

**PERSONNEL COMMITTEE**

You are hereby summoned to attend the meeting of Haverhill Town Council Personnel Committee to be held in The Studio, Haverhill Arts Centre, High Street, Haverhill, on Tuesday 15<sup>th</sup> June 2010 commencing at 7.00 p.m., for the purpose of transacting the following business



**HAVERHILL**  
TOWN COUNCIL

**CONSTITUTION: Town Councillors: L Burgess, M Byrne, P French,  
Mrs Mary Martin and K Richardson**

**AGENDA**

1. **Election of Chair of Committee**  
To elect a Chair of Committee.
2. **Election of Vice-Chair of Committee**  
To elect a Vice-Chair of Committee.
3. **Apologies for Absence**  
Please give apologies for absence to the Office by 9.00 a.m. of day of meeting.
4. **Declaration of Interests**  
For Members to declare any interests in items on the agenda.
5. **Minutes of Previous Meetings**  
To agree the minutes of the meetings held 4<sup>th</sup> May 2010.
6. **Matters Arising**  
To note actions taken as a result of, and any matters arising from the minutes of the meetings held 4<sup>th</sup> May 2010.
7. **Issues Raised by Staff**  
To consider responses to any issues raised by staff
8. **Review of Town Clerk Appraisal (attached)**  
To note the outcome of the review.
9. **Draft Job Description, Person Specification, Advertisement, and Interview Schedule for Recruitment of Town Clerk (attached)**  
To review and agree the drafts
10. **Closure**

  
**Gordon Mussett**  
Town Clerk

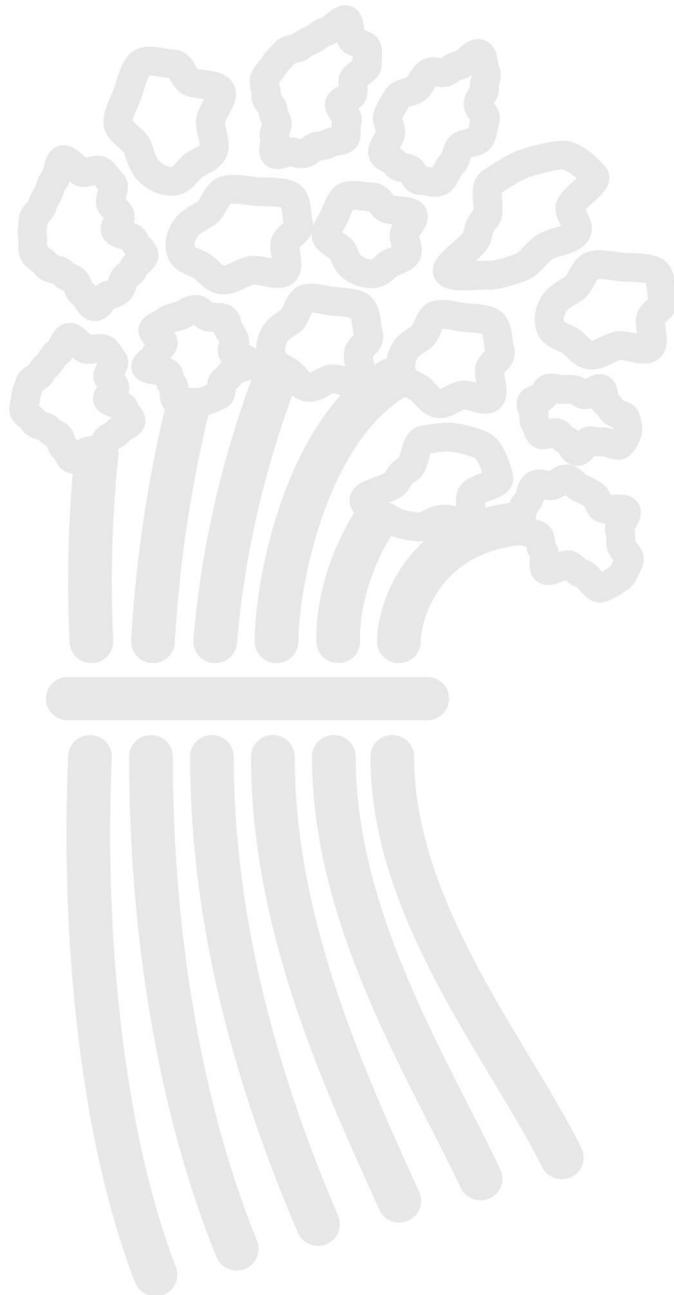
8<sup>th</sup> June 2010

## **For Information**

### **Town Clerk's Annual Appraisal**

As agreed by Personnel Committee I conducted the annual appraisal of the Town Clerk. The outcome was that the Town Clerk had satisfied the criteria to progress to the next increment on his scale. However the Town Clerk has asked that, in view of the facts that he was only recently regarded, and that other staff are unlikely to receive a "cost of living" award this year, the progression to the next increment be waived for 2010/11.

