



**HUNTINGDON TOWN COUNCIL**

**APPOINTMENT OF  
DEPUTY TOWN CLERK TO THE COUNCIL**

**RECRUITMENT INFORMATION PACK**

January 2020

## INTRODUCTION

Thank you for responding to the Town Council's recent advertisement for this post.

We trust that you will find this Recruitment Information Pack together with the Job Description and Person Specification enclosed of assistance in deciding to apply.

The information is arranged as follows: -

- ✚ Role of the Deputy Town Clerk
- ✚ Background to the Council
  - ❖ History
  - ❖ Powers and functions
  - ❖ Council structure
  - ❖ Staffing information
  - ❖ Key challenges
- ✚ Job advertisement
- ✚ Job description
- ✚ Person specification
- ✚ Key terms and conditions of employment
- ✚ Application and selection process.
- ✚ Application Form (*pages 21 to 29*)

If you would like to apply, please complete the attached application form (CVs alone will not be acceptable) and submit it by email or post by **12 noon on Monday 10<sup>th</sup> February** to the email / postal address at bottom of this page

This Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post or you would like an informal discussion on the role, please email or call Philip Peacock on 01480 410383.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please let us know.

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Contact: Philip Peacock – Town Clerk  
Huntingdon Town Hall, Market Hill, Huntingdon PE29 3PJ

Email: philip.peacock@huntingdowntown.gov.uk

Telephone: 01480 410383

## **ROLE OF DEPUTY TOWN CLERK TO HUNTINGDON TOWN COUNCIL**

Why become a Deputy Town Clerk?

Becoming a Deputy Clerk to a Town Council is one of the most rewarding jobs in a local community - a competent Deputy underpins the Town Clerk and a good Council.

The role of Deputy Clerk is to support, work with and deputise for the Town Clerk to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support and being a Deputy Clerk puts you in the centre of things.

All Parish and Town Councils are part of Local Government. In Cambridgeshire we currently have four tiers of Local Government; together with the Combined Authority Directly Elected Mayor, Cambridgeshire County Council and Huntingdonshire District Council.

### **What does the Deputy Town Clerk to the Council do?**

The enclosed job description lists the duties in detail, but the main duties of the job can be summarised as to: -

- ✚ Deputise for the Town Clerk
- ✚ Ensure that the Council conducts its business lawfully
- ✚ Administer all the Council's paperwork
- ✚ Ensure that meeting papers are properly prepared, and the public is aware of meeting times
- ✚ Communicate the Council's decisions
- ✚ Organise and manage the provision of the Council services
- ✚ Organise and oversee the implementation of projects
- ✚ Manage and lead the staff
- ✚ Communicate and promote the Council services and facilities
- ✚ Keep property registers and other legal documents
- ✚ Keep up to date by undertaking required training/qualification.

The key duties and responsibilities to be undertaken are detailed in the Job Description included in this pack.

### **Skills and attributes needed**

Deputy Clerks pride themselves in having a good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people.

The key attributes required are detailed in the person specification included in the Recruitment Information Pack but underwriting these qualities is a sense of public duty - of wanting to help others in the community.

## **About Huntingdon**

The traditional market town of Huntingdon is a thriving community flourishing amongst ancient and modern streets.

Originally an Iron Age settlement, the first mention of the town in a historical document is in the Anglo-Saxon Chronicle, which refers to it as a 'porte' or market town being the main centre of Viking activity in the area. By the time of the Domesday survey in 1086, William the Conqueror had ordered a castle to be built in the town in a commanding position overlooking the river. Huntingdon was granted its first charter by King John in 1205, which confirmed its borough status and allowed a weekly market.

With the 1530s dissolution of the monasteries, the Cromwell family were beneficiaries and they made their home at Hinchbrooke, on the site of the former nunnery. It was a minor member of the Cromwell family, Oliver, born in Huntingdon in 1599, who was to become the town's most famous son. He took part in the town's political life, and was elected MP for Huntingdon in 1626,

Today's town is largely a Georgian creation. Huntingdon prospered in the 18<sup>th</sup> century due to its advantageous position as a coaching stop on the turnpike road north from London. Huntingdon's inns flourished and the town became fashionable. Balls and assemblies were held in the new Town Hall, rebuilt in 1745. The coming of the railway in 1850 brought the end of the coaching trade, but it did little to halt Huntingdon's expansion. The Victorian era saw the building of schools and houses as well as the workhouse.

The Town Development Act of 1952 provided the impetus for the next phase in the Towns growth. Ambitious plans to attract new residents from London were made and, building on the new Oxmoor estate began in 1960.

