



SANDY

Town Council

APPOINTMENT OF DEPUTY TOWN CLERK



RECRUITMENT INFORMATION PACK

JULY 2022

INTRODUCTION

Thank you for responding to the Town Council's recent advertisement for this post. We trust that you will find this Recruitment Information Pack, together with the Job Advert, Job Description and Person Specification enclosed, of assistance in deciding to apply.

The information is arranged as follows:

1. About Sandy
2. Key Areas of Council Responsibility
3. Council Structure
4. Job Advertisement
- 5 Job Description
6. Person Specification
- 7 Key Terms and Conditions of Employment
8. Application and Selection Process.
9. Application Form

If you would like to apply, please complete the attached application form (CVs alone will not be acceptable) and submit it by email or print and post to arrive by 12 noon on Wednesday 24th August 2022 to the email / postal address at the bottom of this page.

This Recruitment Information Pack 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 contact Nicola Sewell via the details below.

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 the interview, please let us know.

Contact: Nicola Sewell, Town Clerk
10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE
Email: clerk@sandytowncouncil.gov.uk
Telephone: 01767 681491



ABOUT SANDY

Sandy has a very long history dating back to pre-Roman times. This history plays an important part in the culture of the town and local community. There has always been a Parish Council and subsequently an Urban District Council in the town. Sandy Town Council came into being on 1st April 1974 under the 1972 Local Government Act. The Council comprises 15 elected members over four wards. The Town Mayor and Deputy Town Mayor (who act as Chairman and Vice Chairman of Council) are elected from the membership of the Council. Other Councillors will chair and vice chair the other Committees.

The Council is responsible for a variety of services including a number of parks and recreation grounds, cemetery, closed churchyard, public conveniences and car park.

The Council Offices are located at 10 Cambridge Road in the former fire station, which dates back to 1883. This building houses the administration team, Council information point and Council Chamber. The Roman Story exhibition is also part of this building.

Some key areas of Sandy Town Council's responsibilities are summarised below;

Allotments

The Council does not currently have allotment land, but is in discussion with the unitary authority to take on a small site in Beeston to create some allotments alongside a community orchard. Further allotment land will need to be continued to be sourced.

Beeston Green

The Town Council is the Lord of the Manor of Beeston Village Green, which is a very important area of registered Common Land. There are a number of management issues relating to the Green which the Deputy Clerk will help progress.

Cemetery

The Council owns and maintains the local cemetery and is currently undergoing a project to extend the site. Working with Councillors on the completion of the extension over the next year will be one of the key priorities for the team. St Swithun's Church also has burials but is now closed to further interments. As a closed churchyard, the Council is responsible for the ongoing maintenance.

Depot and Yard

The Council has recently completed the building of a new work depot and yard at its Stratford Road cemetery site. The Council's outdoor team operate from this site.

Jenkins Pavilion

The Council owns this sports centre site with the operation of its services are under contract to Stevenage Sports and Leisure. A project is underway to extend the pavilion in partnership with the Unitary Authority. Supporting the Town Clerk to guide the Council through this project will be part of the Deputy Clerk's role in the coming two years.

Local Nature Reserve

The Council owns "the Riddy" Local Nature Reserve which borders the River Ivel and is especially important for water voles.

Pinnacle Open Space

This area of wooded open space dominates the skyline of Sandy and is our highest point in the Town. From here you can see across the town and also as far as Dunstable Downs. This land is leased from the Pym family but maintained by the Town Council.

Public Conveniences

The Council owns and is responsible for two public conveniences. One is in Bedford Road Recreation Ground, the other in the Town Centre car park. These are open every day for public use.

Recreation Grounds

The Council has three large grounds comprising 27 acres in Bedford Road, Fallowfield and Sunderland Road. In addition, there are a number of smaller sites in the Parish which are owned and maintained by the Council. In total the Council maintains four recreation grounds and five play areas. The Sunderland Road ground is used for organised cricket and football whilst Bedford Road accommodates football.

Sandy Town Centre

The Council maintains seats, shelters and bins within the town centre, but the area itself is the responsibility of Central Bedfordshire Council. Sandy Town Council does own the main car park just off the market square. The Council undertakes yearly planting schemes within the town centre, which are well received by residents.

