



Date of Issue: 3rd April 2024

A Meeting of the Resources Committee will be held on Monday 8th April 2024 in The Council Chamber, Shotton Hall, Peterlee, SR8 2PH at 6.30pm

Mr I Hall

Acting Chief Officer

A G E N D A

**Any members of the public wishing to attend Shotton Hall to observe the meeting are strongly advised to contact the Council in advance to reserve a seat:
council@peterlee.gov.uk or 0191 5862491**

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practical before the meeting if they are unable to attend.

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

3. To Approve the Minutes of the Last Meeting

Members are recommended to approve the minutes of the previous meeting of the Resources Committee on Monday 11th March 2024 as a true and correct record.
(Minutes of previous meeting, copy attached)

4. Town Clerk Vacancy Candidate Pack

Members are asked to approve the attached candidate pack to allow for the recruitment process to begin.

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 11TH MARCH 2024 at 6.30PM

PRESENT:- COUN R MOORE (CHAIR)

S Simpson, R Burnip, S Franklin, D Hawley, K Hawley, R Scott, S Simpson,
K Hawley, D Howarth, D Hawley, R Scott, K Duffy, T Duffy, B Fishwick, A Laing,
M A Cartwright & D Howarth

57. Apologies for Absence

Apologies for absence were noted from Councillors K Liddell, S McDonnell, M Sanderson & E Watson.

58. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise.

59. To approve the minutes of the previous meeting

RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 15th January 2024, be approved as a true and correct record.

60. Notes of the Scrutiny Meeting held on Friday 1st March 2024

Members noted the information contained in the notes of the meeting, it was **RESOLVED approval be given to the filling of the vacancy in the Facilities Team at The Pavilion.**

61. Town Council Insurance Arrangements 2024/25

Members were asked to confirm the arrangements for the Town Council's insurance cover for 2024/25 following a review of provision by the Interim Town Clerk and Deputy Town Clerk. **RESOLVED this item be deferred for consideration at the next Council Meeting.**

CHIEF OFFICER

& TOWN CLERK

Candidate Information Pack:

Peterlee Town Council Chief Officer
& Town Clerk (Incorporating s151
Officer Responsibilities)



Make
a
difference
Work for your
local council



A message from the Town Mayor

I am delighted that you are interested in applying for the post of Chief Officer & Town Clerk at Peterlee Town Council. This pack contains all of the information that you will need to support you in making an application.

With a budget of around £2.5million and a workforce of around 40 salaried and casual staff, Peterlee Town Council is one of the largest 'Local Councils' in the Country.

We are looking for an excellent Chief Officer & Town Clerk who can support Members to develop a clear vision for the future, provide sound advice, be a credible leader and manager who can turn words into action and ensure the delivery of high-quality services to the people of Peterlee.

The council is faced with significant economic challenges and the Council will not escape having to make savings. Members are determined, however, to continue to provide key support and services to our community and our new Chief Officer & Town Clerk will play a crucial role in achieving that target.

The closing date for applications is xxxxxx. Shortlisting will be held the week commencing xxxxxx. The next stage of the selection process will involve psychometric testing, a social event at which you will meet staff and elected Members, and a final interview which involves the delivery of a presentation to the council members.

The North East Regional Employers Organisation (NEREO) is managing the recruitment process for us and an application form can be accessed on the www.northeastjobs.org.uk website, and the Peterlee Town Council website www.peterlee.gov.uk. NEREO Director Mick Brodie and NEREO Consulatant David Leask both welcome informal conversations about the role and their contact details can be found at www.neroo.gov.uk.

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview. For further information about the town and the work of the Town Council, please go to our website www.peterlee.gov.uk. I do hope that you decide to apply for this exciting opportunity.

Yours sincerely

Councillor Audrey Laing

Chairman and Town Mayor, Peterlee Town Council



Main Terms and Conditions

1. Salary

The full time salary is LC4 Above Substantive with a range from scp55 to scp62 (£70,385 - £84,214). The current pay scale is based on a job evaluation that the Council conducted in early 2017, 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.