During the 1980s Huntingdon was the fastest growing town in the fastest growing county in the whole country. This prosperity was further enhanced when Huntingdon's former MP, John Major, became Prime Minister in 1990.

### **Getting here is easy**

*By Road:* Huntingdon has excellent road links, making it one of the most accessible market towns in the country. Located on the crossroad of the A1 (North / South) and A14 (East / West) with links to the M11 south.

*By Rail:* Huntingdon's station is on the main London to Edinburgh route, offering a direct service connecting to Kings Cross/St Pancras and London Bridge every 30 minutes with an hour's commute to London. Trains to Peterborough run approximately every half hour from where the Great North Eastern Railway service departs for the North and Scotland.

*By Bus & Coach:* The bus station provides regular bus services to Cambridge, Peterborough, St Neots. Long-distance coaches stop in the town centre with national connections.

*By Air:* Close to three international airports at Luton, Stansted and Birmingham within a 90-minute drive of Huntingdon. In addition, Gatwick Airport can be access by direct train link.

## **Huntingdon Town Council**

The first Mayor of Huntingdon was recorded in 1630, however Huntingdon Town Council was formed in 1982, with its offices located within the Grade II\* listed, Town Hall

The Town Council represents the first tier of local government in Huntingdon which is closest to its electors. Employing just over thirty staff in total, the Town Council consists of nineteen Councillors elected for a four-year term to represent constituents in the town's eight wards. Town Council meetings are presided over by the Town Mayor, who is elected from among fellow Councillors each year at the Annual Mayor Making ceremony. Consisting of all Councillors, the Town Council's four Standing Committees are; Planning, Finance, Leisure & Community Services and Corporate Plan & Strategy.

The Town Council precept raised via Huntingdonshire District Council the year ended 31 March 2019, was of £1,262,500, being £168.11 on a Band D property p.a.

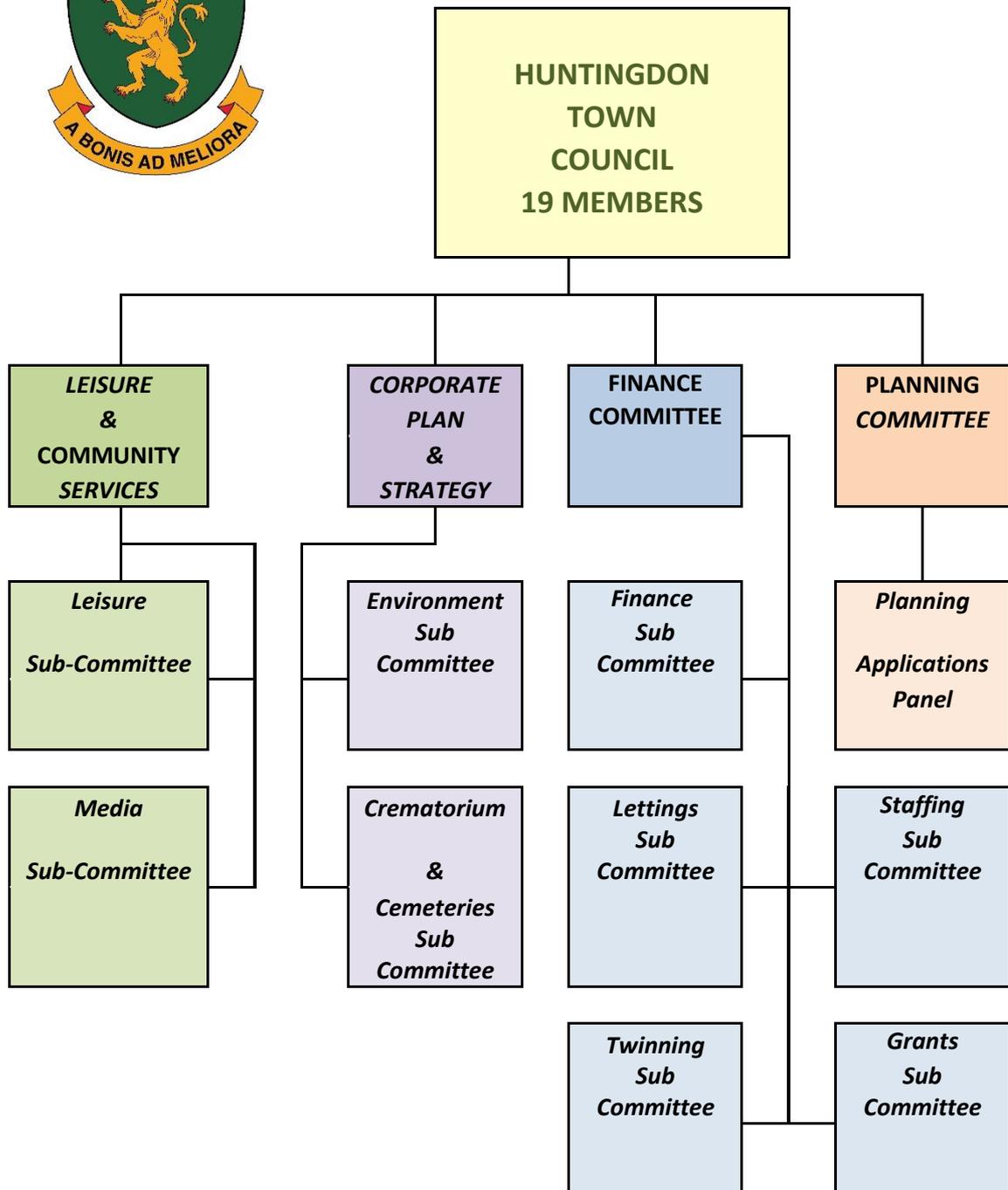
Huntingdon Town Council maintains a traditional approach to local government. Town Council meetings and important Civic Events see the Town Mayor, Town Clerk and Councillors fully robed. The Town Mayor is attended by their Macebearer, who carries the Mace.

