

LOOE TOWN COUNCIL

Recruitment of 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 24th FEBRUARY

Looe Town Council

Town Clerk



£39,493 - £44,539

National Pay Scale SCP 33 to 38

(Full time – 37 hours *per week*)

**Are you looking for a management role at the heart of the local community?
Are you excited by the opportunity to support the community of Looe in Cornwall?
Are you a strong team player and experienced manager?
Sounds like you? Read on, we have your perfect career opportunity...**

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

Looe Town Council is now looking for a talented and hardworking individual to lead the Council into the future. The successful candidate will need to build a wide range of positive relationships with Councillors, volunteers, residents, local groups, and partner organisations. You will also manage all the Town Council's legal and administrative functions.

In this important role, you will be responsible for looking after the Council's facilities and services including Council staff, allotments, public spaces, civic events, public conveniences, and Looe Library and Community Hub. You will also oversee the statutory functions of the Council including commenting on local planning applications.

Looe Town Council has 15 Councillors and an annual revenue budget of £500k. The Clerk is supported by an excellent team of officers including a deputy clerk and a financial officer, making this the ideal position for somebody with previous management experience. Strategic delivery is at the core of the role.

Clerks come from a range of backgrounds, but they share an enthusiasm for serving the community. If you come from outside the sector then full support, training and mentoring will be provided.

The salary for this post starts at £39,493. Hours of work are flexible and include some evening and occasional weekend working. You will receive 23 days annual leave plus bank holidays and 2 extra statutory days. 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 and application form (required for all applicants) can be obtained from Steve and is also available to download from the Town Council's website.

Closing date: 24th February. Interviews will be held over the following two weeks.

Welcome to Looe

Looe is a beautiful coastal town and civil parish 20 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 river Looe 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.

Outside the busy summer months, the town remains a popular destination for tourists and day trippers as well as a centre for shopping and entertainment for townsfolk. Annually in late September, the town is the destination of choice for thousands of music lovers and top name performers for the Looe Music Festival, which takes place in temporary venues around the town, harbour and on East Looe beach. There is a tradition of the townsfolk and visitors wearing fancy dress on New Year's Eve, when the streets are 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 west 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 perilous 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, with to the west the wide, stony Hannafore Beach, facing 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 role

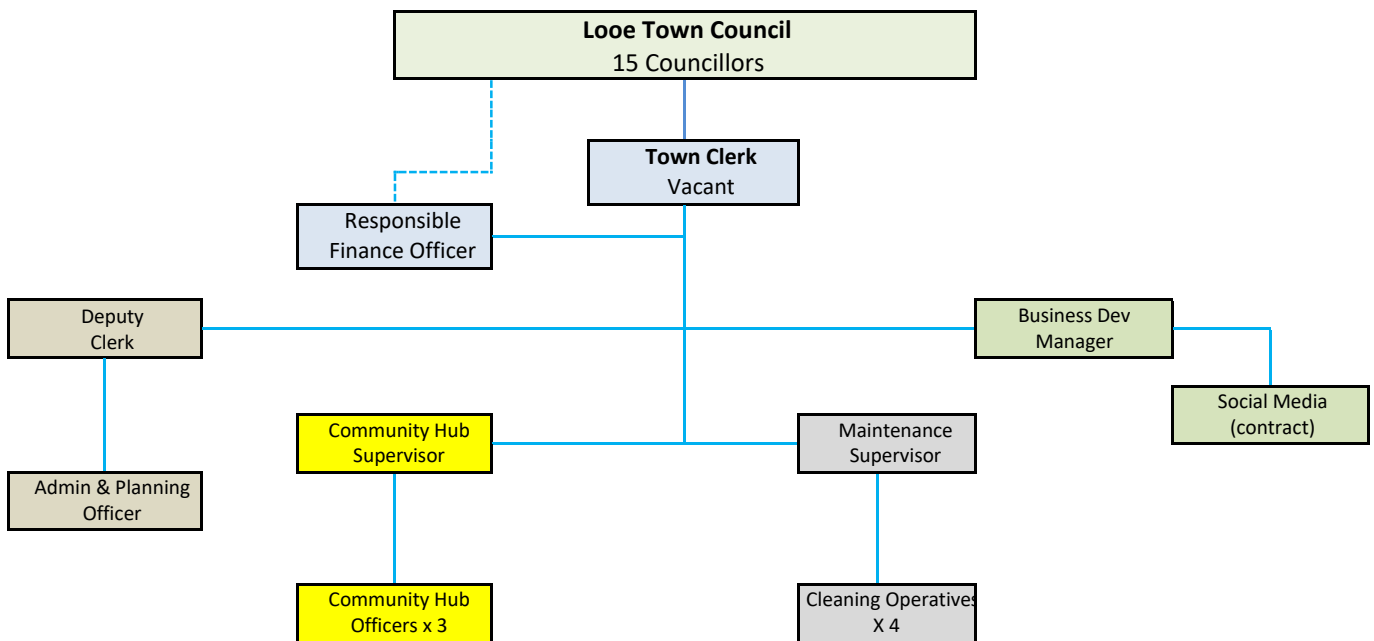
The Town Council serves 5,300 permanent residents and an estimated 140,000 visitors each year. The former thriving fishing industry is diminished but continues while the main economic activity of Looe today is tourism and the businesses that support it – accommodation, catering and bars, on and off-water leisure, niche retail. Much of SE Cornwall, including Looe, has missed out on past EU funding support and belated efforts are in hand to encourage a broader economic development, albeit with shrinking national and regional finance. Contributing to this regeneration is among the Council's priorities.

