



## Seaford Town Council

**MINUTES of a Meeting of the Personnel Committee held via Zoom on Thursday 3<sup>rd</sup> September 2020 at 7.00pm.**

**Present:**

Councillors J Edson (Chair) and D Argent (Vice-Chair)  
Councillors J Cash, O Honeyman, R Honeyman and R Reed.  
Isabelle Moulard, Assistant Town Clerk  
Karen Singleton, Responsible Financial Officer  
Georgia Raeburn, Executive Support Officer  
There were no members of the public

Councillor M Brown attended in the public gallery as a non-Committee member.

**PE01/09/20 Apologies for Absence**

Apologies for absence were received from Councillor R Morland.

**PE02/09/20 Disclosure of Interests**

No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**PE03/09/20 Exclusion of the Press & Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the remaining items concerned confidential employment details.

*(Councillor M Brown exited the meeting)*

**PE04/09/20 Town Clerk Recruitment EXEMPT**

The Committee considered exempt report 50/20 presenting the final documentation needed to advertise the post of Town Clerk from Friday 4<sup>th</sup> September 2020.

- PE04.1** It was **RESOLVED** to **APPROVE** the Town Clerk job description as amended in the meeting (included with these minutes for clarity).
- PE04.2** It was **RESOLVED** to **APPROVE** the Town Clerk person specification as presented (included with these minutes for clarity).
- PE04.3** It was **RESOLVED** to **APPROVE** the model contract of employment as amended in the meeting (included with these minutes for clarity).
- PE04.4** It was **RESOLVED** to **APPROVE** the application form as presented (included with these minutes for clarity).
- PE04.5** It was **RESOLVED** to **APPROVE** the Town Clerk job advert as amended in the meeting (included with these minutes for clarity).
- PE04.6** It was **RESOLVED** to **AGREE** the anticipated recruitment timeline and the future Personnel Committee meeting date of Wednesday 14<sup>th</sup> October 2020 at 7pm.
- PE04.7** It was **RESOLVED** to **APPROVE** the salary range of the post of Town Clerk being SCP 49-54 (LC4 Substantive/Below Substantive) following the job evaluation process in accordance with the Society of Local Council Clerk's Job Evaluation Scheme.

- PE04.8** It was **RESOLVED** to **AGREE** the advertising methods as discussed in the meeting, including using the Society of Local Council Clerk's advertising package.
- PE04.9** It was **RESOLVED** to **AUTHORISE** officers to advertise the role and coordinate the process until the Committee meet again to select and shortlist candidates for interview at an extraordinary meeting of the Committee on Wednesday 14<sup>th</sup> October 2020.

**PE05/09/20 Furlough Scheme EXEMPT**

The Committee considered exempt report 49/20 updating the Committee on the Town Council's use of the furlough scheme and the options going forwards.

- PE05.1** It was **RESOLVED** to **AGREE** to continue to pay the optional 20% top up of wages to furloughed permanent employees with effect from 1<sup>st</sup> September 2020 until 31<sup>st</sup> October 2020.
- PE05.2** It was **RESOLVED** to **AGREE** to continue furloughing the casual workers with effect from 1<sup>st</sup> September 2020 until 31<sup>st</sup> October 2020.
- PE05.3** It was **RESOLVED** to **NOTE** the details of the Job Retention Bonus Scheme and that officers will apply under the bonus scheme for all eligible staff members when the scheme opens.

**PE06/09/20 COVID-19 Staffing Impact EXEMPT**

The Committee considered exempt report 47/20 updating the Committee on the impact of COVID-19 on staffing.

- PE06.1** It was **RESOLVED** to **AGREE** that officers will be undertaking a review of the Town Council's staffing structure and resources, with the findings being reported back to a future meeting of the Personnel Committee
- PE06.2** It was **RESOLVED** to **AGREE** to officers contacting all staff members in the interim inviting any requests for voluntary redundancy, early retirement, reduced working hours or periods of unpaid leave, reporting back to the Personnel Committee as set out within the report.

**PE07/09/20 Delayed 2020 Pay Negotiations EXEMPT**

The Committee considered exempt report 48/20 updating the Committee on the announcement made regarding the delayed 2020 pay negotiations, including the inflationary salary increase for local government employees.

It was **RESOLVED** to **NOTE** the inflationary pay increases being awarded and the associated back payments being made.

The meeting closed at 9.02pm.



