

**Lichfield City Council**

## **Appointment of Town Clerk**

Full Time Post

£52,089 - £58,726 p.a.

**Application Pack**







*Thank you for your interest in the post of Town Clerk and RFO to Lichfield City Council.*

*The vacancy arises due to the sudden and untimely death of Christopher Moulton, who had been with the City Council for nearly 10 years and had been our Town Clerk since 2015.*

*Lichfield is an attractive, thriving, and expanding market town, with a strong local identity. It has a rich architectural and cultural heritage and is the main settlement within Lichfield District. The post of Town Clerk offers an exciting and unique opportunity to make a real difference to the lives of the people who live work and visit this beautiful Cathedral City.*

*The Council has a strong record of delivering and maintaining a wide range of high-quality services which you will find more about later in this pack. In particular we are responsible for 76 acres of open spaces, for the local markets, the Guildhall, and the Dr Johnson Birthplace Museum. We are also producing a Neighbourhood Plan for the whole city focussed on employment and economic development matters.*

*The **closing date** for applications is **5pm on Friday 1 September** and the anticipated timetable after that is as follows:*

**Monday 18 September** – applicants called for interview will be notified by this date.

**Friday 29 September** – interviews

*The successful applicant will commence as soon as is practicable following the interviews.*

*Due to the current difficult circumstances any questions about this exciting post would be welcomed at interview.*

*We look forward to receiving your application.*

Councilor David Smedley  
City Council Leader

# Applying for the Position of Town Clerk

Please complete the application form and return it to **arrive by 5pm on 1 September 2017 by post or by hand** in a sealed envelope marked "Confidential Application" to:

Councillor David Smedley  
City Council Leader  
Lichfield City Council  
Donegal House  
Bore St  
Lichfield  
WS13 6LU

- **Please include a handwritten 'Letter of Introduction'**, not to exceed a single side of A4 paper in length
- In your application please explain how you meet the person specification and include examples of previous achievements in the key areas of responsibility of the post
- Only completed application forms will be accepted. Please do not send CVs
- Shortlisted candidates will be notified by **Monday 18 September 2017**
- References will be taken up for all shortlisted candidates
- Formal interviews will take place on **Friday 29 September 2017** and candidates will be asked to start their interview with a 10 minute presentation on the subject;

**"What would be the advantages and disadvantages of Lichfield City Council taking on devolved services from the principal councils?"**

- It is anticipated that the post will be offered to the successful candidate, subject to references, on the day of the interview.

# Overview of the City Council and Lichfield

## The City

The city originates from 669 when St Chad established his bishopric here and the settlement grew as the ecclesiastical centre of the Kingdom of Mercia. It developed further in the 12th century under Bishop Clinton who laid out the town with a ladder-shaped street pattern, which survives to this day.

In 1387 a Guildhall was established on the present site in Bore Street. The Guild became increasingly involved in the governance of the city, and became the first Corporation by the charter of Edward VI in 1548. Queen Mary's charter of 1553 established the "city and county" of Lichfield with a right to appoint its own Sheriff, a post which the Council still maintains.

Lichfield suffered greatly during the Civil War with the cathedral brought almost to ruins by sieges in 1643 and 1646. Following rebuilding the city prospered in the 18th century as a thriving coaching city on the main route to the northwest. This was a period of great intellectual activity, with the city home to Dr Samuel Johnson, David Garrick, Erasmus Darwin and Anna Seward.

The city's population increased slowly throughout the 19<sup>th</sup> and early 20<sup>th</sup> century, and then underwent a rapid post-war boom; increasing from 10,260 in 1951, to 25,400 in 1981, and 32,219 in 2011.

Lichfield is a very desirable place to live and work. It is largely surrounded by green belt and open countryside and has the appeal of a small cathedral city with its own unique identity. It has an historic city centre with many fine buildings, restaurants, pools and parkland; and a lively cultural focus based on its Arts Association, Festival, and Garrick theatre. All this, together with its excellent road and rail connections, means there is great pressure for further residential development and considerable out-commuting by residents to work in the nearby West Midlands conurbation. The City Council through its Neighbourhood Plan hopes to redress this imbalance by encouraging more high-grade employment to the city.

Lichfield District's unemployment rate at 2.9% compares very favourably to the regional and national figures of 5.4% and 4.7% respectively. The proportion of people in professional and management occupations is markedly higher than the UK average, and the average annual gross income is £34,283, compared to the West Midlands average of £26,405 [2016 data].

## The City Council

Under local government re-organisation in 1974 the former City Council became part of the new Lichfield District Council, and Charter Trustees became responsible for the civic and ceremonial aspects of the former city. The Charter Trustees were replaced in April 1980 when a new 'parish' council was created for the city, with city status restored by the Queen in November 1980.