**Elaine McManus**  
**Town Mayor**



## **HAVERHILL TOWN COUNCIL**

### **TOWN CLERK**

#### **JOB DESCRIPTION**

- Carry out all the statutory functions of a local council Proper Officer
- To be the designated Responsible Finance Officer for the Council
- Ensure that the instructions of the Council are carried out
- Advise Council on, and assist in, the formulation of policies
- Effective management of Council resources and staff
- Effective administration of the Council's finances
- To be the designated Health and Safety Officer
- To undertake the duties of Clerk to the Town Hall Charity
- To act as Director to Trading Companies of the Town Hall Charity
- To be Designated Premises Supervisor for areas and premises licensed by the Council under the Licensing Act 2003

#### **PRINCIPAL DUTIES**

1. To ensure that statutory and other provisions affecting the running of the Council are observed.
2. To prepare agendas for meetings of the Council and its committees, attend such meetings, prepare minutes for approval and implement decisions.
3. To be proactive in bringing relevant current issues to the attention of Council and to produce proposals for ways forward, including options and likely effects.
4. To monitor policies of the Council and report where agreed objectives are not being met, with a recommended course of action.
5. To provide a query response / research service to Members of the Council.

6. To receive and deal with correspondence / communications on behalf of the Council. To issue correspondence in accordance with Council policies.
7. To prepare, in consultation with the Mayor, press releases about the activities or decisions of the Council.
8. To represent the Council on outside bodies / projects.
9. To be the designated Responsible Finance Officer for the Council
9. To present annual draft budget to Council to enable the setting of the precept.
10. To control income and expenditure and ensure that the Council's accounts are balanced and prepared for audit purposes in accordance with the Council's financial regulations.
11. To ensure that end of year tax returns are submitted for the Council and VAT reclaimed.
12. To ensure that the Council's obligations to insure are properly met.
13. To oversee Mayoral matters in conjunction with Mayor's Secretary.
14. To supervise and manage members of staff of the Council in accordance with the policies of the Council.
15. To ensure payment of staff salaries.
16. To attend training courses / conferences as required by the Council.
17. To control building / property maintenance issues of Council Property.
18. To undertake the duties of Clerk to the Town Hall Charity
19. To act as Director to Trading Companies of the Town Hall Charity
20. To be Designated Premises Supervisor for all areas licensed by the Council under the Licensing Act 2003.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>How Assessed</b>
<b>EXPERIENCE</b>			
Experience of working in local government	Yes		cv/interview
Experience of accounts and budget management involving sound financial practice, procedures and systems.	Yes		cv/interview
Management experience	Yes		cv/interview
Experience of staff supervision	Yes		cv/interview
Experience of project / contract management		Yes	cv/interview
Experience of preparation of bids for external funding		Yes	cv/interview
Experience of Policy Development	Yes		cv/interview
Experience of Health & Safety Management	Yes		cv/interview
Experience of Property Management	Yes		cv/interview
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Experienced public speaker	Yes		Interview
Ability to analyse and communicate financial information.	Yes		cv/interview
Ability to allocate, coordinate, plan and prioritise own workload and meet tight deadlines	Yes		Interview
Commitment to accuracy and quality	Yes		cv
Problem solving and decision making aptitude	Yes		Interview
IT skills	Yes		cv/interview
Excellent verbal and written communication skills	Yes		cv/interview
Ability to think at a strategic level.	Yes		Interview
The ability to work on own initiative and suggest improvements to organisational systems/procedures	Yes		Interview
The ability to produce professional documentation, including policies and contracts	Yes		cv
Commitment to ensuring confidentiality is respected and Council and legal guidelines are observed	Yes		Interview
Ability to interpret legislation and communicate key aspects in a user friendly way		Yes	interview