Huntingdon is twinned with four European towns; Salon de Provence; France, Wertheim am Main; Germany, Szentendre; Hungary and Gubbio; Italy.

Huntingdon Town Council places community development high on its list of objectives and in particular aims to ensure that a varied programme of entertainment, social and cultural activities is available to all sections of the community. An annual Summer Tea and Christmas Lunch for Pensioners; Pancake Flipathon on Shrove Tuesday, Summer Food & Drink Festival and three-day Christmas Market are organised by the Council. Representatives from a wide range of community groups and organisations are invited to Civic events such as the Christmas Carol Service, the Annual Civic Service, Mayor Making and Remembrance Day.

The Council's Estates portfolio includes: The Town Hall, Cromwell Museum, Coneygear Community Centre, Jubilee Park, Bloomfield Park, two KGV Playing Fields, (which include: Football, Cricket, Indoor & Outdoor Bowls, Indoor & Outdoor Tennis, Archery), four allotment sites and 20 play-areas. Construction of the new Crematorium and Cemetery, along with depot and glass houses is to commence January 2020.

HUNTINGDON TOWN COUNCIL  
COUNCIL STRUCTURE



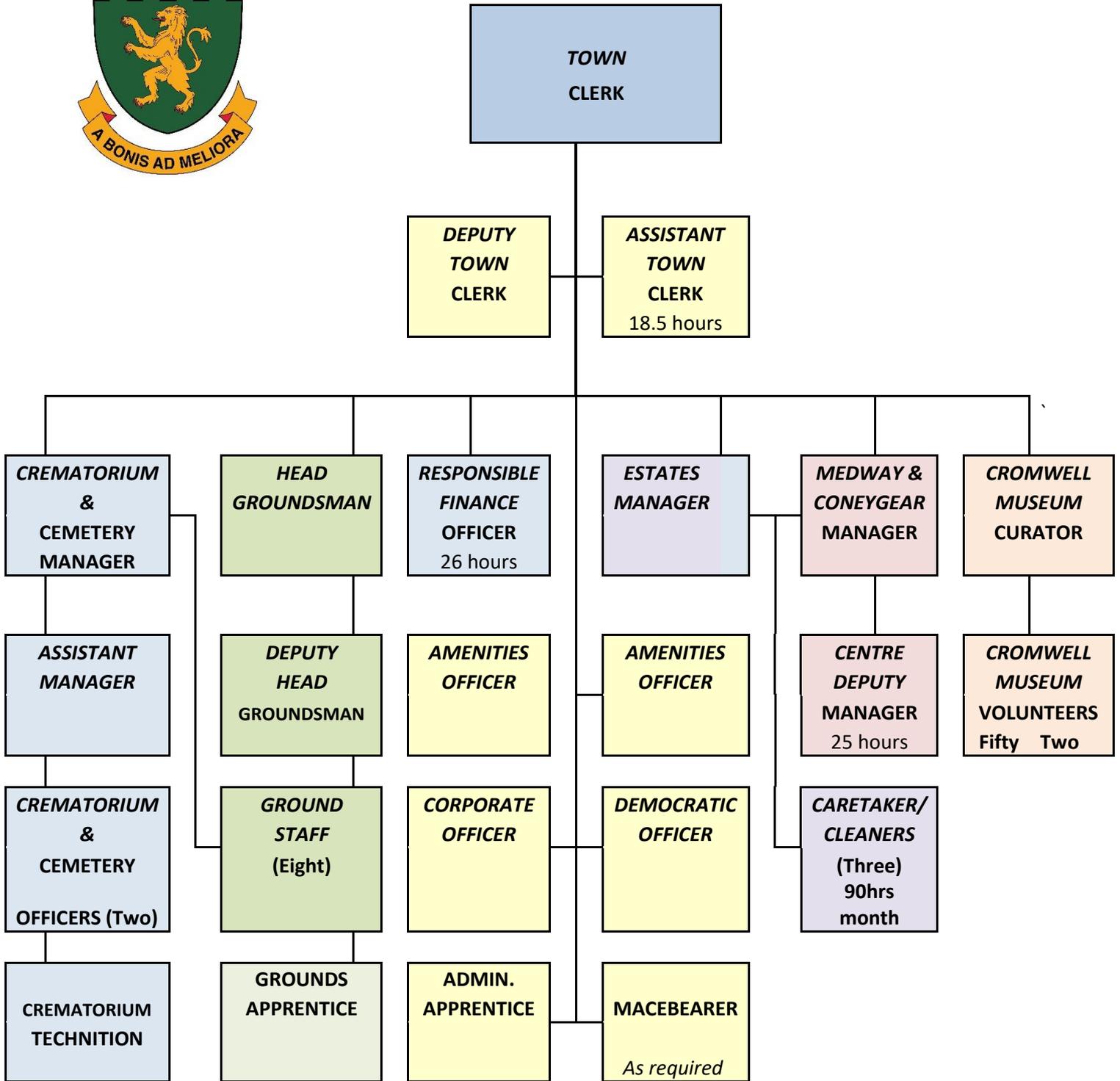
**Note:**

*All 19 Members are on all four Standing Committees*

*Sub-Committee made up of minimum nine Members*

*Town Mayor & Deputy Town Mayor Ex-Officio on all Sub Committees*

**HUNTINGDON TOWN COUNCIL  
STAFFING STRUCTURE**



## HUNTINGDON TOWN COUNCIL MEETING CALENDAR

MONTH	DATE	MEETING/COMMITTEE	LOCATION
November 2019	7 <sup>th</sup>	Finance Sub Committee <b>Town Council</b>	Town Hall
	14 <sup>th</sup>	Planning Applications Panel <b>Finance Committee</b> Lettings Sub Committee	Town Hall
	21 <sup>st</sup>	Media Sub Committee	Town Hall
	28 <sup>th</sup>	Planning Applications Panel	Town Hall
December 2019	5 <sup>th</sup>	Finance Sub Committee	Town Hall