Various land and property was transferred to the new council from the District Council in 1981, and other land and property has been acquired directly by the Council since. The insurance valuation of the Council's assets is now over £13 million.

The Council has 28 members, which from May 2015 are divided between 9 wards.

Of the 10,269 local precepting authorities in England, the City Council's precept of £611,674 (2015/16) was 84th highest. Its tax base at £11,596 was 42nd highest, and its Band D council tax at £52.75 was 2,084<sup>th</sup> highest. Lichfield's population of 32,219 makes it the 33<sup>rd</sup> largest civil parish in England by population. Gross income and expenditure over the past 5 years has been as follows:

	12/13	13/14	14/15	15/16	16/17
<b>INCOME</b>	908,635	913,902	934,212	964,048	961,530
<b>EXPENDITURE</b>	1,228,549	902,946	835,884	954,372	1,044,324

# Strategic Aims and Objectives

## Mission Statement

***To improve the quality of life of residents of Lichfield City***

**To be achieved by:**

- ***Making best use of the resources and powers available to us to provide high-quality cost-effective services to help meet the needs and wishes of the residents***
- ***assisting and encouraging other bodies to provide such services***

**Key objectives:**

- 1 *To help residents enjoy high-quality social, recreational, and cultural facilities, and to maintain or improve the standard of these facilities*
- 2 *To encourage and promote the economic and commercial vitality of the city*
- 3 *To protect and improve the high-quality environment of the city and promote sustainable development to meet the needs of present and future generations*
- 4 *To preserve the ancient traditions and unique identity of the city*
- 5 *To represent the views and wishes of the citizens of Lichfield and to promote the interests of the city for the betterment of the local community*
- 6 *To help to create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race or religion, and which seeks to develop their well-being, knowledge, understanding, and mutual co-operation*

## Services Provided and Service Objectives

### **Parks, Footpaths and Allotments**

The Council owns or maintains a total of 31 hectares of open space and churchyards on over 70 separate sites in the city. The Council is also responsible for 6,250 metres of footpaths, 120 footway lights and 17 bus shelters. The Council owns 4.8 Ha of allotments which are leased to the *Lichfield Allotments Society* who then let out the individual plots.

#### **Our objectives in providing the service**

- To enable residents and visitors to enjoy and benefit from the parks, open spaces and footpaths.
- To provide and maintain open spaces, footpaths, and lighting, seats, bus shelters, litter

bins to a high standard, using environmentally sound practices

- To enhance the appearance of the city by provision of floral arrangements
- To provide allotments where a demand exists and to facilitate the management of the allotments by the Allotments' Society as a means of providing best value to the end user

### **Guildhall**

The Guildhall is an historic building (Grade II listed). Rooms are hired out to the public, to local organisations, and for commercial sales, etc. The Guildhall is licensed for civil marriages. The Guildhall is also used for Council meetings.

### Our objectives in providing the service

- To provide meeting rooms with good facilities at affordable cost to non-commercial hirers
- To maintain usage of this historic building for the benefit of the community

### Community Halls

**Cruck House** is a 16th century cottage in Stowe Street. It is a Grade II Listed Building owned by the Council and used as a meeting room.

**Curborough Community Centre** was built by the Council in 1994, with an extension built in 2001.

**Boley Park Community Hall** was built in 1984.

**Darwin Hall** opened in June 2010. It was built by the City Council, with funding provided through a S106 agreement.

The Council leases all these buildings rent free to local management committees which undertake the general day-to-day operation of the halls.

### Our objectives in providing the service

- To provide meeting rooms with good facilities at affordable cost
- To support and encourage community management of these facilities

### Markets

The Market Square and traders' toilets are owned by the Council. There are weekly General Markets on Tuesdays, Fridays and Saturdays, and a monthly Farmers' Market operated directly by the Council. Various public events also take place on the Square.

### Our objectives in providing the service

- To provide well-run high-quality markets
- To generate income to help fund other services

### Civic Ceremonies and Traditions

The civic property of the City, (sword and maces, charters, civic silver, chains of office, etc.) is of considerable value and historical importance. Many items are on public display in the Heritage Centre.

As well as the Mayor, who is appointed annually as chairman of the Council, the Council also

appoints the office of Sheriff, a post dating from Queen Mary's Charter of 1553.

The Council maintains the unique Lichfield traditions, including the Shrovetide Fair, St George's Court, Court of Aray, Sheriff's Ride, and Johnson Birthday celebrations, and various other civic functions throughout the year.

### Our objectives in providing the service

- To support local organisations through the attendance of the Mayor and/or Sheriff at their events
- To assist in fundraising for the Mayor and Sheriff's Charity Appeal
- To preserve the ancient traditions and unique identity of the City
- To preserve the ancient historic plate and muniments of the City

### Grant Aid and Partnership Work

Each year the Council makes grants to about 50 local organisations.

