



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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Town Clerk: Mr P. Hodson
Think Mask, Think Lateral Flow Test

INTERIM
FULL COUNCIL

Wednesday, 04 May 2022

Councillor,

You are summoned to an Interim meeting of the Full Council of Buckingham Town Council to be held on Monday 9th May 2022, following the Extra Ordinary meeting of the Full Council at 7pm, in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. The Council is trialling the use of video conferencing to enable the public and guests to address Council meetings virtually. If you would like to address the meeting in this way, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSIfcZC9Q/>

Paul Hodson
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies from members.

2. Declarations of interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.



Twinned with Mouvaux, France;



Neukirchen-Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

3. Motion: Cllrs. Schaeffer, Harvey and Ahmed

For the Town Clerk to issue a press release, distancing the Town Council explicitly from the message of concern and expressing our acknowledgement of the hurt and distress that this has caused members of our community. The Town Clerk to be instructed to write a press release including the previously agreed motion and explaining what action we are taking to help build a more inclusive Buckingham and restore the trust of all members of our community after this event.

4. Motion: Cllrs. Schaeffer, Harvey and Ahmed

For the Town Clerk to write to the Hearings sub-committee of Buckinghamshire Council to ask them to consider altering their code of conduct investigation process such that all those who are impacted by a breach of the code, should have an opportunity to be consulted on the actions to be recommended. In this case this would have meant all the complainants and the Town Council (since our reputation has been damaged) being able to offer their ideas as to what would constitute proportionate actions.

5. Recruitment of New Town Clerk

To receive and discuss a written report from the Town Clerk

[IM/134/21](#)
[Appendix A](#)
[Appendix B](#)
[Appendix C](#)

6. Chair's Announcements**7. Date of next Meetings:**

Annual Statutory Meeting:	30 th May 2022
Full Council:	30 th May 2022
Interim Council:	27 th June 2022

To:
All Councillors

Attendees are encouraged to undertake a lateral flow test within 24 hours prior to attendance of any Council meeting. Consideration should be given to the wearing of face coverings to reduce the risk to individuals and others.

Email: office@buckingham-tc.gov.uk

Buckingham Town Council
Full Council
Monday 9th May 2022

Contact Officer: Paul Hodson, Town Clerk

Town Clerk Recruitment

1. Recommendations

- 1.1. It is recommended that the Council advertise for a new Town Clerk using the attached documents.
- 1.2. It is recommended that the panel listed be formed, and the dates given be used for the process.

2. Background

- 2.1. The current Town Clerk, Paul Hodson, has handed his notice in and will leave the Council on 24th July 2022. Mr Hodson will work the required three months' notice and so his last day will be Monday 18th July.

3. Documentation

- 3.1. It is not proposed to make any changes to the current job description or person specification. These are attached for information. The Town Clerk has reviewed the Society for Local Council Clerk's latest job evaluation sheet for clerks, and the current range of SCP 46-49 (£51,334 - £55,274) remains appropriate.
- 3.2. A proposed advert is also attached.

4. Interview Process

- 4.1. The interview should comprise formal competency-based questions, a presentation, and an inbox-style exercise. The Town Clerk will assist the shortlisting and interview panel with the formation of these.

5. Interview Panel

- 5.1. It is proposed that the shortlisting and interview panel consist of the current:

- Mayor
- Chair of the Resources Committee
- Chair of the Environment Committee
- Chair of the Planning Committee
- Chair of the Staffing Matters (Confidential) Committee
- Chair of the Town Centre & Events Committee

5.2. The shortlisting and interview process will take place during the weeks when new committee chairs are elected. It is therefore proposed that the current chairs make up the panel, to ensure consistency.

6. Proposed dates

- Advert / Application Pack Release – Tuesday 10th May
- Closing Date for Applications – Thursday 9th June at 12 noon
- Shortlisting – Monday 13th June
- Applicant Notification – Week beginning 13th June
- Interviews to be held – Week beginning 4th July

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Job Description

Post Title: Town Clerk
Accountable to: Chair of Resources Committee

Job Purpose:

- Undertake the duties of the Proper Officer and Responsible Financial Officer of Buckingham Town Council and act in accordance with the statutory duty to carry out all the functions, and, in particular, to serve or issue all notifications required by law of a local authority's Proper Officer
- Take full responsibility for ensuring that the instructions of the Town Council in connection with its function as a Local Authority are carried out
- Advise the Town Council on Standing Orders and policies to be followed, in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions
- Be accountable to Buckingham Town Council, for effective management of all its resources
- To ensure an effective organisational structure is developed and implemented to meet the needs of the town council whilst balancing the need for financial efficiencies
- Overall responsibility for all the financial records of the Council and administration of its finances
- Overall responsibility for ensuring compliance with current Health and Safety regulations
- Overall responsibility for Planning and legal implications arising from Planning applications
- Overall responsibility for Cemetery Management and ensuring the council meets the statutory requirements for the safe custody of all documents, deeds, records and burial registers

1. General Duties

- Develop proposals for the long-term strategic vision for Buckingham, taking into account developments in local government policy
- Prepare, in consultation with appropriate members, agendas for meetings of the Town Council and its committees, attend such meetings and prepare minutes for approval
- Manage, monitor and control town council facilities, service agreements and any partnerships entered into by them
- Act as Council's lead officer for future major projects
- Liaise and represent the council with the public, other public bodies and organisations including attending meetings with key stakeholders and positively promoting the council within the local community
- Identify relevant sector-related information and distribute to Councillors
- Receive and deal appropriately with correspondence and documents on behalf of the Council
- Study reports and other data on matters relating to the business of the Council, and discuss matters with specialists where required



- Draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and advise on feasibility, practicability and likely impact/effects of specific courses of action
- Prepare, in consultation with the Chairman, press releases about the activities of or decisions of the Council
- Attend relevant training courses to maintain continuous professional development
- Attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies
- Act as a representative of the Town Council at meetings as required

2. People Management

- Have overall responsibility for the work of BTC staff ensuring that all requirements of employment legislation are adhered to and to be responsible for all aspects of the management and employment of staff
- Undertake direct line management of specified staff members in keeping with the policies of the Town Council
- Undertake all necessary activities in connection with the management of salaries and conditions of employment

3. Financial / Physical Resources

- Act as Responsible Financial Officer for the Council in respect of expenditure, income and fixed assets
- Overall responsibility for the preparation of the annual budget including precept, and the submission of annual accounts in accordance with financial regulations
- Have delegated responsibility for expenditure in emergency situations up to a designated amount
- Take responsibility for annual monitoring and balancing of the Council's accounts and preparation of records for audit purposes and VAT, and ensuring these provide value for money

4. Policy

- Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed, and ensure that Council members have an up to date understanding of their statutory and other responsibilities
- Responsible for Buckingham's Neighbourhood Development Plan (NDP) and continuously monitor developer adherence to the Buckingham NDP
- Ensure that the Council's obligations to insure are properly met
- Monitor the implemented policies of the Town Council to ensure they are achieving the desired result and, where appropriate, suggest modifications

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Person Specification

Post Title: Town Clerk

Accountable to: Chair of the Resources Committee

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Experience as Clerk or Deputy Clerk or have significant equivalent experience in a management role • Experience of public or private sector employment in finance, HR or administration departments • Experience of, budget planning, keeping accounts and generating financial reports and statutory reports, including year-end and audit • Experience of Health & Safety at Work and risk assessments 	<ul style="list-style-type: none"> • Experience of using a computerised finance package in a local authority context • Experience of HR procedures and record keeping • Experience of event management / traffic marshalling • Experience of Cemetery Management • Project Management qualification or equivalent experience 	<p>Application form</p> <p>Interview</p>
QUALIFICATIONS / TRAINING	<ul style="list-style-type: none"> • Certificate in Local Council Administration or willingness and ability to achieve the status of Qualified Clerk within 12 months of appointment, or hold relevant professional qualification 	<ul style="list-style-type: none"> • Educated to degree level in relevant discipline 	<p>Application form</p> <p>Interview</p>
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Extensive knowledge of current local government and planning laws, administration and procedures • Understanding of the significance of Neighbourhood Development and Local 	<ul style="list-style-type: none"> • Electronic diary management systems • Minute taking • Record keeping • Knowledge of managing and updating websites 	<p>Application form</p>



	<p>Plans</p> <ul style="list-style-type: none">• IT skills and proficient in the use of Microsoft Office software, internet and social media		
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none">• Good communication skills, both written and verbal• Excellent planning and organisational skills, and able to prioritise workload• Ability to lead a team, work autonomously and harmoniously with staff and public		Application form Interview
DISPOSITION/ ATTITUDE	<ul style="list-style-type: none">• Able to work under pressure• Able to maintain confidentiality• Able to anticipate problems and solve them		Application form Interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none">• Willingness to attend evening meetings and to work at the weekend and bank holidays when required• Enhanced DBS Check	<ul style="list-style-type: none">• Driving licence	Application form

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Buckingham Town Council

JOB VACANCY

TOWN CLERK

Based at Town Council Offices, Buckingham

37 Hours per week

SCP 46-49 (£51,334 - £55,274) depending on experience

Buckingham Town Council is seeking to appoint a forward thinking and proactive Town Clerk to take responsibility of all aspects of the managerial, financial and administrative operation of the Council.

The Town Clerk will be responsible for the management of the Council's finances, and is designated as the Responsible Finance Officer. The Town Council aims to provide good quality services for the community and to maintain these to a high standard. The Town Clerk will ensure the delivery of these services and will be accountable to the Town Council.

The Town Clerk will advise the Council on, and assist in the formation of, overall policies to be followed in respect of its activities. In particular, they will produce all information required for making effective decisions. The Town Clerk is accountable to the Council for the effective management of all its resources.

Applicants must be able to demonstrate significant managerial and financial experience, and should have extensive knowledge of local government law and procedures, hold a relevant professional qualification and show that they have, or are willing and able to obtain, the Certificate in Local Council Administration.

Applicants should read all of the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification.

The application form should be completed in full, and shortlisting will be based on the information provided on the form. CVs will not be accepted. Please note the post is subject to an enhanced DBS check.

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

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

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

We ask that you also submit an Equality and Diversity Monitoring Form with your application.

The closing date for receipt of applications is **Tuesday 7th June 2022 at 12 noon.**

For an informal discussion about the post, please contact Cllr Margaret Gateley, Town Mayor, on 01280 816317 or email: mgateley@cllr.buckingham-tc.gov.uk.

Buckingham Town Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.