Councillor John Edson  
Chair



Seaford Town Council



## **Town Clerk Job Description - August 2020**

Responsible to: The Town Council  
Hours: 37 hours per week  
Grade: SCP 49 – 54

### **1. Job Purpose**

The Town Clerk will be the Proper Officer of the Town Council and as such is under a statutory duty to carry out all the functions required by law of a local council's Proper Officer.

You will be totally responsible for ensuring that the instructions of the Town Council in connection with its function as a local council are carried out.

You will be expected to advise the Town Council on, and assist in the formation of, policies to be followed in respect of the Town Council's activities. In particular, to produce all the information required to make effective decisions and to implement constructively all decisions.

You will be accountable to the Town Council for the effective management of all its resources and will report to them as and when required.

You will be responsible for implementing decisions of the Town Council, managing the Town Council's staff, finances, extensive services and other resources vested in it, and for entering into agreements, contracts and other arrangements on its behalf.

You will be responsible for leading, motivating and developing the Town Council's teams. Being the teams at the Town Council offices, Town Council-owned Seaford Head Golf Course and The View at Seaford Head, which operates as a golf clubhouse, bar, restaurant and function venue.

### **2. Areas of Day-to-Day Responsibility**

*Overall performance & Corporate Strategy of the Town Council*

*Town Councillor Relations*

*Corporate Governance*

*Legal Matters*

*Partnership Working & Public Relations*

*Leadership*

*Proper Officer Duties*

### 3. Line Management

- 3.1 Eight direct reports and 29 team members (at the time of writing, August 2020). See the Town Council's Staff Structure for more details.
- 3.2 Reports to the Town Council, as a corporate body, through the Mayor and Chair of Personnel on a day-to-day basis, as set out in Town Council policy.

### 4. Specific Responsibilities

#### *Overall performance & Corporate Strategy of the Town Council*

- 4.1 To ensure that statutory and other provisions governing or affecting the running of the Town Council are complied with.
- 4.2 To be overall accountable for the management, maintenance and development of the Town Council's extensive landholdings and property portfolio within budget and in accordance with agreed performance targets.
- 4.3 To oversee (through the Responsible Financial Officer) the monitoring and balancing of the Town Council's accounts, financial transactions and preparation of records for audit purposes and VAT, in accordance with Town Council policy and proper practices.
- 4.4 To be overall responsible for income from services, partnerships, external funding and sponsorships wherever possible to ease pressure on the Town Council's precept.
- 4.5 To ensure that the Town Council's obligations for Risk Assessment and Transparency are properly met.
- 4.6 To monitor the Town Council's performance against its Strategic Objectives, ensuring relevant actions are delegated to other staff members to fulfil the Objectives. To review the Objectives as required and report this to the Town Council.
- 4.7 To develop the required business plans to present to the Town Council for adoption and manage and monitor the delivery of these.
- 4.8 To study reports and other data on activities of the Town Council and on matters impacting on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for circulation and discussion by the Town Council.
- 4.9 To provide a written report detailing priorities, actions completed and actions outstanding to be included on the agenda at each Full Town Council meeting.
- 4.10 To carefully manage the commercial activities of the Town Council ensuring all requirements as a public body as still adhered to.

#### *Town Councillor Relations*

- 4.11 To engage, advise and plan collaboratively with the Mayor, committee Chairs and town councillors in order to create an open, positive and productive working environment for, and between, officers and town councillors.
- 4.12 To clarify when necessary the role and duties of a town councillors in applying Town Council policies. To advice town councillors in order to assist them in carrying out these roles and their duties effectively.



- 4.13 To assist the Mayor and committee Chairs with specific aspects of these roles so that they are well equipped with the necessary information to carry out these roles.
- 4.14 To maintain and foster a good, professional working relationship with town councillors. To consult on and action a well-considered and appropriate training programme to assist them in their roles. To advise town councillors and help to resolve any actions which may prejudice the smooth running of the Town Council.
- 4.15 To consider any proposals submitted by town councillors for consideration by the Town Council in line with Town Council policy and to advise on the practicality and likely effects of specific courses of action.

*Corporate Governance*

- 4.16 To monitor the implementation of the Council's adopted policies ensuring that the desired result is achieved, suggesting modifications where appropriate.
- 4.17 To prepare agendas in discussion with the Chair, attend and produce draft minutes of meetings of the Town Council and its committees (other than where duties have been delegated to another Officer). To oversee actions taken in line with the resolutions and instructions at said meetings.
- 4.18 To facilitate and attend the Annual Parish Meeting (known locally in Seaford as the 'Annual Town Forum').
- 4.19 To deal with Freedom of Information and Subject Access Requests, in accordance with Town Council policy and the law.
- 4.20 To ensure the process for dealing with complaints is adhered to and deal with any arising appeals, in accordance with Town Council policy.
- 4.21 To oversee the planning functions and responsibilities of the Town Council and the workload of the Town Council's dedicated Planning Officer (6 hours per week).

