

WILTON TOWN COUNCIL

CONTRACT OF EMPLOYMENT AND STATEMENT OF PARTICULARS OF EMPLOYMENT

This statement is required to be served on you under the Employment Protection (Consolidation) Act 1978, as amended by the Trade Union Reform & Employment Rights Act 1993 and the Employment Rights Act 1996.

Name of Employer: Wilton Town Council

Name of Employee:

Date of Commencement of Employment:

Continuous Local Authority Service dates from:

Commencing Salary: LC2 SCP 18-28 £ £24,982 - £32,234 (pro-rata)

1. JOB TITLE

You are employed in the service of this Council and your appointment is to the post of Town Clerk and Responsible Financial Officer.

2. PLACE OF WORK

Your usual place of work will be The Council Offices, Kingsbury Square, Wilton, Salisbury, SP2 0BA. Flexible working arrangements are available at the discretion of the council in accordance with the council's flexible working policy.

3. SALARY

Your starting salary grade is in accordance with Local Council Scale 2 – commencing on spinal column point 18. Therefore your pro-rata starting salary will be £16,835.50. In addition to the basic pay, the Clerk receives an additional payment of £1,680 (RPI linked) to recognise the supervision of employees.

Subject to satisfactory service and completion of the Certificate in Local Council Administration (CILCA), you will progress through the salary scale by annual increments until you reach the maximum of the scale. Your first increment will be payable on 1st April 2021 and thereafter on the 1st April each year until you reach the maximum of the scale.

You are paid monthly by bank transfer or cheque on the 25th day of each month, authorised at the monthly council meeting.

4. DUTIES

The duties of your post are set out in the job description attached which forms part of this contract. The job description may from time to time be amended by agreement between the Council and you to take account of changing legal requirements and the requirements of the Council.

Where any such changes result in a significant increase in your duties and responsibilities you will be entitled to ask the Council to review the salary grade of your post taking into account, where appropriate, advice from any local authority employer or employee body, organisation or trade union.

5. PROBATIONARY PERIOD

Confirmation of your appointment will be subject to satisfactory completion of a period of probationary service of three months, the Council may extend the probation period up to a maximum of six months. During such probationary service you are expected to establish suitability for the post.

6. TERMS AND CONDITIONS OF EMPLOYMENT

Your terms and conditions of employment, except where specifically modified in this contract, are as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ([The 'Green Book'](#))

Internet and Email use is subject to the policy adopted by the Council, breach of this policy will be viewed as a disciplinary matter.

7. HOURS OF WORK

Your normal hours of work are from 9.00 am to 2.00 pm, Monday - Friday plus additional hours, total hours to average 25 hours per week which includes attendance at council meetings, events and activities.

The Clerk shall accrue time off in lieu for hours worked in addition to the contracted hours subject [the council's flexible working policy](#).

8. RECOGNITION OF EXAMINATION SUCCESS

Whilst you are employed by the Council should you successfully pass the [Certificate of Local Council Administration \(Level 3 in the National Framework\)](#), your salary will be increased by one increment (SCP) on the LC2 scale

Such salary progression will not affect, and be additional to, the payment of annual increments to the maximum of your salary scale.

9. SICKNESS ABSENCE

If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs. You will be provided with a copy of the Council's sickness absence policy.

The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

10. SICKNESS ALLOWANCE

Your entitlement to sickness allowance is:

<u>Service not Exceeding</u>	<u>Full Pay</u>	<u>Half Pay</u>
4 months	1 month	Nil
1 year	1 month	2 months
2 years	2 months	2 months
3 years	4 months	4 months
4-5 years	5 months	5 months
Remainder	6 months	6 months

11. LEAVE ENTITLEMENT

Your current leave entitlement is 22 days per annum rising by 1 day for each completed year of employment up to a maximum of 26 days, plus two extra statutory days and eight public holidays.

The leave year is from the anniversary of your commencement date and you will normally be expected to take your leave in the year in which it occurs. During your first year and last year of service you will be entitled to annual leave proportionate to the number of completed months of service. Part months service does not accrue leave entitlement.

No holiday will be taken over Remembrance Sunday, generally in November. Likewise, no holiday will be taken during Mayor's Sunday, generally the Sunday following the second Saturday in June.

Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.

12. PERIODS OF NOTICE

The minimum periods of notice you are entitled to **receive from the Council** are:

Four weeks or more, but less than two years continuous service	4 weeks
Two years or more, but less than 12 years continuous service	8 weeks
12 years or more continuous service	12 weeks

13. PENSION

Although it is no longer compulsory to do so, you are entitled to become a "pensionable employee" by joining the Wiltshire Local Government Pension Scheme. This scheme is a contracted out scheme under the Social Security Pensions Act 1975, and is operated for this Authority by Wiltshire Council.

14. CAR ALLOWANCES

When you require the use of a motor vehicle for the performance of your duties you will be eligible to receive allowances in accordance with the National Joint Council for Local Government Services' Scheme.

