



BUCKINGHAM TOWN COUNCIL

Committee Clerk

Salary Scale £20,092 - £22,183 (SCP 7-12) 16 hours pro-rata

Buckingham Town Council are seeking a part time Committee Clerk. You will have an eye for detail and the ability to take accurate minutes. The Committee Clerk will attend council and committee meetings (usually on Monday evenings) to take minutes and support Councillors and members of the public who may attend.

The role will include the creation of agenda packs and the publication of agendas and minutes using the Council's website. The successful candidate will also support the wider team flexibly as required.

The successful candidate would be expected to be computer literate with good communication skills. Friendly and positive outlooks are essential. This is an exciting, challenging role in a council that works with its community partners to address local priorities and deliver a wide range of services.

Please note: CVs will not be accepted.

Application packs are available from www.buckingham-tc.gov.uk or by calling 01280 816426 and should be submitted either by post to:

Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

or by email to: townclerk@buckingham-tc.gov.uk

Closing Date for Applications: Monday 20th December 2021 at 9am
Interviews to be held: Week commencing 10th January 2022



BUCKINGHAM TOWN COUNCIL

Committee Clerk: JOB DESCRIPTION

Grade: £20,092–£22,183

SCP 7-12 (Pro-rata) (SLCC/NALC nationally agreed scale) 16 hours per week.

Responsible to: Town Clerk

OBJECTIVES OF THE POST

The Committee Clerk will attend Town Council, Committee and Sub-Committee Meetings to take notes. Following the meeting the Committee Clerk will provide a complete set of minutes in MS Word. The Committee Clerk will also prepare agendas for the Town Council, Committee and Sub-Committee Meetings, arrange meetings and publish agenda packs.

DUTIES

General duties

1. To take accurate and concise notes of Town Council meetings, committees and sub-committees. This will require attendance at Town Council meetings which are normally held at 7pm on Monday evenings.
2. To type up the notes of the meeting into minutes to form an accurate record of the meeting, to the format agreed by the Town Council.
3. To liaise with the Clerk and Council/Committee Chairs to agree the content of minutes.
4. To liaise with the Clerk and Council/Committee Chairs to agree the agendas as required.
5. To produce, collate and disseminate the agendas/minutes for distribution in an accurate manner to Councillors and staff and other approved bodies to the format agreed by the Town Council.
6. To compose responses to partners/enquirers regarding items on the agenda when requested to do so.
7. To arrange other meetings as required and needed by the Clerk and Chairs of meetings as required from time to time, and to provide such administrative and clerking support for such meetings as necessary.
8. To place agendas on the website and public notice boards and maintain minute/agenda/reports archive systems as necessary.
9. Attending events including civic functions

General

10. To attend training courses in accordance with identified training requirements.
11. Work as part of a team and provide cover for colleagues when required.
12. If required, to attend conferences, seminars and meetings on behalf of the Town Council.
13. Such other duties as the Council may reasonably require from time to time.
14. To maintain a flexible approach to work which may include relocation to other Town Council facilities.



BUCKINGHAM TOWN COUNCIL

Person Specification: Committee Clerk

Criteria	Essential	Desirable	How Identified
Education	Minimum of 5 GCSEs, including English and Maths at C (Grade 4) or above or equivalent.	2 A Levels or equivalent	Application form
Experience	Ability to set priorities and manage workload in the face of competing demands	<p>Experience of working in an office environment</p> <p>To be familiar with the Data Protection Act 1998 and the Freedom of Information Act 2000 and their subsequent amendments pertaining to Parish Councils</p> <p>Experience of working with elected Councillors</p> <p>Experience of organising meetings, drafting agendas and writing accurate concise minutes</p>	Application form Interview
Skills & Knowledge	IT skills including Word, Excel, Power Point	<p>Creation of PDFs and electronic agenda packs</p> <p>Minute taking</p> <p>Shorthand or speedwriting</p> <p>Record keeping</p>	Application form Interview Test
Personal Qualities	Must be able to work under pressure and to tight deadlines		Application form Interview References

	<p>Positive, 'can do' attitude</p> <p>Flexibility</p> <p>Ability to work both alone and harmoniously with staff and public</p> <p>Trustworthiness with confidential information</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to problem solve</p>		
Special requirements	<p>Willingness to attend evening meetings (including most Monday evenings from 6.30-10pm) and to work occasional weekends if necessary</p> <p>Ability to work with initiative</p>		Application form Interview



BUCKINGHAM TOWN COUNCIL APPLICATION FORM

Please ensure that you complete all of the application form. If a section is not relevant please enter N/A. Once completed, please check and sign the declaration on page 2. Incomplete forms will not be accepted.