2. Work Location

Peterlee Town Council believes that its staff members are a valuable asset and are committed to retaining and attracting the best talent. It appreciates that the UK workforce is becoming increasingly diverse. The Council recognises the importance of helping its employees balance their work and home lives by offering flexible working arrangements that enable them to balance their work commitments with other priorities.

One such flexible working arrangement is hybrid working with the continued aim to increase the retention of staff, reduce absence, attract new talent, promote work-life balance and reduce employee stress.

Hybrid Working is defined as a working arrangement where staff conduct their duties both in the workplace and remotely. Whilst working remotely, employees maintain the same contractual obligations.

The Council recognise that homeworking can be beneficial for individuals and will seek to accommodate it wherever possible. However, it also recognises the benefits from a degree of onsite working, and as Chief Officer/Town Clerk you will be expected to be visible and available to staff and Members.

The location for on site working is the Council's main civic HQ at Shotton Hall, Old Shotton, Peterlee SR8 2PH. You may be required to work from any other council premises as appropriate.

3. Terms and Conditions

In accordance with the Terms and Conditions established by the National Joint Council for Local Government Employees (commonly known as the 'Green Book') and adopted by the National Association of Local Councils and as supplemented by local collective agreements.

4. Hours of Work

Normal working week is 37 hours and office hours are 8:30am – 5:00pm Monday to Thursday and 8:30am – 4:30pm Friday.

The nature of the post is such, however, that actual working hours will depend upon the requirements of the job with attendance at all Council meetings being essential.

Peterlee Town Council recognises that on occasions, the hours worked by employees may exceed their contracted hours. This may be due to: evening meetings, weekend work, call outs during out of hours working, or there may be an occasional unplanned yet urgent need to extend the working day.

Time off in lieu (TOIL)

TOIL is provided as part of the role whereby you are allowed to take additional time off instead of receiving overtime pay for hours worked beyond an employee's contracted hours"

Holidays

23 days rising to 28 days after 5 years' continuous local government service plus 8 public holidays.

5. Period of Notice

At least three months written notice is required on either side to terminate the employment.

6. Pension

Employees of the Council are entitled to join the Local Government Pension Scheme as operated by Durham County Council. You will be automatically enrolled in this scheme unless you choose to opt out.

7. Probation Period

The successful applicant will be subject to a six month probationary period which will involve regular discussions on progress with the Clerk's Appraisal Sub-Committee.

8. Relocation

Relocation expenses may be payable in exceptional circumstances. Details would be subject to negotiation with the successful candidate.

9. Appraisal and Personal Development

Peterlee Town Council has an annual appraisal process that includes a personal development plan, and a generous training budget. The ideal candidate will understand that they are not the finished article and will demonstrate an active commitment to their own ongoing personal development.

THE ROLE

Job Description:

Peterlee Town Council Chief Officer & Town Clerk (Incorporating s151 Officer Responsibilities)

This job description is subject to review and may change over time to meet the needs of the organisation.
Any changes will be subject to consultation with the post holder.



Overall Responsibilities

The Town Clerk will be 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 will have full responsibility for ensuring that the instructions of the Council are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of its activities and, in particular, to produce all information required for making effective decisions.

The Town Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required. The Town Clerk will be responsible for the management of the Council's finances, and is designated as the 'Responsible Finance Officer' as per s151 of the Local Government Act 1972.

Specific Responsibilities

Strategic Responsibilities

1. To assist the Council to develop and implement strategic vision for the Town, to define its strategic objectives and to develop appropriate performance management arrangements to monitor their achievement.
2. To review annually the achievement and objectives with the Council, and work with the Chairman of the appropriate sub committees to develop action plans for delivering short and medium term objectives.

3. To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate.
4. To ensure an effective organisational structure is developed and implemented to meet the needs of the town council whilst balancing the need for financial efficiencies.

Statutory Responsibilities

5. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
6. To advise the Council in relation to its legal obligations, including those as an employer and in relation to Health and Safety.
7. To alert Members of the Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to Members on such matters as required.

