

LOOE
Town Council

RECRUITMENT OF DEPUTY TOWN CLERK



Recruiting Now

- £33,945- £36,648
- Full time 37 hours per week
- The Millpool, Looe
- 23 days leave (rising to 28)
- Pension (10% Employers Contribution)
- Closing date: 14th July 2024

Get in Touch

Tel: 07701032010

steve.milton@lgrc.uk

www.looetowncouncil.gov.uk/home/careers

Looe Town Council, The Millpool, West Looe
Cornwall PL13 2AF



Recruitment of Deputy Town Clerk

Application Pack

If you would like an informal chat about this vacancy, then Steve Milton will be happy to talk to you and answer any queries you may have. Steve may be contacted using the details given below.



LGRC
LOCAL GOVERNMENT RESOURCE CENTRE
Excellence in Council Management

Steve Milton

Local Government Resource Centre

steve.milton@lgrc.uk

07701032010

Application is strictly via the application form contained in this pack. Please do not send a generic CV. Completed applications should be returned to Steve. More information about the Council can be found at www.looetowncouncil.gov.uk.

CLOSING DATE: 14th JULY 2024 (MIDNIGHT)

Looe Town Council

Vacancy for a Deputy Town Clerk



£33,945- £36,648 (pay award pending)

National Pay Scale LC2 (SCP 25 – 28)

Full time 37 hours per week

Based at The Library and Community Hub, The Millpool, Looe.

23 days leave (rising to 28 after 5 years' service)

Pension (10% employer's contribution, 5% employee's contribution)

Closing date: 14th July 2024 (Midnight)

Are you looking for a management role at the heart of the local community?

Are you excited by the chance to support a vibrant Cornish coastal Town?

Are you a strong team player and experienced service and facility manager?

Looe is a beautiful and vibrant fishing town that straddles the Looe River valley on the South East coast of Cornwall. Boosted by tourism from spring through to autumn, the town offers excellent local amenities, shops, schools, and a thriving programme of events and activities.

The Role of Deputy Clerk is an excellent opportunity for an innovative individual with excellent problem solving and communication skills.

The Deputy Clerk is responsible for the effective day to day administration of the Council's assets, resources, contracts, and services.

Candidates will need to demonstrate a track record of achievement in delivering high quality services and facilities. Attention to detail, ability to manage competing priorities and excellent leadership skills are essential.

The salary starts at £33,945 and progresses to £36,648 by annual increment (subject to satisfactory performance). The full-time role is based in the Library and Community Hub at the Millpool in Looe. The contracted 37 hours include some evening and occasional weekend working. You will receive 23 days annual leave (rising to 28 days after 5 years' service). The Council offers a contributory pension scheme.

If you would like to find out more, please call or email our recruitment consultant at the Local Government Resource Centre - Steve Milton on 07701032010 or email Steve. A recruitment pack can be downloaded from the Town Council's website: www.looetowncouncil/home/careers

Closing date: 14th July 2024 (Midnight). Interviews will be held on Wednesday 24th July 2024.

Welcome from the Looe Town Clerk

Dear Candidate,

On behalf of Looe Town Council, I would like to thank you for showing an interest in the position of Deputy Town Clerk.

Looe is a beautiful and vibrant fishing town that straddles the Looe River valley on the South East coast of Cornwall. Boosted by tourism from spring through to autumn, the town offers excellent local amenities, shops, schools, and a thriving programme of events and activities.



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Candidates will need to demonstrate a track record of achievement in delivering high quality services and facilities. Attention to detail, ability to manage competing priorities and excellent leadership skills are essential.

We hope that you will find this pack helpful and inspiring in your consideration of this role.



Lynda Powell
Town Clerk

Looe Town Council
7th June 2024



Welcome to Looe

Looe is a beautiful coastal town and civil parish twenty miles west of Plymouth in South East Cornwall with a population of around 5,500 residents swelled by visitors during the busy summer months. The town is divided by the Looe River and connected by a bridge. Looe has a proud fishing heritage with a fleet of small fishing boats returning their catches to port daily. Today, Looe's main business is tourism, with much of the town given over to hotels, guest houses and holiday homes, along with a large number of pubs, restaurants, and tourist goods retailers. Looe was recently used as a backdrop to the BBC series "Beyond Paradise," a BBC crime drama that first aired on 24 February 2023. The 'Beyond Paradise' effect is bringing new visitors to the town, eager to see the locations and views used as back drops during filming.

