



Annexe Building rear of
Newent Community Centre
Ross Road
Newent
Gloucs. GL18 1BD

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20.04.22

Dear Candidate

Newent Town Council - Application of Deputy Clerk and Burials Officer to the Council

Thank you for your responding to the advertisement for the above post.

I am enclosing a recruitment Information Pack which includes:

- the Recruitment Handout which is intended to give you background details of the post and the Council;
- the job description;
- the person specification;

You may also wish to refer for further information to the Council website at www.newenttowncouncil.org.uk.

If you have any questions or need any further information on the appointment or selection process, please do not hesitate to contact me.

I look forward to receiving your application by the closing date of **Friday 27th May 17:00** and thank you for your interest in working for the Council in this role.

Yours sincerely

Michael Greenfield

Michael Greenfield
Town Clerk
On behalf of Newent Town Council

Recruitment Information Pack

This Recruitment Handout has been prepared on behalf of and agreed with Newent Town Council but does not form part of any future contract of employment.

Introduction

Thank you for responding to the Council's recent advertisement for this post. We hope that you find this Recruitment Handout together with the job description and person specification enclosed of assistance in deciding to apply.

The information is arranged as follows:

- role of Deputy Clerk and Burials Officer to the Council
- a history and profile of the Council
 - Council area and environment
 - Council history and background details
 - Council structure
 - staffing information
 - key challenges
- the job advertisement
- key terms and conditions of employment
- the application and selection process.

Also enclosed is an application form (CVs alone will not be accepted). If you wish to apply electronically, please provide your email the address. You will be sent a link so you can apply on line.

This Recruitment Handout will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post or you would like an informal discussion on the role, please contact Michael Greenfield on 01531 820638 or townclerk@newenttowncouncil.gov.uk

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please let us know.

About the Council and its responsibilities

Parish and Town Councils are part of Local Government in Gloucestershire together with Gloucestershire County Council and District/ Borough councils.

The County Council is responsible for strategic services such as highways, education, libraries, social services, strategic planning and refuse disposal.

District Councils are responsible for local services including housing, local planning and refuse collection.

The Parish and Town Councils in the County are often viewed as the part of government closest to the people and are the only local government tier that represents residents at Parish and Town level.

Importantly Parish and Town Councils can “precept” – raising a council tax each year to improve facilities and services for local people.

Their powers and duties cover many things that we take for granted in making for comfort and well-being where we live and can include the provision and maintenance of allotments, burial grounds and public monuments, public clocks, halls, some street lighting, litter bins, car parks, public toilets, rights of way, roadside verges, bus shelters, swimming pools and village greens.

Parish and Town Councils are consulted on and can comment on planning applications and can be represented at public inquiries. Similarly, they advise the County and District authorities on the views of residents, and especially priorities for local investment.

Most Council meetings are open to the public and are led by the Council’s Chairperson and advised by the Clerk to the Council who is there to see that business is conducted within the law.

What does the role of Deputy Clerk and Burials Officer actually do?

This role is to support the Clerk in ensuring the Council as a whole conduct its business properly and provides independent, objective and professional advice. You are also responsible for all Burials related work of the Council.

The enclosed job description lists the duties in detail but the main duties of the job can be summarised as to:

- Clerk Committee meetings of the council
- Provide support and advice to councillors
- Provide financial support to the Clerk regarding accounting processes
- Assist with development of the Council’s Strategic Plans
- Assist with providing supporting the communities in

The key duties and responsibilities to be undertaken are detailed in the job description included in the pack.

History, area and Environment of the Council

- A picturesque and landscaped 4 acre fresh water fishing lake located in the centre of Newent town. Its beautiful surroundings provide paths and woodland walks; a haven for wildlife and an outdoor gym and children's play area. Concerts and other social events such as The Big Lunch make the lake a very popular facility for all ages
- The Millennium Arboretum, planted with over a thousand species of trees in 2000, offers a beautiful, natural environment at all times of the year
- Newent Recreation Ground, left in trust to the Council for the use of local parishioners, which is home to the highly successful Newent Rugby Football Club and other local sporting teams. The Council also maintains a well used children's play area within the ground
- Convenient free car parking adjacent to the Holts Health Centre and the Public Library which contains a fascinating selection of local history resources
- Highly prized allotments covering an area of 2.5 acres, offering a mixture of full, half and quarter plots
- The historic half-timbered late 16th century Market House and Heritage Centre, a central location for the famous annual Onion Fayre
- Newent Cemetery in Watery Lane, which is the last resting place of Joe Meek of "Telstar" fame

Council History and Background Details - Include a summary of the following:

- History of the Council: There are 13 councillors who represent Newent Town Council
- Mission Statement: The Council has a Strategic Plan 2019-2023, and is to be reviewed in 2022 to update
- Role in the community: The Council supports local decision-making and actively encourages residents to be involved in the development and continuation of activities to support the community.