Events

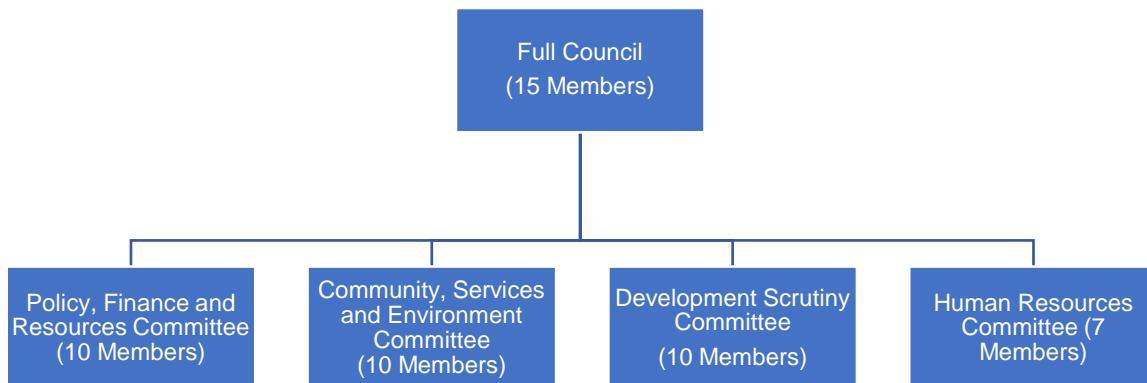
The Council is involved in a number of civic events which are run by the Mayor with the support of the Town Clerk and an administrative officer. The Council is also heavily involved in the Remembrance Day Parade and Christmas lights switch on. The Council also organises a number of its own events, including a quarterly market, and larger celebrations such as the recent Platinum Jubilee Picnic in the Park event in the grounds of Sandye Place.

Staffing

The Council currently employs 3 administrative staff, plus the Clerk. Our Outdoor Team has 4 staff and we also have 2 part-time cleaners/caretakers.

More information can be found on the Councils website www.sandytowncouncil.gov.uk

COUNCIL STRUCTURE



The Council also has the following Working Groups that meet as required, and can include members of the public;

- Beeston Green & Allotments Working Group
- Cemetery Working Group
- Events Working Group
- Environmental Working Group
- Jenkins Pavilion Development Working Group
- Neighbourhood Plan Steering Group
- Skatepark Working Group
- Riddy & Pinnacle Working Group.





Recruitment of Deputy Clerk

Salary Scale: LC2 – SCP Range: 24-28 (29,174 -£32,798) inclusive

(Depending on experience and qualifications)

Plus – Local Government Pension Scheme and Free Parking.

Sandy Town Council is seeking to appoint an innovative, forward thinking and proactive Deputy Clerk to support the Town Clerk and elected Councillors in achieving their aims and aspirations for the Council. The Deputy Clerk will undertake a key role, alongside the Town Clerk, in ensuring that the instructions of the Council are carried out, as well as manage certain delegated services and responsibilities.

The Deputy Clerk will also be expected to support the Town Clerk in facilitating the implementation of the Council's stand-alone priorities and objectives.

Applicants must be able to demonstrate that they have relevant experience – a track record of achievement and innovation, commitment to public service, be motivated, community focused, and possess sound, communication, and organisational skills.

Candidates should ideally, but not essentially, have a knowledge of local government. A Certificate in Local Council Administration (CiLCA) qualification would be ideal but not a necessity. Of more importance is experience in a similar, public facing role. Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted.

Sandy Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

For an informal discussion and to access the Recruitment Pack then please contact the Town Clerk, Nicola Sewell on 01767 681 491 or at clerk@sandytowncouncil.gov.uk

Please note that all arrangements are subject to change due to Covid compliance guidelines.

- The closing date for the receipt of applications is 12 Noon on Monday 12th September 2022.
- Formal interviews will take place w/c 19th September 2022.

Job Description

Deputy Clerk

Reports to: Sandy Town Council

Job Grade: SCP LC2 Range: 24-28 (29,174 -£32,798)
Contracted Hours: 37 hours per week – plus attendance at evening meetings
Contracted Days: Monday to Friday inclusive
Responsible To: Town Clerk
Based At: 10 Cambridge Road, Sandy, SG19 1JE
Car User: Casual User Only
Job Description Date: 13th July 2022
Annual Leave: 22 days, plus 3 additional days after 5 years LG service, plus 8 days Public Holidays, plus 4 additional days
Politically Restricted Post? Yes – Due to seniority and role
Enhanced CRB Check? No

Purpose of the role:

- To support the Town Clerk in their duties to ensure the smooth running of the Town Council.
- The post holder will cover for the Town Clerk for periods of absence and must have the experience and confidence to deputise in this way.
- Take minutes and all Clerical duties in respect of the Community, Services and Environment Committee.