Post applied for:	
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PERSONAL DETAILS			
Surname		First Name	
Address			
National Insurance No			
Telephone No		Mobile	
Email Address			
Do you have a current valid driving licence	Yes / No		

1. The law on **preventing illegal working** is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971. You will be required to provide appropriate documentation for us to check your right to work in the UK.

Are you legally entitled to live and work in the United Kingdom and are you able to produce appropriate documentation? Yes No

2. All forms of **canvassing** will automatically disqualify candidates from employment at the Council. e.g. you must not ask a Councillor or Officer of the Council to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Council? Yes No

If yes, please provide their name and relationship to you:

Name: _____

Relationship: _____

3. If the post you have applied for involves driving duties / the ability to travel to different locations, as indicated in the person specification, are you able to fulfil these duties? Yes No

4. If the post you have applied for requires a DBS check, as indicated in the person specification, do you consent to this being carried out? Yes No

5. Please let us know of any special arrangements you may require, if you are shortlisted for interview?

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BUCKINGHAM TOWN COUNCIL APPLICATION FORM

DECLARATION

Any person appointed to the Council having given false information will be liable to dismissal without notice.

I can confirm that, to the best of my knowledge, the information I have given in this application form is correct.

I accept that providing deliberately false information could result in my dismissal.

I understand that information from this form may be computerised for personnel / employee administration / monitoring purposes in accordance with the Data Protection Act 1988 and the General Data Protection Regulations.

This information may also be used for the prevention and detection of fraud and crime.

Signature:		Date:	
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Please note: your personal details will not be provided to the shortlisting panel.

For office use:

<i>Date Received:</i>	
<i>Application Ref No:</i>	
<i>Shortlisted:</i>	<i>Yes / No</i>
<i>If shortlisted, score:</i>	
<i>Interviewed:</i>	<i>Yes / No</i>
<i>If interviewed, score:</i>	
<i>Appointed:</i>	<i>Yes / No</i>

**BUCKINGHAM TOWN COUNCIL
APPLICATION FORM**

Application Ref No: _____

Please provide your employment history covering the last 15 years, with reasons for any gaps in employment.

CURRENT OR LAST EMPLOYER

Name of Employer					
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From		To		Position Held	
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Address of Employer					
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Reason for Leaving					
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Brief Summary of Duties:					
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When would you be available for employment?					
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PREVIOUS EMPLOYMENT

Name of Employer					
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From		To		Position Held	
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Address of Employer					
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Reason for Leaving					
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Brief Summary of Duties:					
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Name of Employer					
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From		To		Position Held	
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Address of Employer					
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Reason for Leaving					
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Brief Summary of Duties:					
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Name of Employer					
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From		To		Position Held	
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Address of Employer					
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Reason for Leaving					
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Brief Summary of Duties:					
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Please continue on an additional sheet if necessary. If you have any additional previous employment that is particularly relevant to this post, please include this in your personal statement.

EDUCATION (since age 16)

Dates	School, College, University etc.	Examinations, Subjects and Results

JOB RELATED TRAINING/PROFESSIONAL QUALIFICATIONS

Please include membership of professional institutes, non vocational training and include the standard and level achieved

Date	Awarding Body/Institute	Qualifications/Membership Level

Please continue on another sheet if required. Please note that you may be required to produce evidence

SUPPORTING STATEMENT

Using the job description and person specification as a guide, please provide a supporting statement for your application that demonstrates your relevant skills, experience, qualifications and abilities. Where possible provide practical examples, and you should also include why you have applied for the role.

Supporting Statement Continued

Please continue on another sheet if necessary

REFERENCES

Please give details of two people who can provide information that will confirm your suitability for the post. Where possible, one person should be your current line manager or most recent employer.

1	Name		2	Name	
	Position			Position	
	Relationship			Relationship	
	Address			Address	
	Telephone No.			Telephone No.	
	Email address			Email address	
	Can we contact before interview?	Yes / No		Can we contact before interview?	Yes / No

Please ensure that you have checked your application and signed the declaration on page 2.

Please return your completed application either by post to:

Private and Confidential – Deputy Town Clerk
Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

or by email to: deputytownclerk@buckingham-tc.gov.uk



Equality and Diversity Monitoring Form

Buckingham Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources process.

Gender Man Woman Non-binary Prefer not to say

If you prefer to use your own term, please specify here _____

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54
55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write here: _____

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write here: _____

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in: _____

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in: _____

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write here: _____



Equality and Diversity Monitoring Form

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here: _____

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual

Prefer not to say If you prefer to use your own term, please specify here: _____

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write here: _____

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write here: _____

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

Please return the completed form in an envelope marked 'Strictly confidential' addressed to:

Deputy Town Clerk, Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham, Bucks MK18 1JP