The car use allowance payable will be fall under the NJC 'casual user' category. Casual users are deemed to be those for whom it is merely desirable that a car should be available when required and they are entitled to receive a mileage rate that is reviewed annually with effect from 1st April each year.

15. INSURANCE

(a) Personal Accident and Assault

As a responsible employer the Council is anxious to minimise the risk to its employees of personal accident or assault whilst performing their duties. The Council will therefore insure you against death or permanent disablement arising from and in the course of your duties.

(b) Fidelity Guarantee

For the purposes of securing the Council against the loss of money or other property under your control or in accordance with the requirements of legislation for the time being in force the Council will maintain adequate insurance to cover any such losses.

16. GRIEVANCE PROCEDURE

The council has adopted a [grievance procedure](#) that forms part of this contract of employment. The procedure is in accordance with the current ACAS Code of Practice on Discipline and Grievance

You may apply to the chair of the staffing committee or the Chair of the Council for the redress of any grievance relating to your employment or if you are dissatisfied with any disciplinary decision relating to yourself and the chair shall deal with your application in accordance with the grievance procedure.

The Council shall consider any such application in the absence of the public and press and the procedure shall be in accordance with the current ACAS code of practice relating to discipline at work.

If you are dissatisfied with the Council's decision and if any part of the matter brought before the Council under this clause concerns the interpretation of any of the clauses herein that part of the dispute shall be referred in writing jointly to the National Association of Local Councils and the Society of Local Council Clerks and their joint decision shall be binding upon both parties.

The Council has adopted [a dignity at work policy](#) and [an equalities policy](#) to ensure that the workplace is free of bullying, harassment, victimisation or discrimination of any kind.

17. DISCIPLINARY RULES

The council has adopted a [disciplinary procedure](#) that forms part of this contract of employment. The procedure is in accordance with the current ACAS Code of Practice on Discipline and Grievance.

18. EQUALITIES

Wilton Town Council is committed to eliminating discrimination in all its forms. It and fully complies with the Equality Act 2010 which protects people from discrimination in the workplace and in wider society.

Signed on behalf of the Council

Mayor

Date

**Signed by the Town
Council Clerk**

Clerk

Date

WILTON TOWN COUNCIL

JOB DESCRIPTION FOR TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

Overall Responsibilities

The Town Clerk is the 'proper officer' of the council and as such is under a statutory duty to carry out all of the functions prescribed in law, and in particular to serve or issue all the notifications required by law of a local authority's proper officer.

The Clerk is responsible for ensuring that the lawful instructions of the council in connection with its duties, powers and functions are carried out in a timely and efficient manner and in full compliance with the council's standing orders, financial regulations and other relevant policies.

The Clerk will advise the Council on, and assist in the formation of, policies and procedures to be followed in respect of the council's activities and in particular to produce information and reports that facilitate effective decision making.

The Clerk is accountable to the council for the effective and efficient management of its resources and will report to the council upon such matters in accordance with its standing orders and financial regulations.

The Clerk is the Responsible Financial Officer and will arrange for the proper management of the council's finances, resources and assets. The Clerk is responsible for maintaining proper financial records, submitting all statutory financial returns and publishing financial information as required by the law and the council's financial regulations.

The Clerk is responsible for the management of information and data in accordance with the Local Government (Access to Information) Act 1985, Freedom of Information Act 2000, the Data Protection Act 2018 (General Data Protection Regulations - GDPR) and all subsequent legislation.

Specific Responsibilities

1. To ensure that statutory, regulatory and other provisions governing or affecting the running of the council are observed and that the highest level of corporate governance is maintained.
2. To manage the council's accounts, reconcile bank statements, maintain adequate records for audit purposes and ensure the council complies with its obligations to HMRC in respect of tax and VAT.
3. To ensure that the council's activities and facilities are assessed in respect of risk and public liability, to prepare and review annually risk assessments and to ensure risks are properly managed.

4. In consultation with appropriate members, to prepare agendas for meetings of the council, its committees, sub-committees and working groups. To attend meetings, provide legal and procedural advice to ensure that the council complies with the law.
5. To issue notices and prepare agendas and minutes for Town Meetings including the Annual Town Meeting: to attend the assembly of the Town Meeting and to implement the decisions made at the assemblies as agreed by the council.
6. To check and approve minutes produced by the minute secretary to ensure accuracy.
7. To receive and deal with correspondence and documents on behalf of the council and or bring such items to the attention of the Council.
8. To receive and report on invoices for goods and services to be paid for by the council and to ensure such accounts are paid in a timely manner. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
9. To ensure that the council complies with its standing orders, financial regulations and procurement policy.
10. To study reports and other data and to undertake research on matters affecting the council. Where appropriate, to discuss such matters with peers and specialists in particular fields and to produce reports for consideration by the Council – such reports to set out options and recommendations and to be based on sound interpretation of the law and council policies.
11. Following consultation with members where required, to produce proposals for consideration by the council and to advise on practicability and likely effects of specific courses of action.
12. To supervise other members of staff as their line manager in keeping with the policies of the Council. To manage all aspects of the council's employer liabilities, including: salaries, conditions of employment, pensions, ill health, health and safety at work and discipline.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required.
15. To prepare, in consultation with the chair, press releases, social media posts and media statements about the activities of, or decisions of, the council.

