



Job Title: **CHIEF EXECUTIVE OFFICER (TOWN CLERK)**
STAMFORD TOWN COUNCIL

Reporting to: **CHAIR OF COUNCIL**

General purpose:

The Chief Executive Officer is responsible for all aspects of the Stamford Town Council business, ensuring full compliance with its legal/governance obligations and responsibilities. They will be tasked with the effective management of its staff, finances, resources, and facilities, and take ownership of the coordination and delivery of complex Council projects.

As the Proper Officer, they will provide advice on necessary policies and procedures to be followed in respect of the Council's activities, and produce the information required for the Council to make effective decisions. They will also act as a representative of the Council as required and develop productive working partnerships.

As the Responsible Financial Officer, they will be responsible for ensuring the Council's finances are effectively managed and monitored and provide advice on financial matters.

Job Activities:

Strategic Plan Functions:

- To work with the Council to prepare a four-year strategic plan for approval at the start of each administration, taking into account the priorities given by members at earlier meetings.
- To prepare and implement an annual business plan based on the four-year plan.
- To align staff activity to the delivery of the annual and four-year plan.

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Staff Management Functions:

- Undertake all necessary activities in connection with the conditions of employment and work of the staff, ensuring expected standards are maintained in keeping with the policies of the Council.
- To carry out appraisals and other periodic reviews of staff to verify performance against objectives set within the business plan and identify any matters which are preventing or impeding progress, ensuring accurate records are kept.
- To identify training needs and establish with each member of staff a personal development plan to enable them to develop their contribution.
- To monitor the effectiveness of training and other staff development activities.
- To manage attendance, sickness, annual leave, time off in lieu, shared diary for all staff and other data within established procedures.
- To monitor and advise members and staff on any changes to employment law or national agreements that may require the Council's HR policies or procedures to be updated.
- Instigate and manage disciplinary, redundancy, capability and grievance policy and procedures, reporting to the relevant Committee/Working Groups as required.

Responsible Financial Officer Functions:

- To ensure, as the Council's Section 151 Officer, that it continues to manage finance and resources within the requirements of law and established best practice.
- To ensure that annual accounts are completed, closed and presented for internal and external audit in accordance with agreed timetables and professional standards.
- To ensure that an annual budget is presented to the Council and agreed to enable a council tax level and precept to be declared within the applicable timetable.
- To ensure that income and expenditure is monitored and that regular reports are presented to members of the Council in the agreed format including meeting the transparency code.
- To ensure that the Council's financial transactions are correctly recorded and that proper accounts are kept throughout the financial year and verified by the internal auditor.
- To ensure that the Council has adequate insurance cover for all its insurable risks.
- To prepare and present to members an annual risk assessment report identifying risk levels, mitigation measures and the amount of insurance required.
- To ensure annual payments/subscriptions are processed including any chargeable fees.
- To write and submit grant funding bids.

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Proper Officer Functions:

- Ensure that the Council meets its statutory duties in all aspects of its activities as a provider of services to its community and as an employer.
- To advise members of the options available to them on matters raised at meetings, upon which their decisions are required, ensuring that advice is professionally competent and free of bias.
- 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 operations or scope of a parish council.
- To ensure that the Council remains eligible to claim the power of general competence.
- To prepare or oversee, in consultation with Members and Officers, requisite documentation for meetings and activities of the Council and Committees.
- To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented.
- To advise the Mayor and Committee Chairs on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded.
- To minute, or arrange for minutes to be made, of all formal meetings of the Council or its Committees to ensure that resolutions are accurately recorded, and sufficient details of discussion are recorded to show proper consideration of all relevant matters.
- To monitor the effectiveness of procedures and report any difficulties or issues that have arisen which may require updates.
- To advise Members when periodic reviews of policies or procedures are due and to advise them of options available for changes.
- To advise Members when changes to public law require a change to Council procedures or policies.
- To act as Proper Officer by maintaining contracts and other legal agreements entered into by the Council in a safe and secure manner.
- To arrange for contractor performance to be adequately monitored and for exception reports requiring decisions on terminations of contracts or changes to working arrangements to be reported to Members.
- To carry out the sealing of documents, when necessary, in accordance with mandates given by Council.
- Ensure that the Council's obligations for Health and Safety and Risk Assessments are properly met.

Project Management:

- Organise and manage complex Council projects, arranging all necessary actions including tenders, consultations, communications, and legal and technical requirements to achieve the objectives required by the Council.
- Take appropriate action to ensure that all Council elections are arranged and held successfully.
- Develop effective working partnerships with other relevant Local Authorities, other public, statutory, and voluntary bodies, and other agencies, and ensure that the Council plays an informed and effective role in local issues.

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Ceremonial Functions:

- To agree with Members a programme of civic ceremonial events including Mayor-making, annual Thanksgiving service, Burghley Sermon, Remembrance Day, Armistice Day and the opening of the Mid-Lent Fair.
- To manage and organise a programme of identified annual civic ceremonies, i.e. Mayor-making, Armistice Day, Mid-Lent Fair.
- To ensure that the civic events are properly budgeted, planned, delivered and to hold “wash up” meetings after each one to identify any points of improvement to be built into future plans.
- To co-ordinate with the designated staff in the smooth and efficient running of the Mayor’s Office during each incumbent’s year in office, ensuring the external contacts receive a favourable impression of the mayoralty and Council.
- To prepare, and where necessary, update the Civic Protocol on best practice and other practical advice for incoming Mayors.
- To keep under review the costs associated with the Mayoralty and raise any issue with the Finance Committee.
- To monitor the development of the Youth Council and to review its working relationship with the Council to ensure the best possible representation of youth opinion within Council decision making.

Professional Development:

- Attend training courses or seminars on the work and role of the Chief Executive as required by the Council.
- Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: suggested membership of The Society of Local Council Clerks professional body.
- Attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- It will be agreed that in the absence of CILCA qualification, work towards the achievement of the status of Qualified Clerk will be undertaken.

