

JOB DESCRIPTION

SECTION ONE

Service Unit: Democratic and Legal	Post Title: Interim Clerk, Kettering Town Council
Temporary post Feb-August 2021	Grade: Scale Post Number:

SECTION TWO

Responsible to:

- a) Until 1st April 2021, Chief Legal Office, Kettering BC,
- b) From 1st April 2021, Director of Legal and Democratic Services, North Northamptonshire Council
- c) From May 10th 2021, Kettering Town Council, as a corporate body, in conjunction with (b) above

Responsible for: To be determined by Kettering Town Council.

SECTION THREE – Overall purpose of job

To ensure the establishment of the new Kettering Town Council from 1st April 2021, and to make the necessary arrangements for the conduct of meetings, induction of new members and handover of assets, as provided for in the Kettering Borough Community Governance Order 2020.

To act as temporary clerk and finance officer for the Town Council, until such time as a permanent appointment is made.

SECTION FOUR – Principal Responsibilities

1. To set up banking, payroll and insurance arrangements for the new Council and develop a working budget for the financial year 21/22 .
2. To set up telephony and computer facilities for the Council.
3. To set up a website presence for the Council and any social media accounts agreed by the Council
4. To deal with correspondence and inquiries directed at the Town Council and to support the Mayor in their work, including making appointments and dealing with invitations to events, organising civic events and hosting visits by dignitaries.
5. To ensure the handover of Mayoral and civic regalia, property and assets, market stall equipment, and all necessary documentation from Kettering Borough Council.
6. If necessary, to arrange for the adoption of a coat of arms and for the rebadging of civic regalia with the adopted coat of arms

7. To ensure a lease is in place for accommodation provided for the Town Council within the Municipal Offices and that the office, meeting room and parlour are suitably furnished and equipped.
8. To ensure that all new members sign their acceptance of office, are provided with a code of conduct to which they must sign up, and to develop a training and induction programme for new councillors after the May 2021 elections.
9. To ensure all new members complete a form to Register their Disclosable Pecuniary Interests under the Localism Act 2011 and to keep and publish a register of same.
10. To make arrangements for the Annual Meeting of the Town Council and business thereat and all subsequent meetings of the Council
11. To make arrangements in respect of planning application consultations and to liaise with Kettering Borough Council and North Northamptonshire Council in respect of applications live at the point of the Council's creation.
12. To ensure arrangements are in place for the continued self management of allotments by local allotment groups and liaise with those allotment associations as required.
13. To ensure arrangements are in place to support twinning associations, to make any grants approved by the Town Council to those associations.
14. To project and comply with KBC and NNC policies on employment, equalities, and health and safety.

SECTION FIVE – Main levels of contact
<p>Internal: Elected Town Councillors. Staff within KBC/NNC</p> <p>External contacts: Senior staff at principal authorities, local police commanders, MP, allotment societies, market traders, twinning organisations, local press, local businesses and members of the public.</p>

SECTION SIX – Special features of the post
<p>This is a temporary post to establish the Town Council prior to it determining what its future staffing requirements are. It is expected to endure until mid October 2021.</p>

SECTION SEVEN	
Job Description prepared by: (Manager)	Date
Approved by: (Personnel)	Date
Agreed by: (Post holder)	Date