Further information can be found at <https://www.newenttowncouncil.org.uk/>

Councillors and Structure - Include a summary of some or all of the following:

- Committee structure and brief terms of reference
From 9th May the Council will have a committee structure.

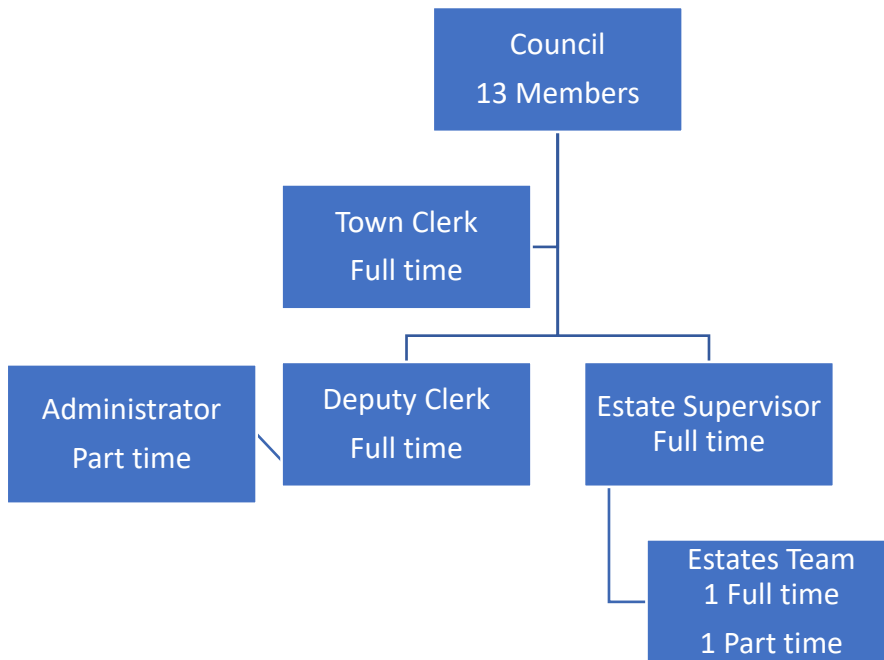
The Committees will be

- Planning & Environment Committee
- Communities Committee
- Finance and Staffing Committee
- Regeneration Committee

There will also be a Full Council Meeting. Meetings are usually held on second and fourth Monday of the month at 7pm.

- Councillor election timetable: Elections are due to be held in May 2023
- Meetings of the Council and Sub-Committees – programme: the Calendar of meeting for 2022/23 is attached. The Deputy Clerk will Clerk meetings

Staffing – Include your staffing structure and/or schedule of Council jobs and any temporary arrangements



Key Challenges –

- Current and ongoing key challenges for the Council: Market House refurbishment; Building Project at the Recreation Ground; Lake Management
- Key specific tasks and/or projects to be addressed and/or tackled by the successful candidate: Market House refurbishment; Recreation Ground building project

NEWENT TOWN COUNCIL & BURIAL AUTHORITY

COMMITTEE MEETING DATES From May 2022 – May 2023

Planning & Environment – Starts 7.00pm

Full Council Meetings: Finance & Staffing Committee: Communities Committee: Regeneration Committee (Starts 7.30pm or soonest after Planning & Environment Committee)