The Council represents the interests of the City and makes representations on matters such as the Local Plan. The Council provides secretarial and administrative support for the Lichfield City Forum.

The Council is currently working with other partners to produce a city centre tourism strategy, and with local business to introduce a Business Improvement District (ballot scheduled for June 2015).

The Council appoints representatives to many local organisations, school governing bodies, charities, etc. and works with the District and County Councils and other bodies on various projects.

### Our objectives in providing the service:

- To help create a socially inclusive society
- To assist local clubs, societies and organisations to maintain work beneficial to the citizens of Lichfield
- To promote the economic vitality of the City
- To work in partnership with other statutory and voluntary bodies, groups, agencies and individuals to ensure an improving standard of services to meet the needs of residents of the City.

## Arts, Tourism, Twinning, Christmas Lights

**Arts** - The Council helps fund many arts-based local organisations including substantial annual grants to Lichfield District Arts, and the Lichfield Festival.

**Tourism** - The Council pursues an active role in promoting tourism to the City and is represented on the Lichfield District Tourism Association.

The Council owns or operates many of the tourist sites in Lichfield including the Johnson Museum, Guildhall, Market Square and statues, the Clock Tower, the Friary Remains (scheduled ancient monument), Borrowcop Gazebo, Pool Walk, the Gardens of Remembrance, and the Festival Gardens.

The Council organises many of the traditional events and ceremonies which are an attraction to tourists.

**Christmas Lights** - The Council provides Christmas illuminations in the City.

**Twinning** - The Council has a Ring Twinning Agreement with Sainte Foy-lès-Lyon in France and Limburg an der Lahn in Germany. The Council's part-time Twinning Officer works closely with the Lichfield Twinning Association.

### Our objectives in providing the service

- To promote and assist in funding the Arts for the enjoyment of residents and visitors and to work in partnership with the District Council, County Council, Lichfield District Arts Association, and other arts organisations and individuals to develop arts facilities and activities in the City
- To work in partnership with the Lichfield District Tourism Association, Lichfield District Council and other bodies to promote Lichfield as a high-quality business, tourist and conference destination and to increase the number of visitors to Lichfield
- Through twinning links to promote understanding and awareness of our respective languages and culture and encourage exchanges of groups and individuals
- To provide Christmas illuminations in order to make the city centre an attractive area for residents and shoppers during the festive season and encourage visitors to the City in order to improve the economic vitality of the City

## The Samuel Johnson Birthplace Museum

This is a Grade I Listed Building of immense historic importance. It houses an accredited Museum dedicated to the life, work and personality of Samuel Johnson. It includes exhibits of national importance. The building and its collections are held under the Johnson Birthplace Charitable Trust, of which the City Council is the sole trustee. The staff at the Birthplace Museum are employed by the Council.

### Our objectives in providing the service

- To use and permit the Birthplace to be used as and for a public memorial to the genius of the late Dr Samuel Johnson and for such purpose to preserve the Birthplace as a place of historical interest and to maintain the same as a public museum and for public exhibitions
- To stimulate wider interest in and understanding of the life and achievements of Samuel Johnson. To safeguard the future and development of the museum and its collection to enable access by all.

## Planning Consultation

The Council is consulted on all planning applications made in the city and submits its observations to Lichfield District Council, which then determines the applications. The Council is producing a Neighbourhood Plan for the city which is focussed on Employment and Economic Development issues.

### Our objectives in providing the service

- To seek high standards of planning design and build in the City with sensitive and high-quality development within the Conservation areas and effective and sustainable policies in relation to traffic management, parking and pedestrianisation
- To seek a diversity of development within the City, with a wide mix of residential properties, sufficient employment land to accommodate the needs of the local population, and a vibrant commercial centre
- To improve the employment and economic status of the city through a statutory Neighbourhood Plan.

### **Financial Systems**

The Council's gross expenditure averages approximately £900,000 per annum, of which approximately 70% is funded by the Council Tax. The remainder of the Council's income comes from items such as hall hire, market stall rents, investment interest, grants, and capital receipts.

#### **Our objectives in providing the service**

- To maintain an efficient and accurate accounting system, including preparation and monitoring of annual budgets, VAT, PAYE, and payroll records, prompt supplier payment, prompt receipt of income and a minimum of bad debts
- To manage the investments and cash flows of the Council to maximise interest receipts and minimise interest payments and bank charges

### **Central Administration and Staffing**

The Council's central administration is responsible for the overall administration of the Council's activities. This includes the offices and public reception facilities, mail, telephone, and computer systems. The staff deal with many enquiries from the public regarding the work of the Council, and general enquiries regarding the City. The costs of administration are recharged to the individual services, so that the service budgets reflects the full cost of the service itself including the administrative support involved.