Looe Town Council runs Looe Library and Community Hub; 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. The Council is responsible for allotments (on lease), public conveniences, the Mariners and Seamen Memorial Garden and the patients' car park at the Old Bridge Surgery. The Council has a range of priorities for improvements and

developments for the town that the Council, working with others, is looking to address. These are to be formed into an Action Plan and the Council is also working on a devolution package of other assets from Cornwall Council, subject to their economic sustainability.

Apart from the county-wide responsibilities of Cornwall Council as they relate to the town, Looe has three other key agencies with specific local roles– the Looe Harbour Commission, East Looe Town Trust and West Looe Town Trust. Achieving active cooperation between these bodies is a continuing priority with the aim of developing a shared vision for the future of Looe that complements the recently adopted Neighbourhood Development Plan. The Council aims to facilitate this process through active partnership working, building trust and cooperation, and working to coordinate the work of various agencies, organisations and businesses in Looe. The new Town Clerk will be active in these efforts, which call for exceptional diplomacy.

There are 15 elected or co-opted Councillors across two wards – East and West Looe. There are currently four vacancies for Councillors. The Council employs a highly skilled and experienced staff of sixteen officers, including the vacant post of Town Clerk. We aim to appoint to two additional posts, if budget allows, in the year ahead. This would bring the total to 18 (12.4 FTE) – organised as follows:



The precept brings in some £440k and the overall expenditure is around £517k. Other sources of income include destination website fees, premises rentals, and toilet entry charges. The Council continues to seek additional income to support the precept.

This post of Town Clerk would suit a dynamic, motivational and forward-thinking person who wishes to work with a collaborative team for the benefit of our delightful seaside town, its residents, businesses and visitors, implementing the Action Plan to achieve the strategic aims of the Council. We would prefer that the new post holder will have previously worked as a Clerk or Deputy Clerk in the UK and already have an in-date Certificate in Local Council Administration (CILCA) qualification or have the necessary local government experience to enable them immediately to start working to achieve it.

Energy, diplomacy, leadership, accuracy, and people skills are among the essential qualities we are seeking.

Recruitment Process

The recruitment of the new Clerk will take place in early Spring 2023. The recruitment timetable is as follows:

- **Closing date** 24th February
- **Interviews** Will be held during the two weeks beginning 6th March - details will be provided to shortlisted candidates in advance.

Applications must be made on the Town Council's application form. An editable version of that application form is included with this pack. Please do not submit a CV.

Completed applications should be sent to steve.milton@lgrc.uk by Midnight 24th February.

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

Looe Town Council

JOB DESCRIPTION



JOB TITLE:	TOWN CLERK
REPORTS TO:	LOOE TOWN COUNCIL
PLACE OF WORK:	LOOE LIBRARY & COMMUNITY HUB
DATE:	5 TH DECEMBER 2022

MAIN PURPOSE OF JOB:

As Proper Officer and strategic manager of the Council, the Town Clerk is responsible for ensuring that instructions of the Council are carried out in accordance with statutory frameworks and that the Council is legally compliant in all matters. The jobholder leads the staff team, advises Councillors and works with external bodies to ensure that: sound policies are implemented; Council priorities are delivered and monitored; resources and services are well-managed; staff are effectively led and developed; and productive working relationships are maintained with key stakeholders for the benefit of the Looe community.

KEY ACCOUNTABILITIES:

1.	To effectively manage the duties and actions of the Council and ensure legal compliance in all its activities so that the risk of any litigation is minimised and the Council builds and maintains a good reputation
2.	To effectively manage the contract for, and provision of, Tourist Information and Library services in Looe so that facilities are maintained and developed locally for residents and visitors.
3.	To lead the officer/staff team and create a supportive, collaborative culture in line with Council values so that employees are well-managed, appropriately rewarded and able to make positive contributions to Council aims.
4.	To ensure effective delivery and control of the Councils assets, services and data, including formal quotes, tenders and contracts being in place as necessary, so that the needs of the town are met by the Council and all legal requirements are satisfied.
5.	To build and maintain excellent working relationships with organisations in Looe, and other key stakeholders, to enable the delivery of town services and events for the benefit of residents and visitors.