PLANNING & ENVIRONMENT COMMITTEE	COMMUNITIES COMMITTEE	REGENERATION COMMITTEE	FINANCE & STAFFING COMMITTEE	FULL COUNCIL
MAY 23rd	MAY -	MAY -	MAY -	MAY 23 rd
JUNE 13 th & 27 th	JUNE -	JUNE -	JUNE 13 th	JUNE 27 th
JULY 11 th & 25 th	JULY 11 th	JULY -	JULY -	JULY 25 th
AUGUST 8 th	AUGUST -	AUGUST 8 th	AUGUST -	AUGUST -
SEPTEMBER 12 th & 26 th	SEPTEMBER -	SEPTEMBER -	SEPTEMBER 12 th	SEPTEMBER 26 th
OCTOBER 10 th & 24 th	OCTOBER 10 th	OCTOBER -	OCTOBER -	OCTOBER 24 th
NOVEMBER 14 th & 28 th	NOVEMBER -	NOVEMBER 14 th	NOVEMBER -	NOVEMBER 28 th
DECEMBER 12 th	DECEMBER -	DECEMBER -	DECEMBER 12 th	DECEMBER 12 th
JANUARY 9 th & 23 rd	JANUARY 9 th	JANUARY -	JANUARY -	JANUARY 23 rd
FEBRUARY 13 th & 27 th	FEBRUARY -	FEBRUARY 13 th	FEBRUARY -	FEBRUARY 27 th
MARCH 13 th & 27 th	MARCH -	MARCH -	MARCH 13 th	MARCH 27 th
APRIL 24 th	APRIL -	APRIL -	APRIL -	APRIL 24 th
MAY 8 th & 22 nd	MAY -	MAY 8 th	MAY -	MAY 22 nd
PLANNING & ENVIRONMENT COMMITTEE	COMMUNITIES COMMITTEE	REGENERATION COMMITTEE	FINANCE & STAFFING COMMITTEE	FULL COUNCIL

Key Terms and conditions of employment

These can be adjusted depending on your Councils terms of employment and policies.

General	The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.
Salary	Salary is negotiable within Salary Range SCP 19 - 24 (£25,278 - £29,167) per annum
Working Week	The normal full-time working week is 37 hours per week, plus negotiated study/training time, as appropriate.
Days and Hours of Work	Days of work are usually Monday to Friday and the office hours are 9am-5pm but the hours of work will be flexible by agreement to include attendance at evening or weekend meetings and functions for which time off in lieu is granted.
Annual Leave	<p>You are entitled, in addition to the normal bank and public holidays, to 21 working days' leave in each leave year (pro rata for part time employees).</p> <p>Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.</p>
Pension	<p>The Council is a member of the Local Government Pension Scheme. You may become a member of the Local Government Pension Scheme if this is appropriate, which operates a contributory pension scheme and which the successful applicant is entitled to join. The rate of contribution of the LGPS is based on full time pensionable pay within the range of enter range of percentages.</p>
Probation	3 (three) month probationary period.
Pay Method	Salary is paid on the 24 th of the month, directly by credit transfer to a bank or building society.
Salary Review	The salary is subject to any revisions agreed nationally between NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.
Work Location	Annexe Building, rear of Newent Community Centre, Ross Road, Newent, Glos, GL18 1BD but attendance at other locations is required when necessary.
Expenses	Reasonable subsistence for conference attendance in accordance with the Council's policy.

	Car mileage allowance payable in accordance with the casual user provisions in the Council's policy.
Other Terms	All staff are required to operate within the Council's code of practice on confidentiality. A no smoking policy is in operation in the Council's buildings and vehicles.
Notice Period	After completion of the probationary period, 1 month's notice on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply.

Application and selection process

The proposed recruitment timetable is as follows: -

- ❖ Advert closing date - Friday 27th May 2022
- ❖ Short listing - w/c Monday 30th May 2022
- ❖ Selection Panel interviews - To take place between Wednesday 15th June 2022 and Wednesday 22nd June

You will be advised of any material change to this timetable as appropriate.

Application Procedure

You should complete the enclosed Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

Please note you will be required to show documentary proof of any qualifications you may claim to hold if you are offered an appointment.

When completed your application form should be sent to Michael Greenfield townclerk@newenttowncouncil.gov.uk within the time frame provided.

Selection Process

It is expected that interviews for short listed candidates will be held by the Council's Selection Panel between Wednesday 15th June & Wednesday 22nd June 2022 at Newent Town Council Offices

The interviews will be structured to assess your competence and suitability for the post and may include relevant tests which will be explained to you if invited to attend for interview.

Please note the above date and confirm your availability to attend for interview on that date if short listed when completing your application form. It is expected that you will be advised during week ending **Friday 10th June 2022** if selected for interview.

References

References will be taken should you be the successful candidate. Your offer will be subject to satisfactory references.

Proof of Eligibility to Reside and Work in UK

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

DBS Check

The Council does not require a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint purely on merit and suitability for the post. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Equality Positive Action (where applicable)

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- the candidate has a protected characteristic that is underrepresented in the workforce
- people with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

Further Information

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving. However, if you have any questions on the information in the Recruitment Information Pack or any aspect of the appointment or the recruitment process, please do not hesitate to contact the Council as set out in the Introduction earlier in the Pack.