#### **Our objectives in providing the service**

- To ensure the effective management of the authority and effective implementation of its policies and priorities, and that its management arrangements facilitate performance and efficient use of resources.
- To provide efficient and effective office services to support the Council's activities
- To deal with telephone calls, emails, and personal callers, promptly, courteously and efficiently
- To ensure and arrange effective staff training and to develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
- To maintain accurate personnel records, health and safety controls, and fire evacuation policies
- To manage and control land and property belonging to the Council

### **Agency Services - Highway Verges**

The Council cuts all the 8.24 Hectares (20.3 acres) of highway verges in the city on behalf of Staffordshire County Council (through an 'Agency Agreement') for which payment is received from the County Council.

#### **Our objectives in providing the service**

- To provide a high standard of highway verge maintenance

### **Committee Services**

The service produces agendas, reports and minutes for the Council and its various working parties and advisory committees. General support is also provided for members, including training for new councillors.

#### **Our objectives in providing the service**

- To improve the efficiency, effectiveness and quality of Council services
- To provide a high standard of administrative support for members
- To maintain good communication with the public on Council activities

### **Capital Projects, Repairs and Renewals**

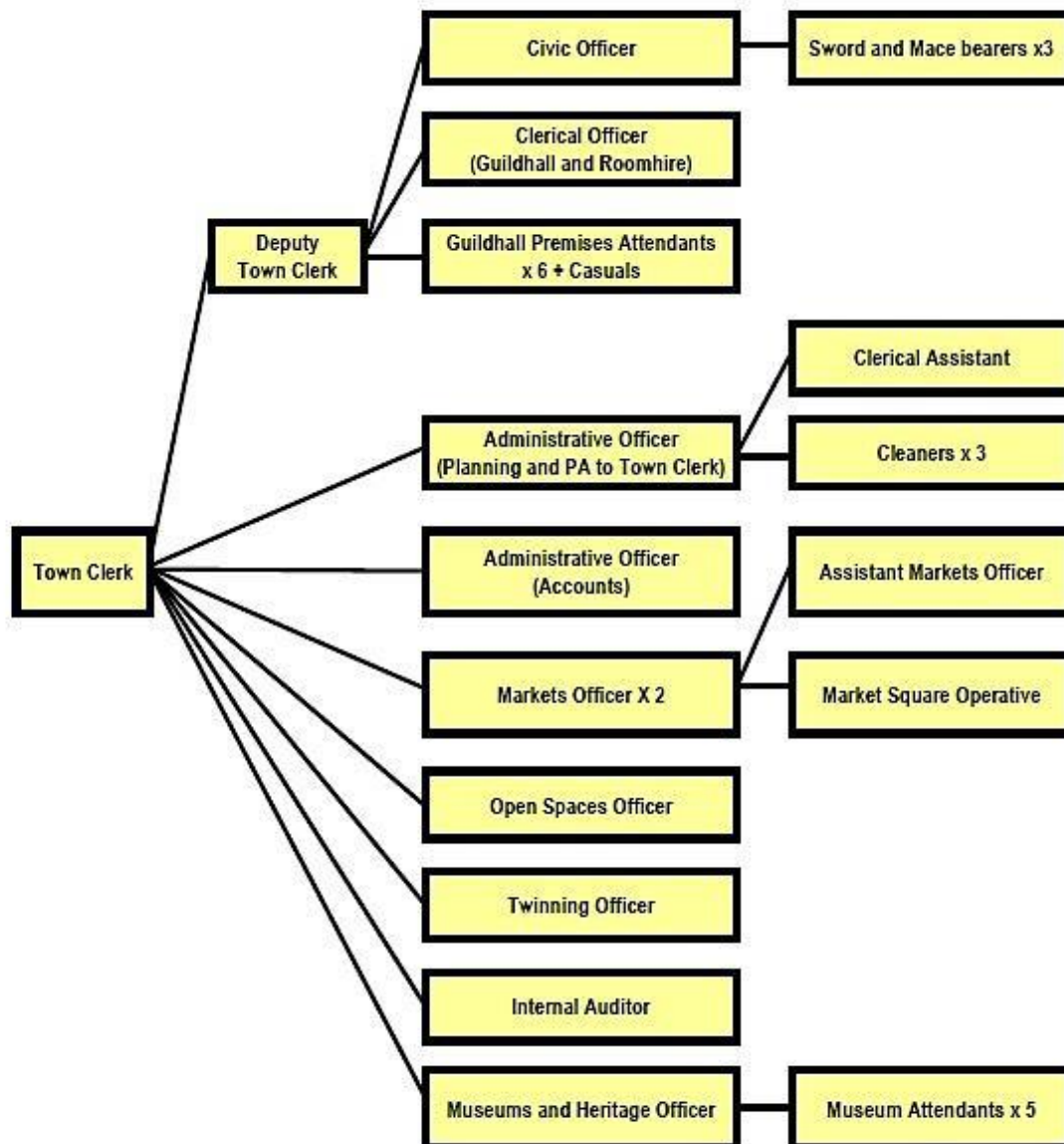
The Council has a Capital Projects and Repairs and Renewals Fund to help spread the cost of major new capital works or major repairs and renewals. Many of the buildings owned by the Council are listed buildings, and because of their age and nature require major repair work at periodic intervals.