Outside the busy summer months, the town is a popular destination for day visitors and short breaks as well as a centre for shopping and entertainment for the local community. The town hosts a range of events each year including food and music festivals in September. New Year Eve sees the streets thronged with revellers in inventive outfits who gather at the seafront for a firework display at midnight.

East Looe centres on its broad sandy beach, with the distinctive Banjo Pier designed by Joseph Thomas, a new lifeboat station and St Mary's Church. Stretching back from the church is a grid of narrow streets forming the main business area of the town, packed with many small shops, restaurants and pubs and the Old Guildhall, now a museum. Along the estuary lies the quay with its fish merchants. Towards Looe Bridge lies the Victorian Guildhall, and just north of the bridge the railway station. This is the terminus of the Looe Valley branch line to Liskeard, where it connects to the Great Western Main Line and services to London Paddington. On the hilltop above East Looe lies Shutta, and beyond that the Sunrising housing estate and Looe Community Academy. Along the cliffs to the east is Plaidy Beach, and further on the bay and village of Millendreath.

West Looe spreads from the bridge on the Polperro Road towards Sclerder, and along the river south of the bridge, with hotels, restaurants and boarding houses along the waterfront and dwellings climbing the cliff above, towards a cluster of shops and businesses and the Church of St. Nicholas. The houses tumble down from the Downs, a public recreation ground, well known to local dog walkers. Beyond this is West Looe cemetery, and further south along the coast road is Hannafore Point, marking the edge of Looe Harbour, and the start of Hannafore Beach which faces across a narrow channel to Looe Island. Beyond lies the coastal path leading to Portnadler Bay, Talland and Porthallow, and then onward to Polperro.

About the Town Council

The Town Council serves 5,300 permanent residents and an estimated 140,000 visitors each year.

Looe Town Council runs Looe Library and Community Hub; is responsible for allotments and public conveniences. It comments on planning applications and runs Visit Looe, an online resource to support tourism and local business, along with a series of events that enhance the town's cultural appeal for residents and visitors alike.

There are 15 elected or co-opted Councillors across two wards – East and West Looe. Every 4

years there is an election where anyone who meets the criteria to become a Councillor can stand to be elected.

The Mayor is chosen annually by the Looe Town Councillors.

Our vision, mission, and values

Our vision: is an improved quality of life and environment for Looe as a great place in which to live, work, visit and invest.

Our mission: is to engage with our community and help lead positive change.

Our values: We aim to be:

- ***Creative*** – innovative, positive about change, looking for solutions and enjoying making a difference.
- ***Thoughtful*** – listening without judgement, patient, empathising, welcoming challenge and learning from mistakes.
- ***Efficient*** – using resources wisely to balance the needs of our community, our environment and prosperity.
- ***Courageous*** – tackling difficult issues openly and honestly, doing the right thing not the easy thing and doing what we say we will do.
- ***Inclusive*** – working together and in partnership with others, creating conditions in which people can flourish.