	12 <sup>th</sup>	Planning Applications Panel	Town Hall
January 2020	2 <sup>nd</sup>	Planning Applications Panel <b>Town Council</b> Finance Sub Committee	Town Hall
	9 <sup>th</sup>	Planning Applications Panel Media Sub Committee <b>Town Council (Precept)</b> <b>Finance Committee (Budget)</b>	Town Hall
	23 <sup>rd</sup>	Planning Applications Panel Media Sub Committee <b>Leisure and Community Services Committee</b> <b>Planning Committee</b>	Town Hall
February 2020	6 <sup>th</sup>	Planning Applications Panel <b>Finance Committee</b> <b>Strategy &amp; Corporate Plan Committee</b>	Town Hall
	20 <sup>th</sup>	Planning Applications Panel Media Sub Committee <b>Town Council</b>	Town Hall
March 2020	5 <sup>th</sup>	Planning Applications Panel <b>Annual Town Meeting</b>	Town Hall
	19 <sup>th</sup>	Planning Applications Panel <b>Leisure and Community Services Committee</b> Twinning Sub Committee	Town Hall
April 2020	2 <sup>nd</sup>	Planning Applications Panel Media Sub Committee <b>Town Council</b>	Town Hall
	16 <sup>th</sup>	Planning Applications Panel Grants Sub Committee	Town Hall
	30 <sup>th</sup>	Planning Applications Panel Media Sub Committee <b>Finance Committee</b>	Town Hall
May 2020	7 <sup>th</sup>	<b>Annual Town Council (Mayor Making)</b>	Town Hall

# Huntingdon Town Council

## Recruitment of Deputy Town Clerk



**Salary Scale: LC4 - SPC 46 – 49 per annum (£49,101 - £52,869)  
(depending on experience and qualifications) plus Local Government Pension Scheme & Relocation Package**

Huntingdon Town Council is seeking to appoint an innovative, forward thinking and proactive Deputy Town Clerk to support the Town Clerk and the Council's operations. The Deputy Town Clerk will have shared responsibility for ensuring that the instructions of the Council are carried out and will work actively with elected members to help develop existing services.

