



Stratford upon Avon Town Council

Town Clerk – reporting to Council

JOB DESCRIPTION

Job Purpose

The Town Clerk's primary purpose is to advise the Council and its committees on the role, functions and responsibilities of the Council as a local authority; to lead and assist the Council in developing and deciding its policy and strategic direction; to bring innovation and an entrepreneurial input that challenges existing practices, and to act as its Chief Officer and Responsible Financial Officer.

Main tasks

1. To prepare agenda, reports and take minutes of meetings of the Town Council and its Committees;
2. To act upon and implement the decisions of the Council taken at those meetings;
3. To exercise such delegated authority as the Council shall from time to time allocate or as is implied;
4. To provide legal, financial and administrative advice to the Council, taking professional advice as appropriate;
5. To ensure that sound arrangements exist for obtaining professional advice from external sources;
6. To advise Councillors on their rights and responsibilities with particular relevance to the Council's Code of Conduct for Elected Members;
7. To ensure that the Council's risk assessment obligations are properly discharged;
8. To perform the duties of Responsible Financial Officer deriving from the Accounts and Audit Regulations 1996 or equivalent;
9. To provide, in conjunction with Council staff and external accountants, financial planning – including budget and precept setting – and financial management to the Council;
10. To be responsible for the efficient use of the Council's financial and other resources;
11. To have overall responsibility for the management of Council staff;

12. To effectively lead and motivate staff to achieve high standards of service delivery and excellence;
13. To ensure appropriate delegation of responsibility and undertake performance appraisals;
14. To ensure that the Council is administered to a high standard based upon legislative provisions and any regulatory or good practice standards as may apply from time to time;
15. To advise the Council and its committees on the development of policy and on how the Council can most effectively fulfil its role within the community;
16. To provide a high level of strategic vision being mindful and proud of the past but ambitious for the future;
17. To advise the Council and its committees on the development of significant civic events, festivals and celebrations;
18. To advise the Council and its committees on the development of Health and Safety and security arrangements for the aforementioned significant civic events, festivals and celebrations;
19. To represent and promote the interests of the Council in developing and maintaining relationships with other local authorities and public and private sector bodies;
20. To play an active part in the civic and ceremonial activities of the Council.

Town Clerk
Adopted by HR 13.9.17