*Legal Matters*

- 4.22 To deal with any litigation when arising, seeking the necessary external expertise and updating the Town Council as required.
- 4.23 Following instruction from the Town Council, to apply the Town Council's seal to documents and maintain the record of the seal being applied.
- 4.24 To ensure that an accurate record of leases and agreements entered in to by the Town Council is maintained, with the documents being reviewed at the appropriate time and relationships maintained with the other parties to the lease/agreement.

*Partnership Working & Public Relations*

- 4.25 To oversee the process for dealing with correspondence and communications on behalf of the Town Council and ensure it is done appropriately in accordance with Town Council policies and procedures.
- 4.26 To oversee, in accordance with Town Council policy, the issue of press releases and statements about the activities of, or decisions of, the Town Council. To include overseeing the provision of the Town Council's website and social media presence.

4.27 To foster the relationships with other local authorities, local partners and external groups, contractors, management committees/agents and advisory groups, representing the interests of the Town Council and town as required.

*Leadership*

4.28 To supervise relevant members of staff as their line manager in line with Town Council policy, undertaking regular reviews with staff members and keeping your finger on the pulse with the activities throughout the Town Council's teams.

4.29 To oversee the management and performance of the entire Town Council workforce, ensuring appropriate training, performance management, employee relations and other such activities are undertaken.

4.30 To facilitate collaborative working relations between the various teams of the Town Council, creating a positive working atmosphere and culture.

4.31 To enhance the understanding of staff regarding how the Town Council operates as a whole, in particular how the commercial activities of the Town Council and the requirements as a public body must work in harmony.

4.32 To represent the needs of the Town Council's workforce at Town Council and committee level.

4.33 To attend training courses or seminars on the work and role of the Clerk or activities of local councils and other relevant topics as required by the Town Council and as part of your continuous professional development.

4.34 To act as the representative of the Town Council and carry out any other duties as reasonably required.

*Proper Officer Duties*

4.34 As set out in the Town Council's Standing Orders and legislation.





Seaford Town Council



## Town Clerk

Person Specification – August 2020

	You will have (essential):	You may have (desirable):
<b>Educational Qualifications</b>	<ol style="list-style-type: none"> <li>1. Evidence of a commitment to continuing professional development.</li> <li>2. Certificate in Local Council Administration (or a commitment to obtain as soon as possible).</li> </ol>	<ol style="list-style-type: none"> <li>3. Educated to graduate level or equivalent.</li> <li>4. Appropriate management, administration or professional qualification.</li> </ol>
<b>Management</b>	<ol style="list-style-type: none"> <li>5. An ability to provide leadership to enable, motivate, empower and develop staff.</li> <li>6. An ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</li> <li>7. A proven track record of successful service delivery.</li> <li>8. Experience in successful partnership working, including with other local authorities, the commercial and voluntary sectors and local communities.</li> <li>9. The ability to negotiate and influence outcomes.</li> <li>10. Comfort in approaching activities innovatively and developing solutions.</li> </ol>	<ol style="list-style-type: none"> <li>11. Previous experience working as a Town or Parish Clerk or in a senior position at a principal local authority, with a clear focus on community service, partnerships and outcomes.</li> <li>12. Previous experience managing holders of public office or groups of volunteers with decision making abilities.</li> <li>13. Previous experience managing commercial activities within the public sector.</li> </ol>
<b>Communication Skills</b>	<ol style="list-style-type: none"> <li>14. Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, public and</li> </ol>	<ol style="list-style-type: none"> <li>17. Experience of PR and handling media enquiries.</li> <li>18. Experience in community</li> </ol>