The Council has a Corporate Plan (2018-22) which will be fully reviewed spring 2020. The Town Council in February be opening a new Community Centre and construction of its new Crematorium and Cemetery will commence in January. In addition, environmentally the Town Council is progressively moving forward with innovative ideas and sustainable initiatives.

The Deputy Town Clerk will be expected to have a significant role in maintaining the Town Council's Civic Traditions along with implementing the Corporate Plan and its impact on operations and staffing. The post holder will be responsible for ensuring the Council is up to date with policies, training, privacy and data protection compliance.

Applicants must be able to demonstrate that they have relevant experience: a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

Candidates should have a sound knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is required, as a minimum.

Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted.

Huntingdon Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

A relocation package will be negotiated for the right candidate

**Closing date for the receipt of applications:**

**Monday 10<sup>th</sup> February 2020 at 12 noon**

**Candidates Reception:**

**Tuesday 18<sup>th</sup> February 2020 at 7pm**

**Interviews:**

**Wednesday 19<sup>th</sup> February 2020**

## HUNTINGDON TOWN COUNCIL

### DEPUTY TOWN CLERK

#### JOB DESCRIPTION



**POST TITLE:** Deputy Town Clerk

**GRADE:** Salary Scale LC4 - SCP 46 - 49

**PURPOSE OF JOB:** The post holder will be responsible to the Town Clerk and will deputise in their absence, carrying out the statutory and delegated functions of the Council.

The post holder will, when necessary, prepare for and administer meetings of the Council, attend meetings of sub committees, record decisions and implement these within a framework agreed by the main committees of the Council, ensuring they are lawful.

#### ORGANISATIONAL

The post holder will have line management

#### RELATIONSHIPS:

responsibility for the Council's Corporate Officer, Democratic Officer and the Administration Apprentice.

There will be regular contact with The Mayor and Members of the Council, other staff members and local partners/stakeholders.

#### EXTERNAL

The post holder will have regular contact with

#### RELATIONSHIPS:

suppliers of the Council, local community groups, representatives and stakeholders, tenants of the Council and members of the general public.

#### DUTIES AND RESPONSIBILITIES

1. In the absence of the Town Clerk, to carry out any statutory and delegated functions and undertake Head of Service responsibility for; Office, Estates Services, Community Centre and Caretaking staff. To further undertake specific functions of the Town Clerk's role, including civic duties when necessary.
2. To provide advice and support to elected Members and Committees of the Council, to ensure that all decisions made by the Council are lawful and are undertaken in accordance with local government legislation.
3. To proactively assist with setting the annual Council meetings calendar, along with the creation of agendas, minutes, policies and reports for Council meetings.
4. To communicate and promote meetings, activities and events of the Council with elected Members, partners, stakeholders and members of the general public.

5. To Line Manage the Corporate and Democratic Officers, plus the Administration Apprentice, ensuring safe & effective performance and conducting an annual appraisal which will include an analysis of training and development needs.
6. To maintain ongoing communication with the Council's Macebearer, the Mayor's Chaplain and the Council's photographer to ensure attendance at all necessary Civic and Community Town Council events.
7. To act as the Council's designated Press Officer, ensuring and maintaining effective relationships with the local press and media. To be responsible for the creation, and timely issue of press releases and statements with regards to Council business.
8. To manage and ensure all promotion relating to the business of the Council is updated and maintained in accordance with its policies.
9. To assist the Town Clerk with developing and implementing the Council's Corporate Plan, and to actively promote and support the activities and objectives of the plan and more widely, of the Council.
10. To ensure the efficient running of the Town Hall office, reviewing and monitoring systems, processes and procedures and updating where appropriate to ensure best practices are exercised and maintained.
11. To review, manage and maintain the Council's annual training programme, to ensure all staff members are up to date with necessary training and qualifications.
12. To assist with the creation of risk assessments and management of Council contracts where necessary.
13. To assist the Town Clerk and Responsible Financial Officer (RFO) with setting the and preparation of the annual budget for Council's consideration.
14. To effectively manage the income and expenditure of budgets under the Deputy Town Clerk's responsibility.
15. To authorise and process payments when necessary, in accordance with the Council's Financial Regulations and Internal Financial Controls.
16. To support the Town Clerk in receiving correspondence and documents on behalf of the Council and where necessary, bringing items to the attention of the Council.
17. To deal with residents of Huntingdon on a variety of issues in person, by telephone, letter and/or email.