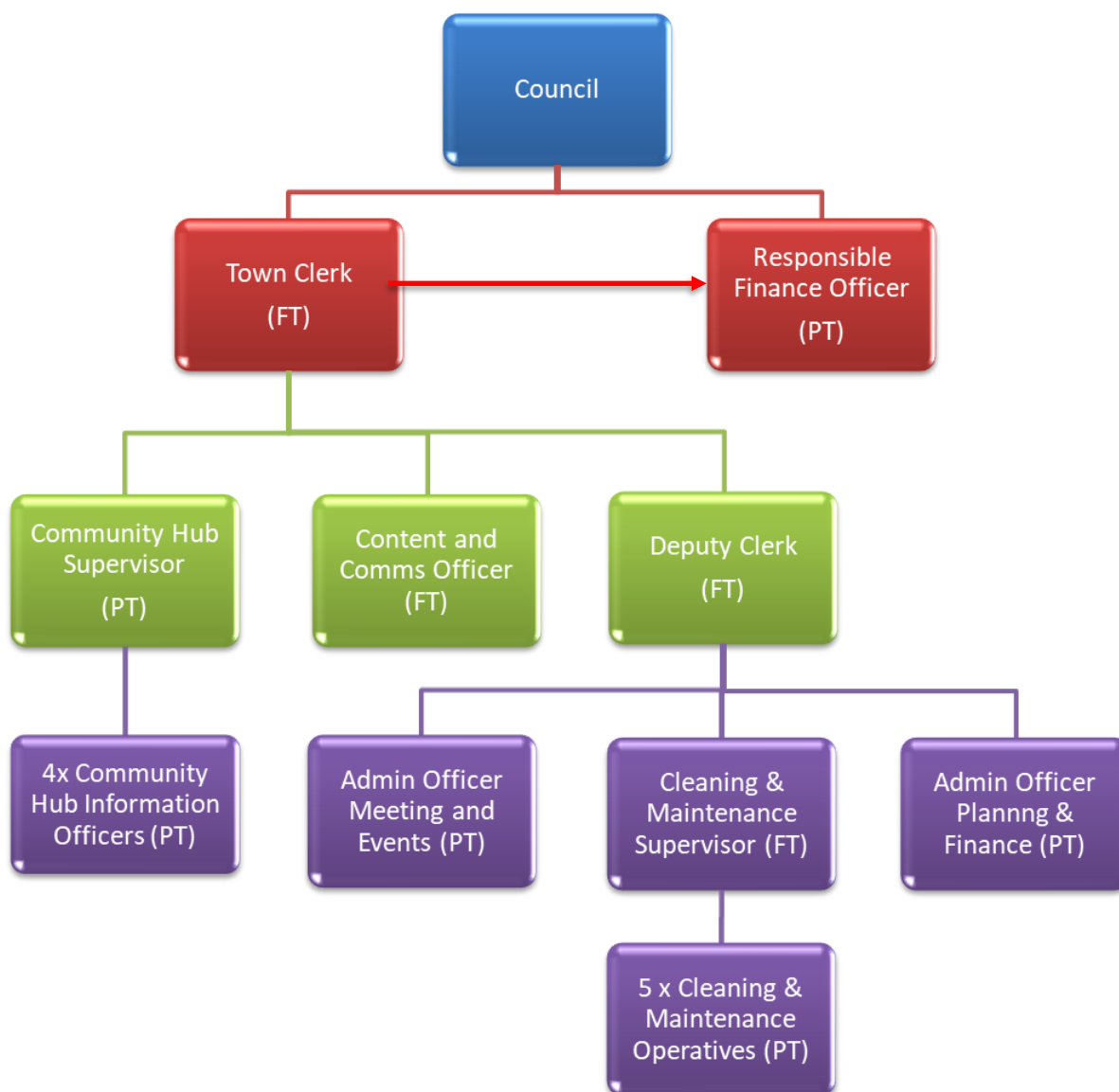
Our principles: Everything we do is underpinned by the Seven ‘Nolan’ Principles of Public Life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership



Council Management

The Town Council employs a well-motivated and dedicated staff team (a mix of full-time and part-time personnel) of 17 people. The Deputy Town Clerk manages a team of 9 with 3 direct reports.



The Deputy Clerk Role

The Deputy Clerk's role is interesting and varied with the need to ensure 'business as usual' is completed alongside the delivery of projects and longer-term strategic priorities. Delivering public services is very rewarding and can be demanding if priorities need to change. Being well organised and confident in decision making is key.

Working with others

The Deputy Clerk manages the administration team ensuring that enquiries, complaints, agendas, and minutes are promptly and accurately managed. The team provides admin support for the council and other officers so the Deputy Clerk must make sure that there are clear lines of communication, appropriate support, development, and performance management in place.

The Deputy Clerk line manages the Cleaning and Maintenance Supervisor making certain that monthly asset management tasks are completed alongside unplanned repairs maintenance and the delivery of improvement projects. The Deputy Clerk also provides support and guidance in managing the Cleaning and Maintenance operatives.

The role of Deputy Clerk requires collaborative working with others including Council colleagues, Town Councillors, representatives of other Looe organisations, contractors, and suppliers. The jobholder therefore must build and maintain effective working relationships which may include negotiating, persuading, and supporting others to ensure service delivery is maintained and any problems are addressed effectively.

Assets and Services

The Deputy Clerk is responsible for the assets of the Council which include the Library and Community Hub, five public conveniences, a car park, three properties that are rented to local businesses and a variety of non-building assets. These assets need to be managed efficiently. The post holder will need to regularly review best practise and research initiatives that could improve service delivery and enhance value for Council taxpayers.

