

2015 Transparency code information relating to the Town Clerk:

48. Local authorities are already required to publish, under the Accounts and Audit Regulations 2015:

- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- details of remuneration and job title of certain senior employees whose salary is at least £50,000, and
- employees whose salaries are £150,000 or more must also be identified by name

49. In addition to this requirement, local authorities must place a link on their website to these published data or place the data itself on their website, together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and ‘benefits-in-kind’, for all employees whose salary exceeds £50,000. The key differences between the requirements under this Code and the Regulations referred to above is the addition of a list of responsibilities, the inclusion of bonus details for all senior employees whose salary exceeds £50,000 and publication of the data on the authority’s website.

Role Profile:

Job Title	Chief Executive & Town Clerk
Reports to	Chair (Mayor) and Leader of Council
Responsible for	The overall leadership and Management of Wokingham Town Council’s democratic and business delivery.
Job Purpose	<p>As head of the organisation, to have overall responsibility for all aspects of the Council’s democratic and business responsibilities, ensuring the Council’s delivery is both legal and in the best interests of its residents.</p> <p>As the Council’s senior manager to uphold the highest standards of public service, in line with the Nolan Principles of Public Life.</p> <p>As this is a politically constituted Council, to effectively interact with elected Councillors and to manage the complexities of a political landscape.</p> <p>With a thorough knowledge of local government law, to act as the Council’s principal legal adviser.</p>

	<p>To manage the Council's services, resources and staff. To advise upon and administer all aspects of the Council's work and to promote the role of the Town Council in securing good and effective governance for the town.</p> <p>The role of Town Clerk is defined in law as the Proper Officer of the Council and, as such, is under a statutory duty to carry out all the functions required by law of a local council's Proper Officer. The role is entirely apolitical.</p> <p>The Chief Executive & Town Clerk will be responsible for ensuring that the instructions of the democratically elected Council are carried out.</p> <p>The post holder is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively those decisions.</p> <p>The post holder will be accountable to the Council for the effective management of all its resources and will report to it as and when required.</p>
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Principal Accountabilities:

1. Main Responsibilities/Accountabilities:

- 1.1. To head the organisation. Reporting to the Chairman (Mayor) and elected Councillors to act as the Council's principal adviser; to manage the Council's services; resources and staff; to advise upon and administer all aspects of the Council's delivery. To be accountable to residents.
- 1.2. Whilst maintaining neutrality; to work effectively within a politically diverse environment, managing sensitive and confidential situations.
- 1.3. To maintain an up-to-date knowledge of local government law.
- 1.4. To be visible and accessible to the public. Acting as the Council's representative, to proactively ensure effective and inclusive development and dissemination of regular communications, using up-to-date and inclusive means.
- 1.5. To oversee the management of the Council's parks, properties, buildings and historic artifacts, ensuring that the Council's obligations for risk management are properly discharged and that the Council complies with health and safety legislation.
- 1.6. To respect, oversee and attend the Council's ceremonial and civic functions and historic obligations, including the wearing of ceremonial dress.

2. Strategic and Business Planning

- 2.1. To organise and co-ordinate a strategic planning/visioning exercise with members at the start of each term, to produce an outline vision statement with overall objectives for the Council and aspirations for the term.
- 2.2. To prepare and implement an annual business plan with outline budgets based on a four-year projection covering each overall strategic objective or priority identified by Council.
- 2.3. To align staff activity to the delivery of the Council's plans.

3. Democratic responsibilities

- 3.1. To keep under continuous review the legal framework within which the council operates, advising members of changes or proposed changes to law or public policy which may affect the Council.

- 3.2. To advise elected members of the options available on matters raised at meetings, upon which decisions are required. To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented.
- 3.3. To advise the Council on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded.
- 3.4. To research and present available options to members on any matter before them and verify third-party reports, so far as practical, to facilitate lawful and reasonable decision-making.
- 3.5. To minute, or arrange for minutes to be taken, of all formal meetings of council or its committees to ensure that resolutions are accurately recorded, with sufficient detail of discussion to show proper consideration of all relevant matters.

4. Staff Leadership and Management Functions

- 4.1. To set, model and maintain professional standards throughout the staff team, acting when necessary to uphold these standards within the Council's equality, diversity and inclusivity policy.
- 4.2. To manage staff performance effectively.
- 4.3. To monitor and advise on any changes to employment law or national agreements.

5. Financial Responsibilities

- 5.1. To have overall responsibility and accountability for the Council's budget.
- 5.2. To manage the Responsible Financial Officer (s151 Local Government Act 1972) to oversee and ensure the transparent use of public funds.
- 5.3. To oversee the Council's procurement for external contracts ensuring proper procedures for tendering, and assessment of risk and value for money.

6. General responsibilities

- 6.1. To act as principal conduit of communication for the Council both internally and externally.
- 6.2. To monitor the effectiveness of procedures and policies, to advise Council when reviews or updates are appropriate and to advise of options available.

7. Other Information

- 7.1. The post holder may be required to work unsocial hours including evenings and weekends and respond to any emergency. Remuneration for non-contracted hours will be by TOIL.
- 7.2. The post holder must be able to travel throughout the Town Council's estate.
- 7.3. The post holder will be required to comply with the Council's policies and procedures, and to undertake professional development as appropriate. In particular
- 7.3.1 To achieve/maintain the qualification necessary for the council's eligibility for the General Power of Competence (as provided in the Localism Act 2011 ss1-8 and prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965).
- 7.4. All employees must be able to commit to Wokingham Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.

This document describes in general terms the duties and responsibilities of the post at the time it was drafted.

This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.

Budget information:

The Town Clerk has direct responsibility for the following budgets for 2024-25:

4005/204 Staff Training	£7,250
4006/201 Recruitment	£1,000
4010/201 Councillor Training	£1,500
4321/301 Stationery	£2,500

Staff responsibilities:

The Town Clerk has direct responsibility for 7 members of staff, and overall responsibility for all employees of the town council.

Bonuses and benefits in kind:

The Town Clerk's remuneration has not included any bonuses or benefits in kind in the last year.