	<p>external agencies.</p> <p>15. The ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</p> <p>16. Comfort in addressing large groups and thinking on your feet.</p>	<p>engagement exercises.</p>
<b>Information Technology</b>	<p>19. Confidence using computers; the usuals such as Microsoft Office, spreadsheets, internet and email.</p> <p>20. An understanding of the way in which digital media is used to communicate with the public and the pitfalls this can present.</p> <p>21. The ability to prioritise and deal with a high volume of email traffic.</p>	<p>22. Experience with relevant software, such as Survey Monkey, digital mapping programs and business accounts on social media sites.</p>
<b>Meetings and Governance</b>	<p>23. Practical experience of clerking for committees/a Town Council and the associated tasks.</p> <p>24. An in-depth knowledge of the law as it affects local councils, including Standing Orders, transparency requirements and other such legislations.</p> <p>25. Practical experience advising others in relevant legislation.</p>	<p>26. Knowledge of civic protocol, including members Code of Conduct.</p> <p>27. Experience conducting meetings in a virtual setting.</p>
<b>Finance</b>	<p>28. Experience of budget setting and financial management.</p> <p>29. The ability to interpret financial reports.</p>	<p>30. Experience of bidding for external funds.</p> <p>31. Experience of financial management specifically for local councils.</p>
<b>Other</b>	<p>32. Willingness to work out of office hours in order to attend Town Council meetings and Town Council business.</p> <p>33. The ability to operate with complete impartiality in a political environment.</p>	<p>34. Current driving licence and vehicle owner.</p>







**Seaford Town Council**

of 37 Church Street, Seaford, East Sussex, BN25 1HG

-and-

**[EMPLOYEE NAME]**

**STATEMENT OF PARTICULARS OF EMPLOYMENT AS REQUIRED UNDER THE  
EMPLOYMENT RIGHTS ACT 1996**

**[JOB TITLE]**

**1 Introduction**

This statement sets out particulars of your terms and conditions of employment with Seaford Town Council, which are required to be given to you by law.

Your employment commenced on **[START DATE]**

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services (the 'Green Book') applies to your employment save as amended by this contract and/or Council policy.

**2 Previous Service**

Your employment with any other public employer as set out in the NJC agreement may be considered as part of a continuous period of employment with the Council for the purposes of your contract of employment.

For the purposes of this contract of employment you have [continuous service from DATE OR continuous service does not apply].

**3 Job Title**

The title of the job for which you are employed is **[JOB TITLE]** of the Seaford Town Council. The Council has employed you under the provisions of section 112 (1) and (2) of the Local Government Act 1972. The duties of the post are set out in the job description attached to this contract.

The Council may from time to time wish to amend your job description and you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.

**4 Probationary Period**

This post is subject to a probationary period of six months, expiring on **[DATE]**.

**5 Declaration of Other Employment**

It is a condition of this Contract of Employment that you seek the permission of the Council of any alternative employment you undertake, in order to ensure that no tax or insurance liabilities will accrue to the Council. The Council also reserves the right to require that any other employment that you undertake does not conflict with the role or standards required to be undertaken or met in the public office of the post

**6 Place of Work**

Your usual place of work is 37 Church Street, Seaford, although you may be required to work at any location within Seaford.

## **7 Salary**

- 7.1 Your salary is in accordance with the current NJC salary scale for the role SCP [SALARY RANGE], your starting point shall be SCP [NUMBER] (£[AMOUNT] FTE) as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.
- 7.2 Subject to satisfactory performance, you would progress automatically through the salary scale by annual increments until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual review, or award an additional increment for exemplary performance if it chooses to do so.
- 7.3 Your salary will be paid bank transfer at monthly intervals to reach your bank or Building Society as cleared funds by the 25<sup>th</sup> day of the month.

## **8 Qualification Increments**

- 8.1 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:
- The Certificate in Local Council Administration
  - Certificate of Higher Education in Community Engagement and Governance – Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
  - Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
  - The Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
  - BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire

## **9 Expenses**

Any travel, mileage, subsistence expenses incurred by you and approved by the Council will be paid at the agreed NJC rate laid down at the time.

## **10 Benefits**

Details of any employee benefits are available upon request; these are non-contractual.

## **11 Appraisal**

Please refer to the Council's Annual Appraisal Policy. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

## **12 Hours of Work**

- 12.1 Your hours of work are 37 hours per week spread over Monday-Friday, exact times are to be agreed with your line manager.
- 12.2 In accordance with the Flexible Time Working Regulations (Employment Act 2002) you may apply, in writing, for flexible working time conditions on the grounds that you have a child of an age that meets the provisions of the Act. The Council retains the right to refuse this application on reasonable objective business grounds. If so, the Council must provide you with reasons in writing.
- 12.3 In accordance with the Works and Families Act 2006 you may apply, in writing for flexible

working time conditions on the grounds that you are a carer of an adult who meets the provisions of the Act. The Council retains the right to refuse this application on reasonable objective business grounds. If so, the Council must provide you with reasons in writing.

### **13 Additional Hours**

Please refer to the Council's Additional Hours Policy.

