



**EAST GRINSTEAD TOWN COUNCIL
JOB DESCRIPTION
TOWN CLERK**

A) PROPER OFFICER

- i) The Town Clerk is the Proper Officer of the Council as required by the Local Government Act: 1972 and is required to carry out the statutory duties of a Proper Officer, guiding and assisting the Council in the fulfillment of its legal and financial obligations.
- ii) As head of the paid service, the Town Clerk is required to manage the assets and develop and deliver the activities of the Council.
- iii) The Town Clerk shall act within the prescribed scheme of delegations or specific authorities given from time to time and within policy and budget constraints.
- iv) The Town Clerk shall be accountable to the Council, with specific line accountability to the Leader of the Council/Chairman of the Finance and General Purposes Committee.

B MANAGEMENT OF COUNCIL BUSINESS

- i) In consultation with the Leader of the Council the Town Clerk shall submit for consideration by the Council proposals for the implementation of policies, procedures, programs and other activities necessary to achieve its objectives.
- ii) The Town Clerk is responsible for implementing decisions of the Council, managing the Council's staff, finances and other resources vested in it and for entering into agreements, contracts and other arrangements on its behalf.
- v) The Town Clerk shall draft Standing Orders, financial instructions, personnel and other procedures to secure the effective function and management of the Council's business.
- vi) The Town Clerk shall maintain and apply a strategic perspective in advising the Council and in managing its assets and activities by identifying issues and forecasts and giving a medium to long term framework for action.

C) MANAGEMENT OF ASSETS, AMENITIES AND SERVICES

- i) The Town Clerk is overall accountable for the management, letting, upkeep and protection of all buildings, equipment, recreation, street scene and other facilities vested in the Council and delegates day-to-day responsibility for these services to the Estates Manager to be undertaken in-line with the Council's approved procedures.
- ii) The Town Clerk is expected to liaise with officers of the District and County Councils and other statutory bodies on matters relating to the construction, maintenance, repair and improvement of services within the Town for which those Authorities are responsible.

D) FINANCIAL MANAGEMENT

- i) In consultation with the Chairman of the Finance and General Purposes Committee, the Town Clerk shall prepare the annual revenue expenditure and capital budgets for consideration by Council. The Town Clerk shall through the Assistant Town Clerk (Finance and Support Services) initiate forward planning, forecasting and general financial advice to ensure the financial stability and viability of the Council. This will include assessing the effects of the Council's forward planning on its precept and on the overall level of Council Tax.
- ii) The Town Clerk shall through the responsible financial officer ensure cash balances and reserves on behalf of the

Council are properly managed, and funds are invested in accordance with Council policy directions, and risk appraisals, so as to maximise returns. Fraud guarded against and appropriate policies followed.

- iii) The Town Clerk shall ensure arrangements are in place for appropriate insurance cover for the Council's assets, public and other liabilities.
- iv) The Town Clerk shall ensure that an up to date register of the Council's assets is maintained.

E) PERSONNEL MANAGEMENT

- i) The Town Clerk is overall responsible for all aspects of employment of all permanent and casual members of staff, including recruitment, dismissal, allocation of duties, management and maintenance of output and quality of work and staff development, and has authority to select, appoint/dismiss and train staff within the limits of the agreed grade and organisation structure and subject to budget limits. The Town Clerk shall also be responsible for dealing with any disciplinary or welfare matters which might arise within the councils agreed procedures. The Town Clerk is responsible for implementing Health and Safety legislation as agent for the Council.

F) COMMUNITY DEVELOPMENT INITIATIVES

- i) The Town Clerk is required to undertake a coordinating and facilitating role, in partnership with representatives of all sectors of the community, to promote and maximise the development of the Town. To this end the Town Clerk shall:

G) CIVIC DUTIES

- i) The Town Clerk is required to advise and assist Members in the execution of their public duties and also acts as an ambassador for the Council and the town. In these roles the Town Clerk may be expected to compile speeches, articles, presentations and press releases and also be prepared to deliver these when the occasion demands it.
- ii) The Town Clerk shall attend public and civic functions in an official capacity and shall, as agreed with the Town Mayor, entertain, or assist to entertain, visitors to and guests of the Council and organise official functions and events as directed by the Council.
- iii) The Town Clerk shall also deal with comments, questions and requests for information from members of the public and is expected to handle them promptly and courteously. The Town Clerk is required to ensure the Council's obligations in relation to Freedom of Information legislation are properly discharged.

H) OTHER

- (i) The Town Clerk will be expected to be the Council's Lead officer at meetings of the Council, its Committees and Sub-Committees or to make arrangements for appropriate representation.
- (ii) The Council will reimburse for one professional membership subscription, and this is recommended as the Society of Local Council Clerks.
- (iv) The position of Town Clerk is an onerous one requiring attendance at meetings and events on weekday evenings and weekends. The grade and salary reflects this commitment.
- (v) This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified above the Town Clerk will also be required to undertake any other duties commensurate with the status of the post or to ensure they are properly undertaken elsewhere in the organisation.