



# BEVERLEY TOWN COUNCIL

Application pack  
For the position of

## DEPUTY TOWN CLERK

Beverley Town Council, 12 Well Lane,  
Beverley, East Yorkshire, HU17 9BL

Tel 01482 874096

E mail [clerk@beverley.gov.uk](mailto:clerk@beverley.gov.uk)



## BEVERLEY TOWN COUNCIL APPOINTMENT OF DEPUTY TOWN CLERK

Salary within range  
(LC1 18-22) £19,819 - £21,074 (FTE)  
Minimum of 30 hours per week

We are looking for a dynamic person to work with Beverley Town Council to manage the authority and take us to new levels of governance, community leadership, services and event delivery. We carry out a wide range of public services and events, working with volunteers and organisations. We want to ensure that our town is promoted at every opportunity to the benefit of the electorate and the local economy. If you have the drive and vision to promote this agenda we would like to hear from you.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, and all Council meetings, services and events are professionally administered with decisions effectively implemented. You will be responsible for the coordinating of planning and allotment matters, financial data input, desktop publishing, website, social media and civic and ceremonial protocols within the Council. You will develop healthy working partnerships with key local organisations as required and ensure the professional operation of events and projects as directed by the Town Clerk.

Highly motivated, enthusiastic and Beverley community focused, you will bring sound financial inputting/management, administrative, communication, organisational skills, desktop publishing, website /social media skills, event operations and management skills, along with staff leadership and motivation when deputising for the Town Clerk. A flexible, practical work approach and ability to meet deadlines is essential. A good standard of education is required for this post. The CiLCA professional qualification is desirable; however this will need to be attained within a set timeframe if not. Local Council experience is preferable.

We offer nationally based terms and conditions of employment for this post which involves working evenings and some weekends flexibly to facilitate the services of the Council.

Email [clerk@beverley.gov.uk](mailto:clerk@beverley.gov.uk) or Tel 01482 874096 for a recruitment pack & application form or download the details from [www.beverley.gov.uk](http://www.beverley.gov.uk) or [www.ernllca.org.uk](http://www.ernllca.org.uk)

**Applications are invited by sending a hard copy application form to:  
Ms H Watson FSLCC, Town Clerk, Beverley Town Council, 12 Well Lane, Beverley, East  
Yorkshire, HU17 9BL**

**Closing date for Applications: 12 noon on Friday 22<sup>nd</sup> February 2019**

**Date for Interviews: Tuesday 5<sup>th</sup> March 2019**

## **BEVERLEY TOWN COUNCIL**

### **The Town**

The Town of Beverley lies in the heart of East Yorkshire, lying 7 miles North West of Hull. With a population of over 30,000, the town is served by three parishes; Molescroft to the North, Woodmansey to the South and Beverley as its core. The Parish of Beverley covers an electorate of approximately 18,000 electors.

### **The Town Council**

Beverley Town Council came into existence in 1999. The Council consists of four wards; St Mary's East, St Mary's West, Minster North and Minster South. Fourteen members make up the Council - St Mary's East (4 members), St Mary's South (3 members), Minster North (3 members) and Minster South (4 members). They are elected every four years. The next ordinary elections will be in May 2019.

### **Council Meetings**

The Council Offices are located at 12 Well Lane, Beverley. All meetings other than the Annual Town Meeting and Annual Meeting of the Council take place at the Town Council Offices. The Committees meet on a regular basis throughout the year.

The majority of meetings take place after 4pm and usually at 6.30pm on week days:

Full Council - meets on a six weekly basis on Mondays except in August and December, and is responsible for overseeing all business of the Town Council.

The Annual Meeting of the Town Council is Mayor Making, when a new Mayor is elected in May by members.

Annual Town Meeting - held annually for residents to raise any issues about the town.

Policy Committee is responsible for the managing the Town Council's policies and finances and meets 4 times a year.

Planning, Property & Service's Committee is responsible for consultation on planning applications, environmental planning applications, traffic orders, Skate park and allotment matters and meets every 3 weeks on Tuesdays except in August and December.

Beverley in Bloom Group supports with floral containers and displays within the town and inputs to the 'Yorkshire in Bloom' offer and facilitate the Beverley in Bloom town competition.

Festive Lights Group is responsible for the festive lighting displays and Christmas trees within the town, along with raising funds.

## **The Mayor of Beverley**

Historically, the office of Mayor of Beverley dates back to 1573, when the Queen Elizabeth I incorporated the town of Beverley. The continuity of Mayor of Beverley has been remained unbroken to this day.

The Mayor of Beverley fulfils two roles. Primarily as the Chairman of the Town Council the Mayor presides over Full Council meetings. The Mayor also has a civic role to play for and within the town. The Mayor's major civic events include Mayor Making (mid May), Beverley Civic Service, Remembrance Sunday, St John of Beverley Service and Beverley Civic Dinner. The Mayor also nominates up to two local charities to raise awareness and funds for during the civic year.