### **14 Annual Leave**

- 14.1 The calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to twenty two working days' leave in each leave year (pro rata for part time employees). The leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.
- 14.2 Your leave entitlement will increase to twenty-five working days per year (pro rata for part time employees) when you have completed not less than five years of continuous service immediately prior to the commencement of the leave year.
- 14.3 In addition to normal bank and public holidays (pro-rata for part time employees), you will be entitled to two extra statutory days (the timing of these extra-statutory holidays will be at Christmas).
- 14.4 If you join the Council from another authority or other qualifying public body, your previous service may be taken into account in calculating your holiday entitlement.
- 14.5 Holidays must be taken at times agreed with your line manager.
- 14.6 In the event that you fall sick during the period of your annual leave you will be regarded as being on sick leave from the date of your self or medical certificate and further annual leave will be suspended from that date.

### **15 Sickness Absence**

- 15.1 If you are absent from work on account of sickness or injury, you or someone on your behalf should 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.
- 15.2 In respect of absence lasting up to seven calendar days, you are required to inform your line manager and self-certificate your absence.
- 15.3 In respect of absence relating to illness lasting more than seven calendar days, you must provide a medical certificate stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.
- 15.4 You will be paid your agreed basic remuneration in line with the scale of payment for any one year that runs from 1<sup>st</sup> April to 31<sup>st</sup> March.
- 15.5 Entitlement to payment is subject to notification of absence and production of medical certificates as required above.
- 15.6 The Council operates the Statutory Sick Pay scheme and you are required to co-operate in the maintenance of necessary records. For the purposes of calculating your entitlement to Statutory Sick Pay 'qualifying days' are those days on which you are normally required to work. Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.
- 15.7 The Council reserves the right to require you at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will



be met by the Council.

- 15.8 Whilst on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

#### **16 Scale of Payment**

Subject to the above conditions of this scheme, when absent from duty owing to illness (which term is deemed to include injury or other incapability or disability) you will be entitled to receive an allowance in accordance with the following scale:

during 1 <sup>st</sup> year of service	1 months full pay and (after completing 4 months service) 2 months half pay
during 2 <sup>nd</sup> year of service	2 months full pay and 2 months half pay
during 3 <sup>rd</sup> year of service	4 months full pay and 4 months half pay
during 4 <sup>th</sup> & 5 <sup>th</sup> year of service	5 months full pay and 5 months half pay
after 5 years' service	6 months full pay and 6 months half pay

N.B. For the purposes of calculating "half" pay, the rate of pay for the agreed salary month will be used.

#### **17 Maternity/Paternity/Adoption Leave**

Please refer to the Council's Maternity, Paternity & Adoption Leave Policy.

#### **18 Injury or Assault**

In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with Paragraph 7 of Part 3 of the Green Book Terms and Conditions.

#### **19 Pension**

Legally the Council must automatically enrol all eligible employees into a pension scheme; the default scheme is NEST unless you choose to join the Local Government Pension Scheme. Details of both will have been provided to you with your offer paperwork.

#### **20 Death in Service**

In the event of your death in service any pension benefits will be paid to your nominated beneficiary in accordance with the provisions of the Local Government Pension Scheme.

#### **21 Notice of Termination of Employment**

##### **During probationary period**

- 21.1 Either party may terminate the contract of employment by giving one weeks' notice in writing.

##### **After completion of probationary period**

- 21.2 The length of notice which you are obliged to give to the Council to terminate your employment is three months' in writing.
- 21.3 The length of notice which you are entitled to receive from the Council to terminate your employment is three months' in writing.
- 21.4 Upon or within one week of written termination of your employment (whether that be during or after any probationary period) you are required to surrender to the Council any documents or materials that you have been holding on behalf of the Council.

21.5 Notice of termination of employment by the Council will be deemed to have been given and taken effect from the day on which the notice letter was written.

## 22 Grievance and Discipline – Dispute Resolution

Please refer to the Council's Disciplinary Procedure and Grievance Policy.

## 23 Health and Safety Regulations, Other Legislation & Council Policies

You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required.

## 24 Training and Development

It is essential that the Officers of the Council maintain up to date knowledge of their function and duties. To this end the Council will expect and support your necessary agreed training and development and meet all course and examination expenses and any travel and subsistence incurred on the scale set down as paid working hours, subject to a possible repayment schedule as agreed. In addition reasonable agreed time for study in paid working hours will be given.