#### **Our objectives in providing the service**

- To undertake new capital projects for the benefit of the citizens
- To ensure that major repairs and renewals are satisfactorily undertaken to maintain Council owned buildings in good repair



**LICHFIELD CITY COUNCIL  
STAFFING STRUCTURE NOVEMBER 2016**



## **Current Committee Structure**

The Council's current Committee Structure is as follows:

**Full Council** (all 28 members) – meets 9 times a year - 6.30pm

**Planning Applications Committee** (all 28 members) – meets every 4 weeks 6.30pm

**Neighbourhood Plan Sub-Committee** (12 members) A sub-committee of the Planning Applications Committee – meets as required. Usually daytime

**Grants Committee** (9 members) – meets once per year (February) - 6.30pm

**Internal Control Committee** (6 members) – meets 2 or 3 times per year – 6.30pm

**Birthplace Advisory Committee** (6 members) – meets 2 or 3 times per year – daytime

**Staffing Committee** (8 members) – usually meets once a year – daytime

**Tender Opening Committee** (5 members) – meets only when required – daytime

**Twinning Grants Committee** (3 members) – meets only when required – daytime

**Youth Grants Committee** (3 members) – meets only when required – daytime

**Complaints Committee** (4 members) – meets only when required – daytime

## **Calendar of Meetings**

The Calendar of meetings for 2017/18 is available on the City Council's website at:  
[http://www.lichfield.gov.uk/Meetings\\_Diary\\_680.aspx](http://www.lichfield.gov.uk/Meetings_Diary_680.aspx)

## Key Civic Events 2017

NB This is the list for 2017, but will be broadly similar in future years.

**The Town Clerk is required to attend those events marked \***

DATE	CIVIC EVENT		TIME	VENUE
Sunday 22 January	Church service		11.00 am	St Peter & St Paul's Church,
Sunday, 5 February	Church service		11.00 am	Wade Street, United Reformed Church
Sunday, 19 February	Worshipful Company of Smiths' Service		11.00am	The Guild Church of St Mary
Tuesday, 21 February	Worshipful Company of Smiths' Court	*	6.30pm	Guildhall
Tuesday 28 February	Pancake Races & Shrovetide Fair	*	12 Noon	Guildhall
Friday, 3 March	School's Speaking Competition	*	7.30 pm	Guildhall
Wednesday 15 March	Sheriff's Show at The Friary School		7.30pm	The Friary School, Lichfield
Sunday 19 March	Church Service		10.30 am	The Methodist Church,
Sunday, 2 April	Sheriff's Darwin Walk		10.00 am	Bunker's Hill car park
Sunday, 16 April	Easter Sunday Service	*	10.00 am 10.30 am	Assemble at Guildhall Cathedral
Tuesday 11 April	Entertainment & Tea for over 70's		2.00 pm	Curborough Community Centre
Saturday, 22 April	St George's Court	*	12 noon	Guildhall
Monday, 15 May	Annual Council Meeting Mayor's Banquet	*	6.30 pm 7.30 pm	Guildhall
Sunday, 21 May	Mayoral Service		10.00 am	Assemble at Guildhall
Sunday, 28 May	Bower Sunday Service	*	9.30 am 10.00 am	Assemble at Guildhall St Michael's Church
Monday, 29 May	Court of Arraye	*	10.30 am	Guildhall
Monday 29 May	Bower Procession	*	12 noon	Guildhall
Wednesday 28 June	Swinfen Broun Bowls Match		6.00 pm	Museum Club's Bowling Green Beacon Park
Saturday, 29 July	Mayor at Home		2.00pm	Guildhall
Saturday, 9 September	The Sheriff's Ride	*	10.00 am 10.30 am	Guildroom Ride leaves City Centre
Saturday, 23 September	Dr Johnson Birthday Celebrations	*	11.30 am 11.50 am	Guildhall Market Square
Sunday 12 November	Remembrance Sunday Service	*	9.40 am 10.00 am 11.00 am	Leave Guildhall Cathedral Service Garden of Remembrance
Saturday 25 November	Mayor and Sheriff's Charity Dinner Dance	*	7.00 pm	Guildhall
Sunday 26 November	Switch-on Christmas Illuminations	*	5.00 pm	Market Square
Tuesday, 5 December	Mayor's Carols for Christmas	*	7.00 pm	Guildhall