## **Staff**

The Town Council currently employs 5 members of staff:

### **The Town Clerk**

Also known as the Proper Officer and Responsible Financial Officer, the Town Clerk serves the Town Council's management, legal and administrative needs. The Town Clerk also responsible for managing human resources, the allotments within the town, the Mayor of Beverley's Civic procedures and protocols, and Beverley Town Council projects and events such as the Britain in Bloom, RHS Gardening Project, Beverley Food Festivals.

The Town Clerk leads a team to include the Deputy Town Clerk, Admin Assistant, Handyperson and Macebearer along with contracted external support staff.

## **Twinning**

Beverley is twinned with Lemgo in Germany and Nogent-Sur-Oise in France. The Town Council supports a range of initiatives and activities undertaken by the Beverley Lemgo Twinning Association and the Beverley Anglo French Society. There is also an informal twinning arrangement with Fukuoka in Japan.

## BEVERLEY TOWN COUNCIL

### JOB DESCRIPTION DEPUTY TOWN CLERK

**HOURS** A minimum of 30 HOURS PER WEEK (6 hours over 5 days however additional hours and flexibility is required to work evening and some weekends)

**PAY RANGE** LC1 18- 22 £19,819 - £21,074 for FTE  
(Depending upon experience and qualifications)

**HOLIDAY ENTITLEMENT** 21 days (pro rata), rising to 25 days  
(Pro rata) after 5 years, plus 2 extra statutory days.

**PENSION** The post holder is entitled to join the Local Government Pension Scheme; details available upon request.

**Reporting to:** Town Clerk

**Closing date:** 12 Noon Friday 22<sup>nd</sup> February 2019  
**Date for Interviews:** Tuesday 5<sup>th</sup> March 2019

### Overall Responsibilities

The Deputy Town Clerk will deputise and support the work of Town Clerk/Proper Officer of the Council and as such is under a statutory duty to carry out all functions and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Deputy Clerk will work with the Town Clerk to ensure that the instructions of the Council in connection with its function as a Local Authority are carried out. The Deputy Clerk will work with the Town Clerk to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Deputy Clerk will be responsible for keeping all the financial records of the Council and the careful administration of Planning, Allotments, Civic, Projects and Events under the direction of the Town Clerk.

### This post holder will be:

1. Employed by the Beverley Town Council and supervised by the Town Clerk. In the absence of the Town Clerk, the Deputy Town Clerk will be required to fulfil their duties to deputise and assist to ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed. We offer nationally based terms and conditions of employment for this post which involves working evenings and some weekends flexibly to facilitate the services of the Council.



2. To deputise and monitor and balance the Council's accounts and prepare financial records for audit and VAT purposes, and be responsible for maintaining records kept by the Town Council in the normal course of its business. You will be required to be computer literate using Microsoft Word, Publisher, Excel and other financial and desktop publishing software, photocopier and other equipment usually used in the administration of an office.
3. To deputise and assist to ensure that the Council's obligations for risk assessment and health and safety procedures are properly met.
4. Support the Town Clerk to fulfil statutory requirements in connection with the preparation and serving of agenda and connected papers for meetings on Town Councillors, in the preparation of minutes of meetings and the posting of statutory notices of meetings for the attention of the public; to attend such meetings and prepare minutes for approval. Carry out day-to-day administrative duties, which will include receipt of and replying to correspondence, telephone and e-mail alongside maintaining any filing systems in use.
5. Deputise for the Town Clerk to keep all records and deal with all correspondence in relation to allotments, planning matters, finance and the Council accounting systems. You will receive payments on behalf of the Town Council, maintain records of those payments and pay monies into the Bank at the earliest opportunity to avoid monies being retained in the Town Council office overnight.
6. Deputise and assist in the preparation and control of the Council budgets, annual accounts, the annual precept requirement, annual audit and in fulfilling statutory requirements in relation to the advertising of the annual audit. 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 to ensure payment is received. To assist in the delivery of the responsible financial officer role and function.
7. Assist in arranging suitable venues for meetings and will deputise, in the absence of the Town Clerk, at Town Council and committee meetings, will take the minutes of those meetings and be responsible for advising the Council on legal and procedural matters. You will act as Clerk for Planning, Property & Services Committee, and other project working groups as required, such as Beverley in Bloom and Festive Lighting Committee meetings. Attendance at evening Council meetings and weekend events is required.
8. Deputise in the absence of the Town Clerk, by supervising any other member of the Town Council staff, arrange their duties, HR matters, maintain wages and other employment records and payments by the due date.
9. Assist and deputise the Town Clerk in maintaining all records and in making any claims for the reimbursement of VAT, ensuring that the Town Council rules and statutory requirements are adhered to, in connection with the ordering of goods and services and maintaining necessary supplies for the administrative requirements.