16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. If not already qualified, to achieve of the status of CiLCA as a minimum requirement for effectiveness in the position of Clerk to the Council.
18. To continue to acquire the necessary professional knowledge and training required for the efficient management of the affairs of the Council. Membership of your professional body The Society of Local Council Clerks will be covered by the Council.
19. To attend the Conferences of the Society of Local Council Clerks, and other relevant professional bodies, as a representative of the Council as required and agreed by the Council.

WILTON TOWN COUNCIL

PERSON SPECIFICATION TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

	Essential	Preferred
Educational qualifications and training	<ul style="list-style-type: none"> • Good general education: 1st degree level or equivalent. • Evidence of a commitment to continuing professional development 	<ul style="list-style-type: none"> • Educated to first degree level or equivalent • A recognised qualification in local government administration - Certificate in Local Council Administration (or a commitment to obtain this within 12 months)
Management	<ul style="list-style-type: none"> • Evidence of ability to prioritise works, set targets, achieve positive outcomes and delegate effectively • Evidence of ability to organise and manage resources effectively • Evidence of experience in local partnership working • Evidence of good negotiating skills 	<ul style="list-style-type: none"> • Knowledge of current employment legislation • Previous experience working as a Town or Parish Clerk with a clear focus on community service, partnerships and outcomes • Experience of contract management • Experience of handling media enquiries and use of social media. • Evidence of ability to provide leadership to enable, motivate and develop staff
Communication skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to relate to, communicate with, and work with councillors, staff, members of the public and external agencies • Ability to provide objective and independent advice to councillors in a timely and coherent manner. 	
Information technology	<ul style="list-style-type: none"> • Experience in Microsoft Office including Excel spreadsheets 	<ul style="list-style-type: none"> • Experience of RBS accounting software. • Use of CMS to edit website
Meetings and administration	<ul style="list-style-type: none"> • Practical experience of servicing committees, report writing and standing orders • General knowledge of the law as it affects Local Councils 	<ul style="list-style-type: none"> • Knowledge of Civic protocol • Knowledge of Local Council legislation • Understanding of burials and planning legislation
Finance	<ul style="list-style-type: none"> • Experience of budget setting and financial management • Experience of payroll procedures • Experience of internal and external audit processes 	<ul style="list-style-type: none"> • Experience of using Rialtas Business Solution's alpha software package or similar accounting software. • Experience of using HMRC's basic PAYE payroll software package
Other	<ul style="list-style-type: none"> • Willing to work out of office hours in order to attend Council meetings and Council business • Ability to operate with complete impartiality 	<ul style="list-style-type: none"> • Current clean driving licence and car owner.

WILTON TOWN COUNCIL

JOB ADVERTISEMENT

Town Clerk & Responsible Financial Officer

Salary range: LC2 SCP 18-28 £ £24,982 - £32,234 (pro-rata) plus a management allowance of £1,680 (RPI linked).

Wilton is a charming and historic town 3 miles west of Salisbury and is reputed to be the second oldest council in England. Wilton Town Council is seeking to appoint a forward thinking and proactive Town Clerk to be responsible for the managerial, financial and administrative operation of the Council.

Supported by the Assistant Clerk, The Town Clerk is accountable to the Council for the effective management of all its resources, and will be required to ensure the effective and efficient delivery of the Town Council's services.

Ideally, applicants should hold the Certificate in Local Council Administration (CILCA), or be willing to achieve this within 18 months of appointment.

Demonstrating an extensive knowledge of local government law and financial procedures, the ideal candidate will have appropriate managerial and financial experience within the local council or public sector.

This permanent post is subject to the National Association of Local Councils/Society of Local Council Clerks (SLCC) recommended terms and conditions. The post will be for 25 hours per week and the salary will be dependent on qualifications and experience within the range LC2 SCP 18-28 £24,982 - £32,234 (pro-rata).

The post is eligible for membership of the Local Government Pension Scheme – a very attractive contributory final salary scheme.

Applications are by way of comprehensive CV including a separate supporting statement, submitted by email, indicating why you are interested in the role and what relevant skills and experience you can bring to the Town Council. Applications should also include the names of two referees, one of whom should be the most recent employer.

Applicants are invited to send their CV and statement to the Assistant Town Clerk, Mark Bastick by email clerk@wiltontowncouncil.gov.uk

The closing date for receipt of applications is 5.00pm Friday 30th October 2020. Interviews will be held in the week beginning Monday 9th November.

More information about the Council can be found on the Council's website: www.wiltontowncouncil.gov.uk