## Budget summary

<b><u>Net Expenditure</u></b> <b>SERVICE AREAS</b>	<b>BUDGET</b> <b>2016/17</b> <b>£</b>	<b>ACTUAL 2016/17</b> <b>AT YEAR END</b> <b>£</b>	<b>VARIANCE</b> <b>2016/17</b> <b>%</b>	<b>BUDGET</b> <b>2017/18</b> <b>£</b>
<i>Parks and Footpaths</i>	175,000	174,722	0	208,166
<i>Guildhall</i>	50,000	69,547	39	62,530
<i>Community Centres</i>	15,000	14,173	-5	12,182
<i>Markets</i>	-50,000	-28,148	-44	-29,885
<i>Civic</i>	70,000	81,099	16	81,684
<i>Grant Aid/Partnerships</i>	50,000	46,723	-7	50,006
<i>Arts/Tourism/Twinning</i>	65,000	59,662	-8	59,989
<i>Johnson Birthplace Museum</i>	75,000	78,810	6	80,704
<i>Democratic Services</i>	110,000*	130,491	18	88,794
<i>Investment Interest</i>	-1,400	-1,293	-7	-110
<i>Loan Charges</i>	0	0		0
<i>Agency</i>	-12,000	-18,443	54	-18,615
<i>Repairs and Renewals</i>	130,000	121,988	-6	129,463
<i>Capital Projects</i>	25,000*	28,229	13	0
<b>SUB TOTALS</b>	<b>701,600*</b>	<b>757,560</b>	<b>8%</b>	<b>724,910</b>
<b>PRECEPT + LTCSG</b>	<b>674,763</b>	<b>674,763</b>	<b>-</b>	<b>700,701</b>
<b>TOTAL (To)/From balances</b>	<b>26,837*</b>	<b>82,797</b>	<b>-</b>	<b>(24,209)</b>

**\* These headline figures include;**

- £25,000 added to the Democratic Services budget line to cover electoral costs from the 2015 election (this amount having been committed to general reserves following the City Council's meeting of 22 June 2016), but added to this reporting line for budgetary purposes. The final invoice totalled £37,389, some £12,389 above the figure set aside to cover the expenses.
- The underspend on the capital works to the Market Square of £25,000 carried forward to 2016/17 and added to the budget as programmed works on-going, following the meeting of the City Council on 22 June 2016.



# **JOB DESCRIPTION**

## **Town Clerk**

### **Overall Responsibilities**

The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications, required by law of a local authority's Proper Officer. The Town Clerk is responsible for ensuring that the instructions of the Council in connection with its functions as a local authority are carried out and is expected to advise the Council on, and to assist in and contribute to, the formulation of overall policies and the strategic vision to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to constructively implement all decisions.

The Town Clerk is accountable to the Council for the effective management of all its resources and will report to members as and when required. The Town Clerk is also the Responsible Financial Officer (RFO) and is responsible for all financial records of the Council and the careful administration of its finances.

### **Specific Responsibilities**

1. To act in all respects as the Council's Head of Service and Responsible Financial Officer as required by law or the Council's Standing Orders and Financial Regulations or administrative best practice including the supervision, either direct or indirect, of all staff employed by the Council and to ensure the appropriate training and updating of skills to match their responsibilities.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To ensure that the Council's obligations for risk management are properly discharged.
4. To assist the Council to define its high-level objectives and to monitor their achievement through the Council's performance management arrangements.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its various Committees, sub-committees, working groups and panels; to attend or be represented at all such meetings, to record attendances at and the decisions of those meetings and to implement those decisions in accordance with the Council's policy.
6. To ensure the maintenance of the Council's rich civic heritage through the satisfactory and efficient organisation of civic and related ceremonial or social functions and personally attending and supporting the Mayor and/or the Sheriff at those annual events marked \* on the attached schedule of events.
7. To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation to and discussion by the Council.
8. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action. To have a strategic view as to the future developments of projects in the City.