18. To attend training courses, conferences and seminars as required by the Council.
19. To actively foster and develop relationships with third party organisations of all types, other tiers of local government, neighbouring councils and the voluntary sector to enhance Huntingdon as a positive place to live, work and visit.
20. To take responsibility for the proper care, maintenance and security of all council records, whether computerised or manual, to ensure compliance with requirements under General Data Protection Regulation (GDPR) and the Freedom of Information legislation.
21. To have specific responsibility in conjunction with the Part Time Assistant Clerk for the following: -
  - a. Advertising & Promotion
  - b. Civic and Community Events
  - c. Huntingdon In Bloom
  - d. Community Relations
22. To assist with and complete grant applications to secure external funding when necessary.
23. To manage Community Engagement projects such as consultations, surveys, public exhibitions, etc.
24. To manage the Town Council's archives and ensure all paperwork and records are kept in line with the Council's Retention Policy.
25. To assist the Town Clerk in any other matter relating to the business of the Council as may be determined from time to time.

The post holder will be required to undertake an annual appraisal in accordance with the Town Council's aims and objectives.

This Job Description is not exhaustive and may be subject to review as the Council directs.

I acknowledge and accept the responsibilities contained in this Job Description:

Signed (employee).....

Date .....

# HUNTINGDON TOWN COUNCIL

## DEPUTY TOWN CLERK

### PERSON SPECIFICATION



<b>1. Experience</b>	<ul style="list-style-type: none"><li>• Extensive knowledge of town (or other) councils, including a thorough understanding of the committee system and civic role</li><li>• Relevant management experience</li><li>• Providing advice and guidance on policy and strategic objectives</li><li>• Financial management</li><li>• Health and safety policies and practice</li></ul>
<b>2. Qualifications</b>	<ul style="list-style-type: none"><li>• Degree or equivalent</li><li>• The Certificate in Local Council Administration</li></ul>
<b>3. Knowledge</b>	<ul style="list-style-type: none"><li>• Understanding of financial and staffing resources</li><li>• Understanding of facilities and council assets</li><li>• Understanding of local government issues</li><li>• Understanding of staff development and performance management</li><li>• Understanding of process of change management</li><li>• Sound knowledge of administrative procedures</li><li>• Understanding of events management</li></ul>
<b>4. Skills</b>	<ul style="list-style-type: none"><li>• Demonstrate a good command of the English language</li><li>• Summarise and record debate accurately and concisely and produce accurate meeting minutes</li><li>• Be able to prepare and present reports and information to others in a clearly and concise and understandable manner</li><li>• Ability to speak clearly and effectively</li><li>• Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals</li><li>• Ability to influence and motivate people</li><li>• Leadership skills that inspire, motivate and develop enthusiasm in staff, councillors and other agencies</li><li>• Sound judgement, including political acumen</li><li>• Ability to positively develop partnership working</li><li>• Ability to monitor performance</li><li>• Project management skills</li></ul>

<p><b>5. Organisation</b></p>	<ul style="list-style-type: none"> <li>• Achieve strict deadlines</li> <li>• Prioritise workloads and set personal deadlines</li> <li>• Exercise judgement confidently</li> <li>• Plan and work efficiently under pressure</li> </ul>
<p><b>6. Investigation</b></p>	<ul style="list-style-type: none"> <li>• Undertake research effectively</li> <li>• Assimilate information clearly and quickly</li> <li>• Act with initiative and imagination when circumstances demand</li> <li>• Initiate debates on policy matters if required to do so</li> <li>• The ability to undertake risk assessments and perform all the other necessary functions on the Council's behalf under Health &amp; Safety legislation</li> </ul>
<p><b>7. Representation</b></p>	<ul style="list-style-type: none"> <li>• Represent the Town Clerk and, when appropriate the Town Council in many and various ways, including legal, liaison and socially</li> <li>• Exercise tact, diplomacy and discretion</li> <li>• Deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies</li> <li>• Politically impartial operates with consistency and integrity</li> </ul>
<p><b>8. Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Proactive and assertive</li> <li>• Personal presence, commensurate with the role</li> <li>• Innovative</li> <li>• Sensitive to others</li> <li>• Diplomatic</li> <li>• Self-motivated</li> <li>• Self-reliant</li> <li>• Ability to build teams/relationships</li> <li>• Committed to equal opportunities</li> <li>• Be adaptable and able to respond to changing demands/circumstances</li> <li>• Meet new challenges imaginatively</li> <li>• Be willing to work some unsocial hours (evening meetings w/e events etc)</li> <li>• The possession of a valid driving licence and the ability to use the applicant's own vehicle in connection with their employment, for which reimbursement will be made</li> <li>• Willingness to travel and attend; conferences, external events, meetings and training events etc.</li> <li>• Professional commitment to public service delivery and outcomes for residents</li> </ul>