Responsibilities:

Democratic Services

- Compiling, publishing and distributing Agendas and Minutes
- Co-option and election administration
- Recording and managing resolutions master list
- Meeting set up and preparation
- Administrative Support for Working Groups and Sub Committees.

Cemetery Management

- Work alongside the Outdoor Team Leader and Admin Team Lead to ensure the cemetery is maintained in a safe manner including monitoring risks to ensure the cemetery contractors comply with contracts and all statutory paperwork is completed.
- To provide project support to the Town Clerk with the Cemetery Extension project, including general administration, research, legal and financial reporting, organising meetings between stakeholders and supporting community engagement.

Allotment Project

- To provide support to the Town Clerk in acquiring suitable land to be used for allotments; including land registry searches and engaging with CBC planning.

Allotment Management (once lease is acquired)

- Work alongside the Outdoor Team Leader and Admin Team Lead to ensure all leases and policies are in place and up to date.
- Ensuring the allotments are managed in accordance with policies and within the prescribed guidance set out by the National Allotment Society.
- Collection of allotment fees

- Ensure allotments are maintained to a suitable standard and undertake regular inspections to assess this, along with a member of CS&E.
- Dealing with all allotment enquiries
- Maintain records of allotment holders and waiting lists in accordance with GDPR.

Open Spaces and Amenities Management

- Work alongside the Outdoor Team Leader and Caretaker to ensure all Open Spaces and Council Amenities are kept within expected standards
- Provide administrative support for the Outdoor Team Leader to produce quarterly reports on play equipment, recreation grounds and public conveniences.
- Monitoring, review and renewal of contracts and leases.
- Report matters relating to building maintenance, safety, security to the Town Clerk as appropriate.

Council Events

- Attend and support Council events such as the Christmas Lights switch-on, Community Markets and Remembrance Parade as required.

General

- Support the Town Clerk with research and recommendations on how to reduce the Council's carbon footprint
- Support the Town Clerk with Policy/procedure review and implementation
- Attend key stakeholder meetings and report to the Town Clerk/RFO/Full Council/Committees on issues raised.
- Researching, identifying and applying for Grants and Funding to support Council projects
- Recruitment Administration support
- Action Health and Safety Recommendations.
- Responsible for maintaining the Town Council's records such as but not limited to, minutes, archive folders, leases and contracts.
- To participate in staff training.
- To undertake other duties of a similar level and responsibility as may be required from time to time.

Technical Knowledge:

- Certificate in Local Council Administration, or agreement to obtain within one year of appointment
- Local authority legislation
- Council Standing Orders
- Health & Safety, Burials and Planning legislation
- Risk Assessments
- Project management
- IT (Word, Excel, Powerpoint)

Business Skills:

- Leadership
- Decision making
- Resource Management
- Setting direction
- Communicating and influencing
- Innovation and change

- Commercial acumen
- Managing relationships.

SANDY TOWN COUNCIL

Deputy Clerk Personal Specification

Experience	<ul style="list-style-type: none"> • Knowledge of town (or other) councils, including a thorough understanding of the committee system and civic role • Relevant management experience • Providing advice and guidance on policy and strategic objectives • Financial and budget experience • Health and safety and risk management policies and practice
Qualifications	<ul style="list-style-type: none"> • High standard of general education • The Certificate in Local Council Administration (or willingness to achieve it within 12 months, support will be given to achieve this).
Knowledge	<ul style="list-style-type: none"> • Understanding of financial resources • Understanding of facilities and council assets • Understanding of local government issues • Sound knowledge of administrative procedures • Understanding of strategic and corporate management principles • Understanding of project management requirements and processes
Skills	<ul style="list-style-type: none"> • Demonstrate a good command of the English language • Summarise and record debate accurately and concisely • Be able to prepare and present reports and information to others in a clear and concise and understandable manner • Ability to speak clearly and effectively • Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals • Ability to influence and motivate people • Sound judgement, including political acumen • Ability to monitor performance • Project management skills
Organisation	<ul style="list-style-type: none"> • Set and achieve deadlines and prioritise workloads • Exercise judgement confidently • Plan and work efficiently under pressure
Investigation	<ul style="list-style-type: none"> • Undertake research effectively • Assimilate information clearly and quickly • Act with initiative and imagination when circumstances demand • Initiate debates on policy matters if required to do so
Representation	<ul style="list-style-type: none"> • Represent the Council when appropriate in many and various ways, including legal, liaison and socially • Deal diplomatically, confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies • Politically impartial, operate with consistency and integrity
Personal Qualities	<ul style="list-style-type: none"> • Proactive and assertive, adaptable, and able to respond to changing demands/circumstances • Personal presence, commensurate with the role • Innovative, self-motivated, and self-reliant • Sensitive to others • Diplomatic • Ability to build relationships • Committed to equal opportunities • Meet new challenges imaginatively