6.	To manage the delivery of projects on behalf of the Council, including the identification of sources of funding and applications for financial support, to continue developing the assets and services available in the town.
7.	To organise and ensure effective management of civic and charity events in Looe, liaising with other organisations as necessary, so that the Council is well represented, actively contributing to the town and ensuring the health & safety of residents and visitors at events.
8.	To promote Council activities/events and ensure effective communication with the public through the management of websites, social media and other forms of communication so that the public are well-informed about Looe and engaged with the Council.
9.	To pro-actively contribute to development of Looe Town Council by maintaining an up-to-date knowledge of the council sector, local economy and statutory developments which may affect the organisation and reporting these to Council with recommendations for action as appropriate.
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.

Approved: 17/01/23

Looe Town Council

PERSON SPECIFICATION



JOB TITLE:	TOWN CLERK
REPORTS TO:	LOOE TOWN COUNCIL
PLACE OF WORK:	LOOE LIBRARY & COMMUNITY HUB
DATE:	5 TH DECEMBER 2022

Person Specification

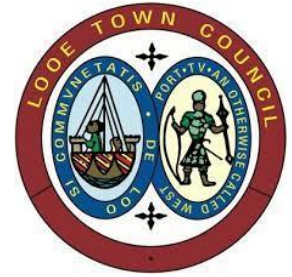
Your application should demonstrate how you meet the following criteria:

PEOPLE MANAGEMENT	<p>The jobholder is the Senior Officer of the Council and directly responsible for: Deputy Clerk, Business Development Officer, Library Supervisor. In turn, these roles have a further 10 people reporting to them. Additionally, the Responsible Financial Officer reports directly to Council for financial matters but to the Town Clerk for day-to-day management.</p>
CREATIVITY & INNOVATION	<p>The Town Clerk is the senior officer of the Council who leads and manages the Officer/staff team to deliver services and organisational priorities. As senior leader, the jobholder deals with wide-ranging issues, many of which will be 'new' problems without any established solutions.</p> <p>The Town Clerk is the main advisor to Councillors on the application of Local Government Regulations and other statutes/guidance so must interpret the available information and seek further advice as needed to ensure appropriate recommendations are made.</p> <p>As manager of the Town Council's website and other media channels, the jobholder prepares copy and selects images which are appropriate to effectively promote the actions and the culture of the Council, and ensures other officers are enabled to exercise their creativity appropriately.</p>
CONTACTS & RELATIONSHIPS	<p>The Town Clerk is a primary 'ambassador' for Looe Town Council and needs to build excellent relationships with other town organisations, key stakeholders, and contacts at other councils. There is a need for the jobholder to work collaboratively with leaders of other organisations and this necessitates liaising, negotiating, and influencing others to represent the Council, protect our reputation and to ensure benefit for the town as a whole.</p>

	As the Officer with overall responsibility for the statutory conduct of the Council, the jobholder works closely with Councillors and, in particular, the Mayor of Looe which can involve challenging discussions about high-level situations and, sometimes, legal rules and precedents that necessitate assertive but sensitive conversations.
DECISIONS (DISCRETION & CONSEQUENCES)	<p>The Town Clerk is the senior Officer of Looe Town Council and has delegated authority to make decisions on behalf of Council including responding to letters and requests, spending to maintain services, and developing content/copy for website and media.</p> <p>The Town Clerk is expected to monitor policies and practices of the Council to ensure that they remain legally compliant and achieve desired results. The jobholder will recommend policy additions or changes to Council and advise on the best course of action.</p> <p>The Town Clerk manages the devolution of assets from others to the Town Council and needs to review strengths, weaknesses, opportunities and threats of devolution before recommending to Council whether to proceed.</p>
RESOURCES	The jobholder is issued with a laptop and mobile phone
WORKING DEMANDS	The Town Clerk's work is directed by strategic priorities and is subject to conflicting priorities and changes in circumstances requiring re-programming of schedules and priorities.
WORKING ENVIRONMENT	Office based role; regular VDU user; some unsocial hours; occasional lone working.
KEY KNOWLEDGE & SKILLS REQUIRED	<ul style="list-style-type: none"> • Educated to degree level (or equivalent level of skill/experience) • CILCA qualified or working towards qualification • Knowledge/experience of the role of Proper Officer in local government setting • Excellent interpersonal skills with proven experience of building positive relationships with stakeholders, colleagues and staff • Excellent communication skills including presenting to groups, writing copy and working with a variety of media to promote activities • Experienced people manager with good leadership skills and a supportive, collaborative approach • Experience of effectively developing quotes, tenders and contracts for services • Skills/experience in project management, planning and delivery; and associated research and applications to funding streams • Skills/experience in governance, performance management and effective monitoring/review of systems • Proven experience of report writing, including research, analysis and presentation of options • Good working knowledge of MS Office suite essential, experience of SAGE or similar software would be an advantage. • Experience of website tools and using social media in business context is an advantage. • Full UK driving licence or alternative means of travelling to other locations/meetings.

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?	(This will help us with advertising future posts)
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 1	Referee 2
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?
<p>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.</p>	
Rehabilitation of Offenders Act 1974	
<p>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.</p>	
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:

Date:

Name:

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

Yes/No

END OF APPLICATION FORM

Looe Town Council

GDPR Privacy Notice for all Job Applicants



Introduction

As part of any recruitment process, Loosely 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.

Loosely 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.