10. Assist and deputise the Town Clerk in keeping the Chairman of the Town Council (The Mayor of Beverley) and the Chairmen of any committee or working group informed of any matter affecting their areas of responsibility. You will provide Town Councillors with any information or material requested by them from Council records and will obtain information or documentation from other sources at the reasonable request of any Town Councillor, as requested by the Town Clerk.
11. Identify possible funding sources and prepare bids to undertake specific projects and event management as and when required. Some other evening and weekend work may be required to support the facilitation of Town Council events and civic occasions.
12. Deputise and assist in the maintenance, preparation and publication arrangements of the Town Council Newsletter, Town Guide, website ([www.beverley.gov.uk](http://www.beverley.gov.uk)), social media and electronic communications.
13. The Deputy Town Clerk will be responsible for advising the Council on its stated aim to achieve the maximum award under the national Local Council Award Scheme.
14. Undertake any other appropriate duties as determined by the Town Clerk to achieve aims and requirements of the Council, including covering other posts in times of absence.
15. Deputise and assist the Town Clerk in the running of the Mayor of Beverley civic protocols, organise and attend such functions. Deputise and assist the Town Clerk with all aspects of event and project management as required.
16. Deputise and assist in the operational functions of Beverley Town Council projects and events, such as Civic, Food Festivals, Bloom and Lights, working to and advising on all health and safety requirements.
17. Work unsupervised once the appropriate induction/training is completed. At all times maintain the dignity and good name of the Beverley Town Council by dealing with members of the public, organisations and volunteers in a polite manner. Work to attempt to assist any members of the public, Councillors, officers, organisations and volunteers with queries as promptly as possible.
18. To work towards the achievement of the status of a CiLCA Qualified Clerk as a minimum requirement for effectiveness in the position of Deputy Town Clerk, advising members of the Council on professional and ethical standards alongside code of conduct matters.

## BEVERLEY TOWN COUNCIL

### PERSON SPECIFICATION

<b>Job Title:</b> Deputy Town Clerk	<b>Hours of work:</b> Minimum of 30 hours per week
<b>Scale point:</b> NJC scp	<b>Place of work:</b> Beverley Town Council

#### Method of Assessment (MOA)

**AF = Application Form    I = Interview    P = Presentation**

ESSENTIAL CRITERIA	MOA
<b>Skills and abilities:</b>	
Proven and highly developed leadership and management skills	AF, I, P
Ability to communicate appropriately at all levels with good negotiation, influencing and interpersonal skills	AF, I, P
Strategic planning and organisational skills	AF, I, P
Ability to prioritise work and to respond to changes in demand	AF, I, P
Strong analytical skills	AF, I, P
A highly developed level of political awareness	AF, I, P
Demonstrable ability to deal with, and resolve, conflict situations	AF, I, P
Ability to lead and manage change	AF, I, P
Event management and health and safety skills	AF,I, P
Excellent administration skills	AF,I, P
<b>Knowledge and experience:</b>	
Experience of parish and town councils	AF, I, P
Extensive knowledge and experience of both strategic and operational management practices and processes	AF, I, P
Extensive experience of managing people, resources and budgets	AF, I, P
Clear understanding of the procedural and financial legislation and	AF, I, P



practices governing local government, in particular the 1 <sup>st</sup> Tier	
Track record of managing change	AF, I, P
Experience of, or knowledge of how to, attract external funding	AF, I, P
Clear understanding of the Government agenda as it affects the 1 <sup>st</sup> Tier of local government	AF, I, P
<b>Education and training:</b>	
Possession or, or ability to obtain, the Certificate in Local Council Administration (CILCA) within two years of appointment	AF, I, P
Computer literate with a working knowledge and ability in the Microsoft Windows and Office applications electronic communication	AF, I, P
<b>Working arrangements:</b>	
Availability to attend out of hours meetings	AF, I, P
Availability to attend meetings, seminars, conferences across the country if required	AF, I, P
<b>DESIRABLE CRITERIA</b>	<b>MOA</b>
<b>Skills and abilities:</b>	
The ability to transfer skills learned in other sectors	AF, I, P
<b>Experience:</b>	
Experience of engagement with principal authorities	AF, I, P
Experience of servicing meetings	AF, I, P
Experience of project management	AF, I, P
<b>Education and training:</b>	
Degree level qualification, or equivalent, in an appropriate discipline	AF, I, P
Appropriate management qualification	AF, I, P
<b>Working arrangements:</b>	
None	

## **STANDARDS EXPECTED OF ALL STAFF**

As an employee of Beverley Town Council, you will always:

- Be fair, courteous and respectful
- Be accountable for your acts and decisions
- Have responsibility for your own personal development
- Comply with the rules, regulations, policies and procedures, standing orders and financial regulations of the Council
- Strive to achieve the standards set for service delivery
- Ensure property and equipment is used properly and cared for
- Contribute and seek continual improvement in your performance and that of the Town Council
- Make sure the workplace is safe and take action to remedy defects and dangers