## 25 Pay in Lieu of Notice (PILON)

The Council reserves the right to make a payment in lieu of notice for all or any part of your notice period on the termination of your employment. This provision, which is at the Council's absolute discretion, applies whether termination of the contract is by you or the Council and your contract can be terminated at any time with immediate effect by the making of the payment in lieu of notice. Any such payment will consist solely of basic salary (as at the date of termination) and shall be subject to such deductions of income tax and National Insurance Contributions as the Council is required or authorised to make.

For the avoidance of doubt, the payment in lieu of notice shall not include any element relating to:

- 25.1 any bonus or commission payments that might otherwise have been due during the period for which the payment in lieu is made
- 25.2 any payment in respect of benefits which you would have been entitled to receive during the period for which the payment in lieu is made; and
- 25.3 any payment in respect of any annual leave entitlement that would have accrued during the period for which the payment in lieu is made.

The Council may pay any sums due under this clause in equal monthly instalments until the date end of the period for which the payment in lieu is made.

You have no right to receive a payment in lieu of notice unless the Council exercises its discretion under this clause.

## 26 Data Protection

In signing this statement you are agreeing to the Council holding and processing personal data provided by you and other information pertinent to your employment, including any sickness records.

You further acknowledge and agree that the Council may, in the course of its duties as an employer, be required to disclose personal data relating to you, after the end of your employment. This does not affect your rights under data protection legislation.

## 27 Confidentiality

You may not either during or at any time after the termination of your employment with the Council disclose to anyone other than in the proper course of your employment, any information of a confidential nature relating to the Council, the Council's customers or suppliers and shall further not

use any such information in a manner which may either directly or indirectly cause loss to the Council. Confidential information includes (but is not limited to) financial information, commercial information, technical information.

Personal information, in particular must be treated in compliance with data protection legislation.

You should not use the information obtained in the course of your employment for personal gain or benefit, nor should you pass it to others who might use it in such a way. You must not abuse your right of access to information for other than legitimate employment-related purposes. E.g. personal curiosity. Where you obtain confidential information, you must not disclose it to any person not authorised to receive it (unless you are required to do it by law or by court order). You should observe all security arrangements (e.g. IT security procedures, safety of files) designed to protect confidentiality of information, particularly personal or sensitive information.

Confidential papers, files and valuables should not be left unattended on desks and should be securely locked away when no longer required for immediate use.

Responsibilities as set out above will apply to treatment of information obtained while at work even after you have retired or otherwise left the employment of the Council.

All staff should be aware and abide by the Council's protocol for Internet Use. Downloading or transmission of inappropriate material may amount to gross misconduct and render an employee liable to dismissal. If you have access to email, you must operate within the protocol adopted by the Council. If you breach this protocol, disciplinary action could follow. You should be aware that the Council may monitor internet and email use.

You are not permitted under any circumstances to divulge your passwords to anyone else. Divulging passwords may warrant disciplinary action being taken. For further guidance on this matter, speak to your line manager.

A breach of confidentiality is likely to lead to disciplinary action.

## **28 Property**

You should acknowledge that all files, customer records, lists, books, records, literature, software, products and work products developed by the you in the course of your employment with the Council, and other materials owned by the Council or used by you in connection with the conduct of business by the Council shall at all times remain the sole property of the Council and you agree that upon request and upon termination of the your employment hereunder, howsoever arising, you shall surrender to the Council all such files, customer records, lists, books, records, literature, products, software, work products, and any copies thereof and all other property belonging to the Council.

## **29 Gratuities**

In accordance with the Council's Gifts & Hospitality Policy, you must immediately report to your line manager any offer by customers, suppliers, distributors and other such persons having a similar connection with the Council, whether actual or prospective, any offer of gifts or services.

The general rule is that staff should tactfully refuse all offers of gifts. Exceptions include modest gifts of a promotional character given to a wide range of people, such as calendars, diaries, articles for use in the office etc, or a small gift on conclusion of a courtesy visit to a firm or factory provided it is of a sort normally given by the firm to visitors.

## **30 Equality and Diversity**

The Council is an equal opportunities employer and is committed to ensuring equality of opportunity for all employees. An Equal Opportunities Policy has been adopted by the Council and is as follows:



"Seaford Town Council's aim is to ensure that all its employees, councillors, job applicants and individuals and organisations worked with, are treated equally. The Town Council will ensure that every aspect of its governance and operation promotes equality of opportunity."

**31 Computers**

The Council has a detailed Acceptable Use of Computer, Internet & Email Facilities Policy, a copy of which is provided your starter paperwork. You are required to read the policy and rules and take the necessary steps to comply. Failure to comply may result in disciplinary action and, in serious cases, dismissal.

