors Report and Financial Statements of Ware Priory Trading Ltd and all necessary statutory returns.
12. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
13. To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
14. To arrange and/or undertake staff annual performance appraisals or reviews and deal with any redundancy, disciplinary, capability or grievance issues in accordance with the Council's policies and procedures.

15. To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
16. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
17. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
18. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
19. To act as the official representative of the Council at meetings of other relevant organisations as required.
20. To issue notices and prepare agendas and minutes for the Annual Town Meeting, attend the Annual Town Meeting and implement any decisions made.
21. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.
22. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
23. To develop effective liaison and an effective working partnership with other relevant District and County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
24. To work to improve, develop and up-date the Council's website.
25. To lead the development and publication of the Parish Plan and produce a rolling business plan in liaison with the Responsible Financial Officer.
26. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly.
27. To take appropriate action to ensure that all Council elections are arranged and held successfully.
28. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
29. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.

30. To make appropriate arrangements for civic functions and occasions and attend the Council on any ceremonial occasions.

General Duties

1. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
2. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.
3. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
4. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.
5. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.
6. Although not a Town Council function, the Town Clerk of Ware is also a Trustee of a local grant-giving charity, the Ware (Skillman) Charity and this usually involves attending around 4 short meetings per year.

**WARE TOWN COUNCIL
CLERK TO THE COUNCIL
PERSON SPECIFICATION**

Essential	Desirable
<p>Attainments</p> <ul style="list-style-type: none"> • Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement. • Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills. • Evidence of policy and strategy advice and development. • Relevant organisational and administrative experience in a structured environment. • Leadership and staff management experience. • Proven experience of formal Committee work, agenda preparation and minute taking. • Experience of budget setting, monitoring processes, controls and financial management reports. • Successful implementation of equality and performance management systems. • Project management experience. 	<ul style="list-style-type: none"> • Educated to degree or HND level. • ACIS qualified. • Previous experience of working for local authority or similar body. • Experience of dealing with the public and working on own initiative. • Experience of property management. • Experience of cemetery management. • Experience of the weddings and conference business.
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of local government responsibilities, system and procedures. • Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures. • Knowledge of employment and health and safety law and data protection. • Knowledge of relevant accounting procedures. 	<ul style="list-style-type: none"> • Knowledge of local area. • Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community. • Knowledge of charity law. • Knowledge of company law.
<p>Qualities and Attitudes</p> <ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision. • Flexible, pro-active and "hands on" approach to tasks. • Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment. • Trustworthy with confidential information. • Ability to demonstrate tact and diplomacy. • Community focussed. • Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public. 	<ul style="list-style-type: none"> • Proven ability and enthusiasm to adapt to change. • Enthusiastic with innovative qualities. • Business perspective and acumen. • Sensitivity to working in a political environment.

<ul style="list-style-type: none"> • Commitment to the delivery of quality service. • Proven ability to work as part of a team. 	
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to communicate effectively with others at all levels both internally and externally. • Excellent written and oral communication and presentational skills. • High interpersonal skills with ability to form and maintain sound working relationships with others. • Strategic level organisational and administrative skills. • Formal agenda preparation and minute taking skills. • Ability to produce understandable and concise written reports on complex topics. • Ability to develop, implement and monitor effective systems and procedures. • Ability to organise and prioritise own and others work. • Management skills with ability to monitor performance of others to achieve targets and meet deadlines. • Be able to show ability to work in a logical manner and to strict deadlines. • IT literate (Level 3 IT qualification or equivalent) with sound working knowledge of MS Office, Excel and Windows packages. 	<ul style="list-style-type: none"> • Articulate speaker in public.
<p>Special Conditions</p> <ul style="list-style-type: none"> • Willingness to work and/or attend Committees and other meetings and functions in evenings. • Prepared to work varied hours to meet the needs of the post. • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job. 	<ul style="list-style-type: none"> • Car driver/owner.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

General	The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.
Salary	If CILCA qualified, salary is in the range of LC4 x range (currently £53,131 to £59,901 – increasing to SCP 50 to 54 - £54,194 to £61,099 from 1 April 2019) . If not CILCA qualified the salary will start at £51,832 increasing to £54,194 on obtaining the full qualification.
Working Week	The normal full-time working week is 37 hours per week plus negotiated study/training time as appropriate.
Days and Hours of Work	Days of work are Monday to Friday and the office hours are 8.45 am to 5.15 pm Monday to Thursday and 8.45 am to 4.45 pm on Fridays but the hours of work will be flexible by agreement to include attendance at evening or weekend meetings and functions for which time off in lieu is granted.
Annual Leave	20 working days (25 working days after 5 year's continuous local government service) plus 2 discretionary days and bank and public holidays.
Pension	You may join become a member of the Local Government Pension Scheme if this is appropriate, which operates a contributory pension scheme and which the successful applicant is entitled to join. The rate of contribution for the LGPS is based on full time pensionable pay within the range 5.5% to 6.8%.
Probation	6 month probationary period.
Pay Method	Salary is paid on the 15 th day of the month, directly by credit transfer to a bank or building society.

Salary Review	The salary is subject to any revisions agreed nationally between NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.
Work Location	The Priory, High Street, Ware SG12 9AL but attendance at other locations is required when necessary.
Expenses	Reasonable subsistence for conference attendance in accordance with the Council's policy. Car mileage allowance payable in accordance with the casual user provisions in the Council's policy.
Other Terms	All staff are required to operate within the Council's code of practice on confidentiality. A no smoking policy is in operation in the Council's buildings and vehicles.
Notice Period	After completion of the probationary period, 3 months on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Council in writing, after completion of any probationary service, period is three months.

APPLICATION AND SELECTION PROCESS

Recruitment Schedule

The proposed recruitment timetable is as follows:-

- ❖ Advert insertion - **Tuesday 8 January**
- ❖ Advert closing date - **5pm on Friday 25 January**
- ❖ Short listing - **Monday 28 January**
- ❖ Selection Panel interviews - **Week commencing 4 February**

You will be advised of any material change to this timetable as appropriate.

Application Procedure

You should complete the enclosed Application Form in full and not disregard any section. CV s are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short listing process.

Please note you will be required to show documentary proof of any qualifications you may claim to hold if you are offered an appointment.

When completed your application form should be emailed to townclerk@waretowncouncil.gov.uk

by **4pm on Friday 25 January**.

Please head your email "**Confidential - Application for the post of Town Clerk**".

Selection Process

It is expected that interviews for short listed candidates will be held by the Council's **Selection Panel** on **Monday 4 February** at the **Town Council's office at The Priory**.

The interviews will be structured to assess your competence and suitability for the post and may therefore include tests of relevant capabilities which will be explained to you if invited to attend for interview.

Please note the above date and confirm your availability to attend for interview on that date if short listed when completing your application form. It is expected that you will be advised during week commencing 28 January if selected for interview.

References

If you are shortlisted references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

Proof of Eligibility to Reside and Work in UK

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

DBS Check

The Council **does** require a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Equality Positive Action (where applicable)

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:-

- the candidate has a protected characteristic that is underrepresented in the workforce;
- people with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

Further Information

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Pack or any aspect of the appointment or the recruitment process please do not hesitate to contact the Council as set out in the Introduction earlier in the Pack.

This Recruitment Pack has been prepared on behalf of and agreed with Ware Town Council but does not form part of any future contract of employment.