9. To ensure that the Council's Standing Orders, Financial Regulations and Delegation Scheme are regularly reviewed and, in particular, to ensure that any changes required by changes in the law, guidance or best practice are implemented.
10. To recommend the Council to obtain external specialist advice when appropriate and to ensure that the advice so obtained is placed before the Council and/or its various Committees, sub-committees, working groups and panels to assist members in the decision making process.
11. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To prepare and issue correspondence as a result of the instructions or known policy of the Council.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To supervise other members of staff either directly or indirectly in keeping with the policies of the Council and to ensure that all necessary activities in connection with the management of salaries, conditions of employment and work of other staff are carried out.
14. To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the facilities provided by the Council.
15. To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.
16. To issue notices and prepare agendas and minutes for the Town Meeting
17. With appropriate specialist financial advice as deemed necessary, to assume overall responsibility for the finances of the Council including monitoring expenditure, cash and credit income and the preparation of estimates and final accounts and to ensure that all matters raised by internal and external auditors are dealt with.
18. To ensure that all necessary records for audit purposes and VAT are prepared.
19. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
20. To sign and verify orders for goods and services.
21. To ensure that arrangements are in place for appropriate insurance cover for the Council's assets and public and other liabilities.
22. To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings owned or tenanted by the Council.
23. To be responsible for the proper maintenance and safe custody of all Council records, deeds, documents, etc.
24. To administer and promote the use of the Guildhall and other accommodation or facilities provided by the Council for the benefit of the public.
25. To accompany and be part of civic delegations as required, whether to locations in the United Kingdom or to Lichfield's twin towns.

26. To act as Steward of the Manor at the St George's Court and the Court of Araye and ensure the appropriate maintenance of these traditions.
27. To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the broadcasting and print media and to produce or ensure the production of such other publicity as the Council may from time to time require.
28. To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable.
29. To develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally and nationally.
30. To attend conferences, training courses or seminars as required by the Council.
31. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through a process of continual professional development within agreed timescales.
32. To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of day-to-day office routine and business commensurate with the duties and responsibilities of the post.

## City Council Principal Assets

	Insured value
Guildhall	£4,006,000
Donegal House & courtyard	£2,498,000
Darwin Hall	£848,000
Curborough Community Centre	£739,000
Clock Tower	£517,000
Boley Park Community Centre	£466,000
War Memorial + balustrade	£409,000
Cruck House	£335,000
Johnson Statue	£135,000
Boswell Statue	£128,000
Traders Toilets	£65,000
Borrowcop Gazebo	£45,000
51 Market stalls and 2 trailers	£42,640
Serjeantson Fountain	£36,000
Civic Silver and insignia	£512,800
General building contents	£45,000
Friary Fountain	£0
76 acres public open space	£0
17 bus shelters	£0
120 footway lights	£0
Assorted play equipment	£0
Seats, bins and street furniture	£0
	<b>£10,827,440</b>
 Dr Johnson Birthplace and collection <i>(as sole Trustee of the charity)</i>	 <b>£2,257 300</b>



# PERSON SPECIFICATION

## Town Clerk

### Qualifications and Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• The Certificate in Local Council Administration (CiLCA), or the Certificate in Local Policy, or a commitment to obtain CiLCA within 12 months;</li><li>• Demonstrable success in managing a range of services and translating organisational ambitions into measurable achievements which benefit service users;</li><li>• Evidence of a commitment to continual professional development</li></ul>	<ul style="list-style-type: none"><li>• Educated to degree level;</li><li>• Appropriate management, administrative or professional qualification</li></ul>

### Legal/Civic

Essential	Desirable
<ul style="list-style-type: none"><li>• General knowledge of the law as it affects local councils;</li><li>• Knowledge of current employment legislation</li><li>• Understanding of planning law and procedures or a commitment to achieve familiarity with this area of knowledge within 6 months</li><li>• Practical experience of advising council and committees, as well as agenda preparation, report writing, minute taking, standing orders and financial regulations</li><li>• Respect for the civic traditions and heritage of a historic market town (including the wearing of ceremonial dress when required)</li><li>• An understanding of local government democratic processes</li></ul>	<ul style="list-style-type: none"><li>• Experience of organising public, civic and heritage events</li></ul>

## Personal Qualities

Essential	Desirable
<ul style="list-style-type: none"> <li>• Energy, enthusiasm, commitment, innovation;</li> <li>• Ability to command the confidence of and build relationships with councillors, colleagues, other organisations and members of the public;</li> <li>• Evidence of establishing and maintaining a strong 'can do' performance culture, motivating staff to a high level of achievement and driving up standards;</li> <li>• Ability to exercise sound judgement and lead by example in ensuring the highest standards of conduct and integrity;</li> <li>• Strong inter-personal skills and well developed negotiating and mediating skills;</li> <li>• Confident about speaking in public;</li> <li>• Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving.</li> <li>• Willingness to work evenings and weekends as required</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of playing a leadership role within a significant public sector organisation over a minimum of 5 years.</li> </ul>

