



JOB DESCRIPTION

Job Title:	Post No:	Grade:
Town Clerk and Chief Officer		SCP 46-49
Location:		
Town Hall		
Organisational information:		
Responsible to: Mayor and Councillors with operational reporting to the Chair of Policy and Resources Committee		
Professionally responsible to: N/A (where appropriate)		
Quantifiable measures relating to the post: <i>(eg. number of staff managed, budget)</i>		
Responsible for: All employees of Hereford City Council		
Key relationships/functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>		
Internal: Colleagues, Councillors		
External: Service providers, external bodies, contractors, community groups/community organisations and charities, people in the community/members of the public, military organisations and associations, civic dignitaries and any other organisation as identified to enable delivery of the Council's services and functions		
Main Purpose of Job:		
Responsible for implementing Council policy; ensuring the Council acts within the law; advising the Council on all aspects of its work Responsible for the administration of the Council's financial affairs		
Main Responsibilities/Accountabilities/Key Result Areas:		
<i>The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation:</i>		
<ul style="list-style-type: none"> • To work with members to prepare and deliver a business plan for the life of each administration. • To manage staff in accordance with policies and procedures of the Council. 		

- To manage resources as Responsible Financial Officer (s151 Local Government Act 1972).
- To act as Proper Officer for the execution of contracts and agreements as directed by Council including the sealing of documents.
- To act as the Council's representative to outside bodies.
- To be accountable for the delivery of the Council's ceremonial and civic functions.

Job Activities:

Business Plan Functions

- To prepare a draft business plan for approval at the start of each administration taking into account the priorities given by members at early meetings.
- To prepare and implement an annual business plan based on the four year plan.
- To align staff activity to the delivery of the annual and four year plan.

Staff Management Functions

- To carry out appraisals and half yearly and other periodic reviews of each member of staff to verify performance against objectives set within the business plan and identify any matters which are preventing or impeding progress ensuring accurate records are kept.
- To identify training needs and establish with each member of staff a personal development plan to enable them to develop their contribution.
- To monitor the effectiveness of training and other staff development activity.
- To set and maintain professional standards throughout the staff team acting when necessary to uphold these standards To manage attendance, sickness, annual leave, time off in lieu, shared diary for all staff and other data within established procedures.
- To monitor and advise members and staff on any changes to employment law or national agreements that may require the Council's HR policies or procedures to be updated.

Responsible Financial Officer Functions

- To ensure as the Council's s151 officer that it continues to manage finance and resources within the requirements of law and established best practice.
- To ensure that annual accounts are completed, closed and presented for internal and external audit in accordance with agreed timetables and professional standards.
- To ensure that an annual budget is presented to Council and agreed to enable a council tax level and precept to be declared within the applicable timetable.
- To ensure that income and expenditure is monitored and that regular reports are presented to members of Council in the agreed format including meeting the transparency code.
- To ensure that the Council's financial transactions are correctly recorded and that proper accounts are kept through the financial year as verified by the internal auditor.
- To ensure that the Council has adequate insurance cover for all its insurable risks.
- To prepare and present to members an annual risk assessment report identifying risk levels, advising on acceptable levels, mitigation measures and the levels of insurance required for those risks deemed necessary.
- Ensure annual payments/subscriptions are processed including any fees.

Proper Officer Functions

- To advise members of the options available to them on matters raised at meetings, upon which their decisions are required, ensuring that advice is professionally competent and free of bias.
- To keep under continuous review the legal framework within which the Council operates advising members of changes or proposed changes to law or public policy which may affect the operations or scope of a parish council.
- To ensure that the Council remains eligible to claim the power of general competence.
- To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented.

- To advise the Mayor and committee chairs on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded.
- To research and present all legally available options to members on any matter before them and verify reports written by officers to make sure they enable decisions to be made within the Wednesbury test of reasonableness.
- To minute, or arrange for minutes to be made, of all formal meetings of Council or its committees to ensure that resolutions are accurately recorded and sufficient details of discussion is recorded to show proper consideration of all relevant matters.
- To monitor the effectiveness of procedures and report any difficulties or issues that have arisen which may require updates.
- To advise members when periodic reviews of policies or procedures are due and to advise them of options available for changes.
- To advise members when changes to public law require a change to Council procedures or policies.
- To act as Proper Officer by maintaining contracts and other legal agreements entered into by the Council in a safe and secure manner.
- To arrange for contractor performance to be adequately monitored and for exception reports requiring decisions on terminations of contracts or changes to working arrangements to be reported to members.
- To carry out the sealing of documents when necessary in accordance with mandates given by Council.
- To ensure members have appropriate specialist advice when required.

Representational Functions

- To negotiate on behalf of the Council within mandates given by members at committee or council including (but not limited to)
 - Leading negotiations on designated service level agreements and contracts with potential suppliers of services to the Council.
 - Acting as the Council's procurement officer for external contracts ensuring proper procedures for tendering and assessment of risk and value for money are carried out.
 - Negotiating service level agreements with voluntary sector providers in receipt of recurring grants.
 - Negotiating with Herefordshire Council on property matters in conjunction with the Chair of Policy and Resources and other members, related to the Town Hall, joint service delivery initiatives and other partnership working and joint funding of Herefordshire Council activities.
 - Representing the Council as appropriate at meetings of joint bodies public sector, private sector and voluntary sector bodies.
 - Addressing statutory bodies such as Herefordshire Council committees, planning inspectors etc on behalf of the Council either orally and/or in writing and contributing within Council policies to external consultation and policy formulation exercises.
- To arrange for the Council's objections to be presented to Herefordshire's Planning Committee.
- To represent the City Council on any bodies reviewing planning, transport or environmental policies or strategies.

Ceremonial Functions

- To agree with members and designated lead officer a programme of major civic ceremonial events including mayor-making, annual thanksgiving service, Remembrance Day, Armistice Day and the opening of the May Fair.
- To manage and organise a programme of identified annual civic ceremonies, ie mayor-making, Armistice Day, May Fair.
- To ensure that the major civic events are properly budgeted, planned, delivered and to hold "wash up" meetings after each one to identify any points of improvement to be built into future plans.

- To co-ordinate with the staff designated to supporting the mayoralty the smooth and efficient running of the Mayor's Office during each incumbent's year in office, ensuring the external contacts receive a favourable impression of the mayoralty and Council.
- To prepare and where necessary update a mayoral handbook on best practice and other practical advice for incoming mayors.
- To keep under review the organisation of staffing support to the mayoralty to ensure it is cost effective and flexible to meet the needs of each incoming mayor, reporting as appropriate to Policy and Resources Committee.
- To keep under review the costs associated with the Mayoralty and raise any issue with the Policy and Resources Committee.
- To monitor the development of the Youth Council and to review its working relationship with the Council to ensure the best possible representation of youth opinion within Council decision making.

Other information:

1. The post holder is required to work unsocial hours occasionally including evenings and weekends.
2. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required.
3. All employees must be able to commit to Hereford City Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.
4. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.
5. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.
6. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.
7. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

Line Manager Name:	Date:
All members of Council have an equal responsibility for overseeing and directing the work of the Clerk. In order to provide feedback and for the Clerk to raise issues informally meetings will be held monthly with the Chair and Vice Chair of Policy and Resources Committee.	
Date Job Description last reviewed:	
November 2023	