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Description automatically generated**CRICKLADE TOWN COUNCIL**

**TOWN CLERK AND RESPONSIBLE FINANCE OFFICER**

**SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

Salary

The salary will be in the range of SCP 29-32 (£35,411 - £38,296) plus qualification increment as recommended by the National Association of Local Councils and the Society of Local Council Clerks based upon the size of population, budget and level of services of the Council. For all other purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services.

Starting Date

It is intended that the successful candidate will start employment as soon as his/her period of notice allows this.

Probation period

All new employees will be subject to a six month probationary period which will involve regular discussions on progress.

Membership Fees for Professional Institutions

The Council will pay the Town Clerk’s annual subscription to the Society of Local Council Clerks and will encourage attendance at the annual conference and other professional development events organised by these bodies.

Working Week

The normal working week is 37 hours. The Town Clerk is required to attend all meetings of the Full Council together with Committees and Working Party meetings as required. Attendance is also required at some civic events such as Remembrance Day.

Other Employment

The post holder will be fully engaged in the employment of the Town Council and agrees not to undertake any other paid employment without the express written consent of the Council.

Annual Leave

The basic entitlement (excluding bank holidays) is 22 days, increasing to 23 days from 1st April 2023, with an additional 5 days after five years local government service.

Period of Notice

At least three months written notice is required to terminate the employment.

Pension

Employees of the Council are entitled to join the Local Government Salary Pension Scheme as operated by Wiltshire Council.

Employee Development

On appointment the successful candidate will be entitled to regular meetings during the probationary period with the nominated representative(s) of the Council to explore the direction of work and personal development. After successful completion of the probationary period, a full appraisal will take place by the Chairman of the Council to set out objectives and identify any training for key result areas and personal goals over the following 12 months.

Health and Safety

Cricklade Town Council recognises its obligations under the Health and Safety at Work, etc. Act 1974 to provide appropriate health and safety training and to ensure safe and healthy premises for all employees and visitors.

Equality Policies

The Council is committed to a policy of equal treatment of all employees and applicants and requires all employees to abide by this general principle and the requirements of legislation and Codes of Practice. In its employment policies all employees will be given equal opportunities in the application of their conditions of service, training and promotion prospects, regardless of sex, disability, age, marital/family status, sexual orientation, race, colour, religion, belief or political persuasion.

Other

All employees are given an Employee Handbook on commencement of employment with the Town Council.

A Job Review was undertaken by an external specialist in June 2019.