## Communication Skills/IT

Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including an ability to relate to, and communicate with, councillors, staff, members of the public, press and external agencies and an ability to present complex information or concepts coherently and consistently;</li> <li>• Ability to operate with complete impartiality in a political environment</li> <li>• Evidence of ability to give professional advice and information to councillors, staff and members of the public</li> <li>• Experience in Microsoft Office suite</li> <li>• Basic knowledge of website maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use graphic design software</li> <li>• Interest in IT development</li> <li>• European Computer Driving Licence (ECDL).</li> </ul>

## Management

Essential	Desirable
<ul style="list-style-type: none"><li>• Evidence of ability to provide robust, empowering leadership to enable, motivate and develop the council's staff and foster a 'can do', high achieving organisational culture</li><li>• Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively; including capital and revenue works to buildings</li><li>• Evidence of ability to maintain morale, trust and confidence throughout the organisation</li><li>• Ability to demonstrate a successful record of project delivery</li></ul>	<ul style="list-style-type: none"><li>• Previous experience of working as a Town or Parish Clerk or in a senior role at a principal local authority with a clear focus on outcomes.</li><li>• Experience of managing several projects at the same time with a range of values, timescales and criteria</li></ul>

## Finance

Essential	Desirable
<ul style="list-style-type: none"><li>• Financial numeracy to enable the understanding, creation and application of organisational budgets, accounts, forecasts, etc.</li><li>• Practical experience in local council accounting procedures, including closure of accounts for audit purposes or a commitment to attend appropriate training to achieve familiarity with this area of knowledge within 6 months</li></ul>	<ul style="list-style-type: none"><li>• Experience of Sage Accounts and Payroll.</li></ul>

## **TERMS AND CONDITIONS OF EMPLOYMENT**

### **Salary**

The salary will be within the scale LC4 (currently £52,089 - £58,726 p.a. spinal column points 56 – 60) as recommended by the National Association of Local Councils and the Society of Local Council Clerks based upon the size of population, budget and level of services of the Council.

However it is anticipated that the successful candidate will commence on point 56 and progression through the scale will be dependent upon the satisfactory achievement of such targets as may be agreed as part of the Employee Development Scheme set in in this document.

For all other purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services.

### **Start Date**

It is intended that the successful candidate will start employment as soon as is practicable after interview, which is currently scheduled to take place on 29 September 2017.

### **Probation**

All new employees will be subject to a six month probationary period which will involve regular discussions on progress as set out below.

### **Membership Fees for Professional Institutions**

The Council will pay the Town Clerk's annual subscription to the Society of Local Council Clerks.

### **Working Week**

The normal working week is 37 hours, which will include attendance at evening meetings of the Council and its committees, and those annual civic and ceremonial events marked with an asterisk on the attached schedule. Time off in lieu may be taken subject to the exigencies of the service.

### **Other Employment**

The post holder will be fully engaged in the employment of the City Council and agrees not to undertake any other paid employment without the express consent of the Council.

### **Annual Leave**

In accordance with the current national conditions of service, namely 26 days paid leave per annum (30 days after five years' service), plus public holidays.

### **Period of Notice**

Following completion of the probationary period, at least three months written notice is required on either side to terminate the employment



## **Pension**

Employees of the Council are entitled to join the Staffordshire County Council Pension Fund.

## **Employee Development Scheme and Salary Review**

On appointment the successful candidate will be entitled to:

- a monthly meeting during the probationary period with the nominated representative(s) of the Council to explore the direction of work and personal development;
- after 3 months a discussion to agree and refine the specific responsibilities of the post and to agree performance measures, indicators and milestones;
- at the completion of the probationary period an agreed Personal Development Plan setting out the tasks and training required to achieve key result areas and to develop personal goals over the next period of 12 months.

After satisfactory completion of the 6 months probationary period the successful candidate may be awarded an additional increment.

He/ she will be afforded a formal Performance Review Meeting 18 months after joining the Council conducted by the nominated representative(s) of the Council, although the post holder will be entitled to request the attendance of an additional councillor if desired. At that meeting the post holder's performance in accordance with the Personal Development Plan will be reviewed and, subject to a satisfactory outcome the Council will be willing to consider reviewing the salary of the post to recognise the post holder's achievements.

Subsequent salary reviews will be undertaken at successive annual appraisals.

## **Health and Safety**

Lichfield City Council recognises its obligations under the Health and Safety at Work etc. Act 1974 to provide appropriate health and safety training and to ensure safe and healthy premises for all employees and visitors

## **Equality Policies**

The Council is committed to a policy of equal treatment of all employees and applicants and requires all employees to abide by this general principle and the requirements of legislation and Codes of Practice. In its employment policies all employees will be given equal opportunities in the application of their conditions of service, training and promotion prospects, regardless of sex, disability, age, marital/family status, sexual orientation, race, religion or belief, political persuasion or colour.

## **Car Allowance**

A casual user car allowance at the current rate will be payable to the Town Clerk.