This role is responsible for developing and maintaining effective policies, procedures, and ways of working to ensure compliance regimes and legal obligations of the Council are met in terms of health & safety, buildings, facilities, land, information/data, and employment.

Events

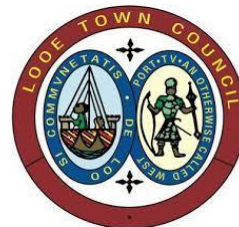
The Council has responsibility for delivering key events in the town including the Lantern Parade and Christmas Light Switch on and the Remembrance Parade. Other events in the town such as the Looe Food and Drink Festival are supported by the Council. The Deputy Clerk co-ordinates the Council's planning and delivery of these events for the benefit of the community.

Statutory Duty

In the absence of the Town Clerk, the jobholder 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.

Looe Town Council

JOB DESCRIPTION: DEPUTY TOWN CLERK



JOB TITLE:	DEPUTY TOWN CLERK
REPORTS TO:	TOWN CLERK
PLACE OF WORK:	LOOE LIBRARY & COMMUNITY HUB
DATE:	3rd June 2024

MAIN PURPOSE OF JOB:

The Deputy Clerk is responsible for the effective day-to-day administration of the Council's assets, resources, contracts, and services. In the absence of the Town Clerk, the jobholder 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.

KEY ACCOUNTABILITIES:

1.	To effectively manage the routine delivery of Council services so that assets and resources are efficiently used, and public facilities meet agreed standards.
2.	To develop and maintain effective policies, procedures, and ways of working to ensure compliance regimes and legal obligations of the Council are met in terms of health & safety, buildings, facilities, land, information/data, and employment.
3.	To lead the administration team so that employees are well-managed, effectively trained and supported to perform in their roles and make a positive contribution.
4.	To act as responsible Officer for the work of the Services, Assets and Community Committee and work with the Responsible Financial Officer to set appropriate budgets so that services are delivered cost-effectively.
5.	To respond promptly to queries and complaints about Council facilities or services, bringing matters to Councillors' attention where required, to ensure any issues are efficiently remedied and appropriate communication takes place with all parties.
6.	To research initiatives that may benefit the Council, and present options, proposals, and recommendations so that services and facilities can be effectively reviewed and/or updated.
7.	To work with other Officers and town organisations to effectively plan, administer and support civic and town events for the benefit of the community.
8.	To liaise with the Content and Communications Officer to promote Council activities/events and effectively communicate with the public through websites, social media, and other forms of communication so that people are well-informed about Council services.
9.	To develop and maintain professional knowledge and skills through attending training courses, meetings and seminars as required.

10.	To demonstrate our corporate values in all tasks and activities: being Creative; Thoughtful; Efficient; Courageous; and Inclusive, as well as upholding the Nolan Principles of Public Life to ensure that Looe Town Council achieves its mission: to engage with our community and help lead positive change.
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PEOPLE MANAGEMENT	The Deputy Clerk manages a team of two Administrators and the Cleaning and Maintenance Supervisor. As a senior Officer of the Council, the jobholder reports directly to the Town Clerk.
CREATIVITY & INNOVATION	The Deputy Clerk has a wide-ranging role and is expected to manage the Council's 'business as usual' activities within the scope of policies, budgets, and resources available. This can require creative thinking and innovation from the jobholder to come to the best solution to solve problems and maintain services.
CONTACTS & RELATIONSHIPS	The role of Deputy Clerk requires collaborative working with others including Council colleagues, Town Councillors, representatives of other Looe organisations, contractors, and suppliers. The jobholder therefore must build and maintain effective working relationships which may include negotiating, persuading, and supporting others to ensure service delivery is maintained and any problems are addressed effectively. As manager of the Admin team, the jobholder deals with any complaints and enquiries which are not routine and referred by other administrators. This can include gathering complex information, formulating detailed responses, and sensitively communicating with members of the public.
DECISIONS (DISCRETION & CONSEQUENCES)	The jobholder is a senior Officer of the Council and expected to make day-to-day decisions as necessary to maintain the assets of the Council and the services delivered. The Deputy Clerk has discretion to buy materials and appoint contractors to complete necessary works within the parameters agreed by Councillors. The Deputy Clerk has discretion to develop and review Council policies and plans and to recommend changes for the approval of Council.
RESOURCES	The jobholder is issued with a laptop and mobile phone.
WORKING ENVIRONMENT – DEMANDS	Managing day-to-day service delivery is always subject to changing priorities as problems are often reported with facilities and services. The jobholder must frequently re-organise their own work and that of the team to ensure urgent tasks are dealt with and complaints effectively resolved before situations escalate and affect more people.