**32 Smoking Policy**

The Council operates a no smoking policy at all its properties, vehicles and within its grounds.

**26 Indemnity**

The Council undertakes to indemnify its officers against any actions of commission or omission that are made in good faith on behalf of the Council.

Signed:.....(Town Clerk) Dated:.....

Signed:.....(Employee) Dated:.....





Private & Confidential

Seaford Town Council

## Application Form

Thank you for requesting an application form for a vacancy in Seaford Town Council. We will use this form to help us decide your suitability for the job, so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their personnel file and will be used for employment related purposes.

Please note: CVs may be submitted but only in addition to the application form – the application form should be a standalone document in itself. All sections of the application form must be completed. Please use extra sheets if necessary to ensure satisfactory information is provided.

Job Details	
Post Applied For:	Town Clerk

Personal Details	
Applicant Name:	

Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG  
01323 894 870 [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)  
[www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)  
[www.facebook.com/seaford.town.council](https://www.facebook.com/seaford.town.council)



Personal Details	
Surname:	Forename(s):
Title:	
Address:	Telephone Numbers: Daytime: Evening: Mobile:
Post Code:	
Email Address:	

Current or Most Recent Employment	
Name of Employer:	
Job Title:	
Address:	Employment Dates: From: To:
Post Code: Telephone Number:	Current or Final Salary:
Period of Notice Required:	
Please give a brief outline of your main responsibilities:	
If this was your last employer, please state why you left:	
If this is your current employer, please state why you are applying for the post:	

**Previous Employment**

Please give details of ALL your previous employment accounting for any gaps. You should use a separate box for each position held, start with the most recent and work back. Please use extra sheets if needed.

\*\*\*\*\*

Name of Employer:	
Job Title:	
Address:	Employment Dates: From: To:
Post Code: Telephone Number:	Final Salary:
Please give a brief outline of your main responsibilities:	

Reason for Leaving:

\*\*\*\*\*

Name of Employer:	
Job Title:	
Address:	Employment Dates: From: To:
Post Code: Telephone Number:	Final Salary:
Please give a brief outline of your main responsibilities:	

Reason for Leaving:

\*\*\*\*\*

Name of Employer:	
Job Title:	
Address:	Employment Dates: From: To:
Post Code: Telephone Number:	Final Salary:
Please give a brief outline of your main responsibilities:	

Reason for Leaving:

<b>Relevant Education &amp; Qualifications</b>		
<i>Please give details of all relevant educational qualifications obtained and those currently being pursued</i>		
Qualification	Grade	Name of School or Provider.

<b>Relevant Training</b>		
Course Title	Provider	Dates

<b>Membership of Professional Institutes</b>		
Institute	Level of Membership	Date of Entry/Award

<b>Gaps in Employment or Training</b>		
<i>Details should be given for any period not accounted for by employment, education or training.</i>		
Date From	Date To	Reason for Gap

**Information in Support of Your Application**

Please indicate below why you are applying for this post:

[Empty response area for the application question]

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**References**

*Please provide details of two referees from which the Council may seek information regarding your suitability for employment covering at least five years of your employment history. One of your referees must be either your current or most recent employer previously.*

**Reference 1**

Organisation:

Contact Full Name:

Contact Job Title:

Relationship:

Contact Email:

Address:

Phone Number:

Post Code:

Able to be contacted before interview? Yes / No

**Reference 2**

Organisation:

Contact Full Name:

Contact Job Title:

Relationship:

Contact Email:

Address:

Phone Number:

Post Code:

Able to be contacted before interview? Yes / No

**Relationships**

Are you related in any way to an elected member (i.e. Councillor) of Seaford Town Council or an employee of the Council? Yes / No

If yes, please provide details:

**Personal Transport**

Do you hold a current driving licence?

Yes / No

Are you a car owner or do you have access to a car?

Yes / No

If YES, please state the type of licence you hold:

Do you have any current endorsements?

Yes / No

If YES, please specify:

**Post-Selection Questions**

In order to ensure a fair selection process, there are some necessary questions that the Town Council opts to put to candidates once the selection process has taken place but ahead of interviews being carried out. These will be as follows:

**Disabilities:**

In order for the Town Council to meet its obligations, if you are selected for interview the Town Council will at that point seek to ascertain whether you consider yourself to have a disability and as a result, if any adjustments need to be made or alternatives offered to enable a fair recruitment process.

The Equality Act 2010 defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day activities".