	<ul style="list-style-type: none"> • Be willing to work some unsocial hours (evening meetings, w/e events etc) • Possession of a valid driving licence and the ability to use own vehicle in connection with the employment • Willingness to travel and attend conferences, external events, meetings and training events etc. • Professional commitment to public service delivery and outcomes for residents
Team Member	<ul style="list-style-type: none"> • Work effectively in a team environment • Encourage a team effort capable of contributing to the aims and objectives of the Council • Establish and maintain a good working relationship with colleagues
Communication and Local Government Law and Procedures	<ul style="list-style-type: none"> • The ability to monitor and guide the Council through risks (incl Health & Safety) • A working knowledge of current IT and computer systems (such as Microsoft Word, Access, Excel etc) • Some experienced in the application of best value principles • Be able to research and advise the Mayor and Council on matters of protocol and etiquette relating to civic and other ceremonial occasions. • Some experience of Public Relations activities (both external and internal) and the ability to prepare and issue effectively press releases

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

The salary is in the range of Salary Scale: LC2 Substantive – SCP Range: 24-28 (29,174 - £32,798)

Working Week

The normal full-time working week is 37 hours per week plus negotiated study/training time as appropriate.

Days of work are Monday to Friday and the office hours are 9.00 am to 5.00pm (30 min lunch between 1.00pm and 2.00pm) and 9.00am to 4.30pm on Fridays (30 min lunch between 1.00pm and 2.00pm).

In addition, attendance at evening or occasional weekend meetings and functions for which time off in lieu is granted will be required.

Annual Leave

22 working days (25 working days after 5 years continuous local government service) plus 8 days bank and public holidays and four additional days leave granted by the Council.

Pension

You will automatically be enrolled as a member of the Local Government Pension Scheme unless you choose to opt out. The rate of contribution for the LGPS, based on full time pensionable pay is 6.8%.

Probation

6-month probationary period.

Pay Method

Salary is paid on the 15th 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 by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.

Work Location

Sandy Town Council Offices, 10 Cambridge Road, Sandy, SG19 1JE with attendance at other locations as required and when necessary.

Expenses

Car mileage allowance is 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 policies and procedures set out in the Employee Handbook.

A no smoking policy is in operation in the Council's buildings and vehicles.

Notice Period

After completion of the probationary period, 1 month 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 – any changes will be advised as required.

Closing Date for the Receipt of Applications:	12 th Sept 2022 before 12 noon
Formal Interview:	w/c 19th Sept2022
Appointment:	23rd Sept 2022
Start Date:	TBA/TBC

Covid Management

All precautions will be taken in accordance with all issued Government guidance in place at the time to ensure that all aspects of the recruitment process, and face to face interviews in particular, are carried out safely for all parties concerned. The Sandy Town Council offices are equipped and being managed with all preventative and social distancing facilities required to maintain a safe environment.

Should you have any queries regarding this aspect of the process should you be invited to interview, then please contact the Town Clerk Nicola Sewell via one of the contact options shown below.

Application Procedure

You should complete the Town Council's Application Form in full and not disregard any section. CVs 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 Advert, 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 qualifications claimed, at interview.

Completed application forms should be headed "Confidential - Application for the Post of Town Clerk" and received before 12 noon Monday 12th September 2022 via email to:

clerk@sandytowncouncil.gov.uk or via post to:

Town Clerk
Sandy Town Council
10 Cambridge Road,
Sandy
SG19 1JE

Selection Process

The formal interviews will be undertaken by the Council's Interview Panel on w/c 19th September 2022. It is planned to hold these interviews face to face but may be necessary to switch to use of a video meeting subject to COVID restrictions and guidance.

The interviews will be structured to assess your competence and suitability for the post.

It will include:

1. A 10-minute presentation on a subject you will be notified about and a formal interview of relevant questions by the panel lasting approximately 50 minutes.

Please note the above dates and confirm your availability to attend if short listed when completing your application form. It is expected that you will be advised by Friday 16th September 2022 if you have been selected for interview.

Appointment and Commencement

It is anticipated that the successful candidate will be notified on or around 23rd September 2022, with a commencement date subject to contracts, period notices and so on.

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 post.

Proof of Eligibility to Reside and Work in the UK

In accordance with its 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.