WORKING ENVIRONMENT – PHYSICAL EFFORT	Office based role
WORKING ENVIRONMENT – CONDITIONS	Office based role
WORKING ENVIRONMENT – CONTEXT	Office based – regular VDU user
KEY KNOWLEDGE & SKILLS REQUIRED	Educated to degree level (or equivalent level of skill/experience) ILCA qualified or working towards Excellent administrator with experience of developing policies and procedures in a similar setting. Knowledge/experience of working in local government or a similar regulatory environment. Practical experience of working with committees Excellent communication skills including presenting to groups and letter writing. Experienced supervisor or manager with good leadership skills and a supportive approach Proven experience of report writing, including research, analysis, and presentation of options Good interpersonal skills including a proactive, positive attitude; ability to collaborate and discuss; and to effectively challenge others. Good working knowledge of MS Office tools essential and experience of websites and/or social media in business context is an advantage. Full UK driving licence or alternative means of travelling to other locations/meetings.

Recruitment Process

- **Closing date** 14th July 2024 (Midnight)
- **Interviews** 24th July 2024 - details will be provided to shortlisted candidates in advance.

Applications must be made on the Town Council's application form. Please do not submit a CV.
 Completed applications should be sent to steve.milton@lgrc.uk

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Looe Town Council

APPLICATION FOR EMPLOYMENT



Guidance Notes for Job Applicants

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate sheet.

This post may necessitate occasional travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

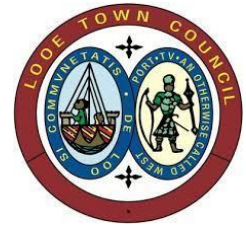
References

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.



Looe Town Council

APPLICATION FORM



Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	Town Clerk: Looe Town Council
Where did you see the post advertised?	
Personal Details	
Surname:	Forename(s):
Preferred title (e.g., Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers:	Mobile:
Home:	Work:
Personal email: (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
Immigration, Asylum and Nationality Act 2006	
It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.	
Do you require a work permit to work in the UK? If yes, please provide details:	Yes/No

Relationship to any Council member or employee

To your knowledge, are you related to any member or employee of the Town Council?
If yes, please provide details:

Yes/No

Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed you may be dismissed without notice.

Present or Most Recent Employment

Name of Employer:

Address of Employer:

Post Code:

Job Title:

Dates employed:

Current or final salary:

Period of notice required:

Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended from and to	Subjects studied and qualifications worked towards	Grades and year obtained

Training

This includes trade/professional training, government training schemes, apprenticeships, short courses, and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education, and training, e.g., unemployment or voluntary work

Experience	From/To

Information in Support of Your Application

If further space is needed, please continue on a separate A4 sheet

References	
Referee one	Referee two
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.	
Rehabilitation of Offenders Act 1974	
Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.	
Additional Information	
Do you hold a current driving licence? Yes/No If YES, please state the type of licence you hold:	Are you a car owner? Yes/No If NO, do you have access to a car? Yes/No
Do you have any current endorsements? Yes/No If YES, please specify:	

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment void , and if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Looe Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

(An electronic signature is acceptable)

Date:

Name:

If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chair of the Council a signed copy to be held on the personnel file:

YES/NO

END OF APPLICATION FORM



Introduction

As part of any recruitment process, Looe Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address, and contact details, including email address and telephone number.
- details of your qualifications, skills, experience, and employment history.
- information about your current level of remuneration.
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Looe Town Council relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in

relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

We are now
RECRUITING

DEPUTY CLERK
LOOE TOWN COUNCIL

£33,945- £36,648

- Full time - 37 hours per week
- Looe, Cornwall
- 23 days leave
- Local Pension
- Closing date : 14th July, 2024

APPLY NOW

- steve.milton@lgrc.uk
- 07701032010
- www.looetowncouncil.gov.uk