Financial Responsibilities

8. To act as the Council's responsible Financial Officer to ensure that the Council are carrying out their statutory duties.
9. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
10. To develop a cost improvement programme to ensure financial efficiencies are developed, reviewed and amended, ensuring value for money.
11. 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.
12. To ensure that the Council's obligations to insure are properly met.

Administrative Responsibilities

13. To ensure that the Councils 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.
14. To ensure the efficient running of the Town Council offices, reviewing and monitoring systems, processes, and procedures and updating where appropriate, making best use of appropriate information technology.
15. To prepare, in consultation with appropriate members, agenda for meetings of the Council and its committees, to attend such meetings and prepare minutes for approval.
16. 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 issue correspondence as a result of the instructions of, or known policy of, the Council.
17. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
18. 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 the likely effects of specific courses of action.
19. To attend all meetings of the Council and all meetings of its committees.

Staff Responsibilities

20. To supervise and manage any other members of staff in keeping with the policies of the council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff including performance management.

21. To ensure the effective delegation and allocation of responsibilities and activities to members of staff.
22. To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in light of annual appraisals and/or personal development plans.

Other Responsibilities

23. To act as a representative of the Council as required including attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs.
24. To actively pursue any opportunities for inward investment and grant aid which may match the Council's priorities.
25. To process and respond to Freedom of Information (FOI) requests in a professional manner ensuring council approval where appropriate before information is released.
26. To prepare, in consultation with the Chairman of the Council, press releases about the activities of, or decisions of, the Council.
27. To attend training courses on the work and role of the Clerk as required by the Council.
28. To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required by it.
29. To undertake specific projects from time to time at the request of the Council.
30. To hold or to achieve the status of Qualified Clerk within 12 months of taking up the post as a minimum requirement for effectiveness in the position of Town Clerk to the Council.
31. To attend all civic functions as directed by Chairman.
32. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

THE PERSON

Person Specification:

**Peterlee Town Council Chief Officer & Town Clerk
(Incorporating s151 Officer Responsibilities)**



Person Specification

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent including relevant professional qualifications where appropriate • Commitment to complete study for Certificate in Local Council Administration within 12 months of taking up the post 	<ul style="list-style-type: none"> • Educated to post-graduate level • Recognised Business, Finance or Administrative Qualification • Certificate in Local Council Administration • Certificate of Higher Education in Local Policy (or similar) • PRINCE2 Project management qualification (or similar)
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent leadership skills • Strong analytical skills • General administration and presentation skills • Numerate and able to spot errors • Proficient in the use and maintenance of manual and computer information systems 	<ul style="list-style-type: none"> • Theoretical and/or practical knowledge of the statutory duties of a local council • Practical experience of local government financial procedures • Knowledge of current employment and health and safety legislation

Factor	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to collate and analyse information and distribute to a range of audiences in appropriate form • Able to write clear concise reports and minutes • Ability to build effective working relationships with members of the Council, staff and a range of stakeholders 	
Experience	<ul style="list-style-type: none"> • Delivery of agreed corporate objectives • Leading a team, inspiring and empowering colleagues • Managing and developing staff • Experience of financial/personnel systems and procedures • Previous experience of change management and organisational redesign • Local Government experience • Effective management of a substantial budget 	<ul style="list-style-type: none"> • Experience of a leadership role in a complex organisation

Factor	Essential	Desirable
	<ul style="list-style-type: none"> • Managing a range of activities to deadlines within pre-agreed timescales within changing priorities • Procurement of resources and services within a predetermined budget • Committee experience • Development and maintenance of admin procedures • Previous experience of planning, developing and leading on complex projects • Knowledge of regeneration issues and external funding sources • Developing solutions to a range of practical and technical problems • Experience of creating and manipulating spreadsheets • Fully competent in using Microsoft Office • Experience of establishing and monitoring procedures 	

Factor	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Strong interpersonal, negotiating and mediating skills • Deals confidently with a wide range of contacts • Handles problems confidently and positively • Ability to establish good customer relationships • Methodical and accurate approach • Ability to prioritise and work to tight deadlines • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthy 	
Special Requirements	<ul style="list-style-type: none"> • Flexibility to attend evening meetings and to work at any council site as deemed necessary • Commitment to continuing professional development 	