<b>EDUCATION AND QUALIFICATIONS</b>			
CiLCA		Yes	cv
Certificate, Diploma or Degree in Local Policy		Yes	cv
Commitment to personal development.	Yes		cv/interview
Willingness to undertake training	Yes		Interview
<b>PERSONAL ATTRIBUTES</b>			
Pleasant, approachable disposition	Yes		Interview
Ability to cope under pressure	Yes		Interview
Good mediator	Yes		Interview
<b>OTHER FACTORS</b>			
Willingness to work evenings and weekends when required	Yes		Interview
Full driving licence	Yes		cv
<b>EQUAL OPPORTUNITIES</b>			
Be able to demonstrate a commitment to the principles of equal opportunities and diversity and be able to carry out duties in accordance with those policies	Yes		Interview



**HAVERHILL TOWN COUNCIL**  
**Town Clerk and Responsible Financial Officer**  
**Local Council Scale 4 £49,486 rising to £55,772**  
**Plus Local Government Pension Scheme**

As a result of the retirement of the present Town Clerk, the Council is seeking a well qualified and experienced successor with the appropriate skills, qualifications, experience and political awareness to continue to take this Council forward following the achievement of Quality Status and the Power of Well Being eligibility.

The Town Council was created in 1989 and with a population of almost 24,000 and a precept in excess of £1 million, is in the top tier of Town/Parish Councils. The Town Council's commitment to community cohesion is reflected in its extensive Arts & Leisure programme, and its increasing subsidy of community-based activities. The Town Council is corporate trustee of the Town Hall Charity and the successful applicant will be expected to be both Clerk to the Trustees and Managing Director of the Charity's Trading Company.

The successful applicant will

- 
- have current local government experience
  - fully understand the role of the Town Council and have experience of managing the formal administration of a Council
  - have knowledge and experience of managing local authority finances, preferably as a Responsible Financial Officer
  - be appropriately qualified or gain the CiLCA qualification within six months of joining the Council to ensure that Quality Status is maintained
  - have experience of working with all levels within local government as well as local businesses and the police
  - be able to demonstrate experience in managing staff including the direct labour force
  - be able to represent the Council at many events including social occasions
  - be an excellent communicator able to reflect the Council in a positive manner at all times
  - be available to attend all meetings of the Council and its Committees which are held in the evenings
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The post of Town Clerk and Responsible Financial Officer is a demanding one and duties will necessitate evening and weekend working on a regular basis.

To apply for a job pack, application form and further details please contact Gordon Mussett, Town Clerk, Haverhill Town Council, Haverhill Arts Centre, High Street, Haverhill, CB9 8AR (01440 712858)([admin@towncouncil.haverhill-uk.com](mailto:admin@towncouncil.haverhill-uk.com))

## **Interview Arrangements**

Only those Councillors who have attended the (to be arranged) training course on recruitment and selection to participate.

### **Shortlisting**

All applications (with personal details omitted) will be copied to all Councillors with a scoring sheet, based on the Person Specification, enclosed. Councillors will be given seven days to score and return their pack (applications and scoring sheet). Top five candidates (based on total scores) will be invited to attend interview.

The Town Council's HR advisors have suggested that applicants invited for interview be asked to complete a personality profile with a view to providing additional, targeted, questions for applicants.

### **Interviews**

To be conducted over two days, as follows:-

**Day 1** – Each candidate to be interviewed by 4 panels. Each panel will be a mix of those Councillors who attended training, the Town Clerk, the Arts & Leisure Manager, the Accountant, the Marketing Manager, and the Chief Executive of the Suffolk Association of Local Councils. Each panel to elect a Chair. Each panel will concentrate on an area of expertise/experience; management of finances and income generation; management of staff; publicity and promotion of the Town Council; and community cohesion. Each interview before each panel to last no more than 30 minutes. Each panel to score each candidate.

In the evening candidates, Councillors and staff to participate in a bowling evening at Haverhill Snooker and Bowl.

Candidates to be booked into Days Inn overnight.

**Day 2** – Each candidate to give a presentation to the Chairs of the panels and the Town Clerk. The subject of the presentation to be advised to candidates one week before the interview date. These presentations to be scored. Candidates are then free to leave.

Panel Chairs and Town Clerk summarise scores, and discuss potential appointment with senior staff, and make recommendation to Full Council.

Full Council meet to confirm offer of appointment.