<p><b>9. Team Member</b></p>	<ul style="list-style-type: none"> <li>• Work effectively in a team environment whilst demonstrating leadership</li> <li>• Encourage a team effort capable of contributing to the aims and objectives of the Council</li> <li>• Manage staff members and deal effectively with all personnel matters</li> <li>• Establish and maintain a good working relationship with colleagues</li> </ul>
<p><b>10. Local Government Law and Procedures</b></p>	<p>The candidate must have:</p> <ul style="list-style-type: none"> <li>• A full working knowledge of Local Government financial matters</li> <li>• Experience in budget preparation and control</li> <li>• Experience in establishing and maintaining a satisfactory Internal Audit</li> <li>• The ability to guide the Council through a comprehensive assessment of its risks (other than Health &amp; Safety) and to monitor such risks.</li> <li>• A working knowledge of current IT and computer systems (such as Microsoft Word, Access, Excel or Omega Accounting)</li> <li>• Possess a sound background and working knowledge of local government law, procedures, functions and structures</li> <li>• Be appropriately qualified</li> <li>• Be experienced in the application of best value principles and actions</li> <li>• Be able to advise the Mayor and Council on matters of protocol and etiquette relating to civic and other ceremonial occasions</li> <li>• Have experience of Public Relations activities (both external and internal) and the ability to prepare and issue effectively press releases and briefings.</li> <li>• Have experience in the operation of allotments and burial and cemetery functions and a good working knowledge of the law relating to such functions</li> </ul>

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

### **General**

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.

### **Salary**

The salary is in the range of Salary Scale: LC4 - SPC 46 – 49 per annum (£49,101 - £52,869)

### **Working Week**

The normal full-time working week is 37 hours per week plus negotiated study/training time as appropriate. Flexible Working is in operation

Days of work are Monday to Friday and the office hours are 8.15 am to 4.45 pm Monday to Thursday and 8.15 am to 4.15 pm on Fridays. In addition, attendance at evening or weekend meetings and functions for which time off in lieu is granted.

### **Annual Leave**

23 working days (29 working days after 5 year's continuous local government service) plus 8 days bank and public holidays.

The office closes between Christmas & New Year, for which 3 days Annual Leave are deducted.

### **Pension**

You will automatically be enrolled as a member of the Local Government Pension Scheme, unless you choose to opt out. The rate of contribution for the LGPS is based on full time pensionable pay is 8.5%.

### **Probation**

6-month probationary period.

### **Code of Conduct and Staff Handbook**

Huntingdon Town Council abides by the Code of Conduct, in accordance with the policies outlined in the Council's Staff Handbook. A copy of the Staff Handbook is made available to every member of staff.

### **Pay Method**

Salary is paid on the 17th day of the month, directly by credit transfer to a bank or building society.

**Salary Review**

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.

**Work Location**

Huntingdon Town Hall, Market Hill, Huntingdon Cambs. PE29 3PJ, with attendance at other locations as required when necessary.

**Expenses**

Car mileage allowance payable in accordance with the casual user provisions in the Council's policy.

**Other Terms**

All staff are required to operate within the Council's code of practice on confidentiality.

A no smoking policy is in operation in the Council's buildings and vehicles.

**Notice Period**

After completion of the probationary period, 3 months on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Council in writing, after completion of any probationary service, period is three months.

## **APPLICATION AND SELECTION PROCESS**

### **Recruitment Schedule**

*The proposed recruitment timetable is as follows:-*

Closing date for the receipt of applications:	Monday 10 <sup>th</sup> February 2020 at 12 noon
Short Listing:	Tuesday 11 <sup>th</sup> February 2020
Invitation for Interview :	Wednesday 12 <sup>th</sup> February 2020
Candidates Reception:	Tuesday 18 <sup>th</sup> February 2020 at 7pm
Interviews:	Wednesday 19 <sup>th</sup> February 2020

You will be advised of any material change to this timetable as appropriate.

### **Application Procedure**

You should complete the Town Council's Application Form in full and not disregard any section. CV s are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short listing process.

Please note you will be required to show documentary proof of any qualifications you may claim to hold if you are offered an interview.

**Completed application forms should be received before 12 noon Monday 10<sup>th</sup> February 2020 via emailed to: [philip.peacock@huntingdowntown.gov.uk](mailto:philip.peacock@huntingdowntown.gov.uk)**

**or via post to**

Philip Peacock – Town Clerk  
Huntingdon Town Hall  
Market Hill  
Huntingdon  
PE29 3PJ

**Please head your email / post**

**“Confidential - Application for the post of Deputy Town Clerk”.**

## **Selection Process**

The interviews for short listed candidates will be undertaken by the Council's Interview Panel on Wednesday 19<sup>th</sup> February 2020 at Huntingdon Town Hall.

The interviews will be structured to assess your competence and suitability for the post.