**Criminal Convictions:**

Due to this post being a senior level post in a public sector organisation, candidates selected for interview will be asked to give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, including dates and sentences. Where deemed necessary, the Council's interviewing panel may be required to ask questions about any "unspent" convictions relevant to the duties required of the post of Town Clerk. A criminal record will not necessarily be a bar to obtaining a position at Seaford Town Council. We will treat the information you provide as strictly confidential.

**Disciplinary Matters:**

Due to this post being a senior level post in a public sector organisation, candidates selected for interview will be asked to give details of any disciplinary action they have been subject to during the past five years. Having been subject to disciplinary action will not necessarily be a bar to obtaining a position at Seaford Town Council. We will treat the information you provide as strictly confidential.

**Eligibility to Work in the UK**

*The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every candidate, before they commence employment.*

Are you eligible to work in the United Kingdom and are you able to provide proof of this? Yes / No

If selected for interview, you will be required to bring along original documents to provide evidence that you are eligible to live and work in the UK and copies will be taken at interview. If unsuccessful these copies will be destroyed in accordance with data protection legislation. If you are offered the post these original documents will be retained on your personnel file.

If you are currently working in the UK with VISA restrictions, please provide the following information:

Visa Number:

Expiry Date:

**Declaration**

I declare that the information contained in the application form is true and correct.

I confirm that I have not deliberately withheld any relevant information that could affect the Council's decision to employ me.

I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

**Data Protection:**

If I accept employment with Seaford Town Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

*Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.*

Please return the application form electronically to [georgia.raeburn@seafordtowncouncil.gov.uk](mailto:georgia.raeburn@seafordtowncouncil.gov.uk) or by post to Georgia Raeburn, Executive Support Officer, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.

For any assistance with the form or process, please contact 07712 538 299.

**Additional Information – Advertising Methods:**

To enable the Town Council to analyse the effectiveness of its advertising methods, can we ask how you became aware of this vacancy:

Sussex Association of Local Councils (SSALC)

Society of Local Council Clerks (SLCC)

Indeed

Seaford Town Council website

Other (please specify):



Seaford Town Council



## Town Clerk

**Location: Seaford, East Sussex, BN25 1HG**

**Grade: SCP 49 – 54 (starting £54,323 per annum)**

Seaford Town Council is seeking a Town Clerk to help lead the Town Council in fulfilling its aspirations and, due to recent events, navigating its way through the COVID-19 storm and the subsequent recovery planning.

As Town Clerk, you will be the Chief Officer of a Town Council with a £2.7 million turnover, assuming the legal responsibilities of Proper Officer. You will be leading a workforce, supported by a dedicated management team, of just under 30 staff members across three sites.

In return for being responsible for the entire property and asset portfolio of the Town Council and its services and operations, you will be offered a flexible working environment, committed and passionate staff members, a generous salary (starting at £54,323 per annum) and pension package, salary qualification increments, ample holiday entitlement, sickness arrangements and parental leave, to name a few.

This might be the job for you if:

You have previous experience as a senior or chief officer of an organisation, ideally a local council or similar authority in the public sector.

You love taking on a challenge and finding creative solutions. You don't get flustered easily. You are patient, level-headed and cool under pressure.

You are motivated and driven. You like to empower your staff, balancing this with keeping your finger on the pulse. You can spot cracks in teams and work tactfully to nip these in the bud.

You are comfortable in, yet not seeking, the spotlight. You are quick to think on your feet. You like learning new things and can learn quickly. You adapt well to change and know how to roll with the punches. You can communicate with anyone, through any media.

You pay attention to the details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focussed and nothing falls through the cracks on your watch.

This is an exciting challenge at one of the largest town councils in the country, with one of the biggest portfolios of assets and non-precept income generation. This includes income from commercial activities which requires the ability to balance commercial and public-sector needs and constraints. The Town Council has had to put all projects on hold during COVID-19 and now must carefully plan every aspect of its recovery. A confident Town Clerk is needed to lead through this time.

If the above has struck a chord, for full details of the role of Town Clerk to Seaford Town Council and how to apply, please contact Georgia Raeburn, Executive Support Officer, at [georgia.raeburn@seafordtowncouncil.gov.uk](mailto:georgia.raeburn@seafordtowncouncil.gov.uk)

In the interim, feel free to check out our website to familiarise yourself with the Council and get a flavour of what the role involves <https://www.seafordtowncouncil.gov.uk/>

Closing date for applications: Wednesday 30<sup>th</sup> September 2020

Interview dates: (first stage) Wednesday 21<sup>st</sup> October 2020, (second stage) Wednesday 28<sup>th</sup> October 2020