It will include two presentations: the first you will be given the topic and asked to prepare in advance of the interview a 10-minute presentation, in whatever format you feel comfortable with. For the second presentation, you will be given a topic and half an hour to prepare 5-minute presentation, again in what-ever format you feel comfortable with.

Please note the above date and confirm your availability to attend for interview on that date if short listed when completing your application form. It is expected that you will be advised by 12<sup>th</sup> February 2020 if you have been selected for interview.

## **References**

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the post

## **Proof of Eligibility to Reside and Work in UK**

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

## **DBS Check**

The Council does require a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

## **Canvassing**

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

## **Equal Opportunities**

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

**Equality Positive Action (where applicable)**

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:-

- the candidate has a protected characteristic that is underrepresented in the workforce;
- people with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

**Further Information**

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Pack or any aspect of the appointment or the recruitment process please do not hesitate to contact the Town Clerk as set out in the Introduction earlier in the Pack.

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**This Recruitment Pack has been prepared on behalf of and agreed with Huntingdon Town Council but does not form part of any future contract of employment.**

## Huntingdon Town Council Application Form (generic)



*Please return this form to the address given in the Application Pack*

Application for the post of	
Closing date	
How did you hear about this job?	

### Part A

#### Personal Details

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Preferred Title (e.g. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number	
Email Address	

**Part B**

**Present (or most recent) Employer**

Name and address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part time, please give hours per week	
Please give details of your main tasks and responsibilities – and if applicable your reason for leaving			
Please explain why you are applying for this post at this time:			

**Part C**

**Employment History**

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your full employment history from when you left school/ higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer.

Name and Address of Employer	Dates From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

**Part D**

**Academic, Professional and Vocational Qualifications**

Exams Passed (Level) Qualifications & Memberships (Most recent first)	Grade and Date Achieved *	Name of Educational Establishment and/or Professional or Awarding Body

\*For posts working with children/vulnerable adults you must provide all dates.

**Part E**

**Training / Continuing Professional Development**

Please give details of relevant training /development activities		
Training Course and Organiser or Development Activity	Time Spent	Outcome – Grade Achieved (where applicable)

**Part F**

**Personal Statement**

*You may continue onto a separate sheet if you need to.*

Key Competencies, Knowledge and Skills: referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.)

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

**Part G**

## Supplementary Information

Transport: Do you hold a current driving licence?	Yes / No
What categories of driving licence do you hold?	
Are you willing and able to travel to meet the requirements of the post (please delete as appropriate)	Yes / No
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
Positive About Disability: we welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability (please delete as appropriate)	Yes / No
If 'yes' and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes / No
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent'	

## References and declarations

References: Please provide the names of three professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend. If you do not wish your current employer to be contacted prior to interview, please tick the box below

Name of First Reference <input type="checkbox"/>	
Job Title of Referee	
Name of organisation	
Address (including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (e.g. supervisor, tutor)	
Dates of your employment	From                      To

Name of Second Referee	
Job Title of Referee	
Name of organisation	
Address (including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (e.g. supervisor, tutor)	
Dates of your employment	From                      To

Name of Third Referee	
-----------------------	--

Job Title of Referee	
Name of organisation	
Address (including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (e.g. supervisor, tutor)	
Dates of your employment	From                      To

## Part I

### Declaration

Declaration			
<ul style="list-style-type: none"> <li>• I confirm that I am eligible and entitled to live and work in the United Kingdom</li> <li>• I am willing for this data to be held and processed by Huntingdon Town council and if necessary be verified with relevant third parties. This may include previous employers.</li> <li>• The information on this form is accurate. I understand that providing false information is an offence and may lead to be my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, may be referred to the police</li> </ul>			
Signed		Date	

## Equal Opportunities – Recruitment Monitoring

This information will be treated with the strictest confidence and held separately from your application. Its purpose is to monitor our equal opportunities policy and will not be used as part of the recruitment process



✓ Please tick the appropriate box

Name
Position Applied for:
Are you Male <input type="checkbox"/> Female <input type="checkbox"/>
What is your date of birth?
To which of these groups do you consider you belong to? White <input type="checkbox"/> Mixed <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Black or Black British <input type="checkbox"/> Other Background <input type="checkbox"/>
Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>
N.B Under the Disability Discrimination Act 1995, a person with a disability is defined as having ‘ a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS. It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.
If yes, please indicate the nature of your disability. Physical impairment <input type="checkbox"/> Mental impairment <input type="checkbox"/> Other <input type="checkbox"/> Mobility impairment <input type="checkbox"/> Visual impairment <input type="checkbox"/> More than one impairment <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Learning Disability <input type="checkbox"/>