



Minutes of Credition Town Council's Administration & Personnel Committee Meeting, held on Tuesday, 20th June 2017, at 6.00 pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris, Mr F Letch, Mrs L Brookes-Hocking, Mrs H Zorlu and Mr A Wyer

In Attendance: Mrs Clare Dalley, Town Clerk

1. To elect a Committee Chairman for 2017-2018.

It was **resolved** for Cllr Harris to be Committee Chairman for 2017-2018. (Proposed by Cllr Letch)

2. To elect a Committee Deputy Chairman for 2017-2018.

It was **resolved** for Cllr Wyer to be Committee Deputy Chairman for 2017-2018. (Proposed by Cllr Letch)

3. To receive and accept apologies

No apologies were received.

4. Declarations of Interest

Cllr Letch declared that as a member of more than one authority that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

5. Public Question Time

There were no members of the public present.

6. Order of Business

There were no changes to the order of business.

7. Chairman's and Clerk's Announcements.

There were no announcements.

- 8. Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 14th February 2017, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 14th February 2017, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Letch)

9. Matters Arising

There were no matters arising.

- 10. To consider quotations to purchase a leaflet stand.** Copies of the quotations had been issued with the agenda. The Clerk explained that there was a considerable amount of leaflet clutter in the foyer of the Council Office building and proposed the purchase of a rotating leaflet stand that could be used to house all information leaflets. She confirmed it would only be purchased if the

SA

Town Council purchased the Council Office building. The stand of choice enabled the storage of A4, A5 and DL sized leaflets. The quotations were considered and it was **resolved** to purchase a leaflet stand from JR Distribution at a cost of £199.99 plus VAT, should the Town Council's purchase of the building go ahead. (Proposed by Cllr Harris)

11. To consider the recruitment of a Town Council Administrative Assistant, including the following:

- **working hours**

It was **resolved** for the working hours to be set at the core 20 hours per week with the requirement for the successful applicant to be able to work additional hours when required. (Proposed by Cllr Letch)

- **salary**

It was **resolved** for the salary to be £7.50 per hour, which is the National Living Wage (Proposed by Cllr Letch)

12. To agree the recruitment process for a Town Council Administrative Assistant, including the following documents:

- **Job description**

It was **resolved** to approve the job description, a copy of which is attached to these minutes as Appendix One. (Proposed by Cllr Harris)

- **Candidate requirements/person specification**

It was **resolved** to approve the candidate requirements/person specification, a copy of which is attached to these minutes as Appendix Two. (Proposed by Cllr Zorlu)

- **Advert**

The advert was reviewed and amendments were made to accurately reflect the position and requirements of the role. It was **resolved** to approve the amended advert, a copy of which is attached to these minutes as Appendix Three. (Proposed by Cllr Harris)

It was **resolved** to advertise the position in the Crediton Courier at a cost of £100 plus VAT, Evans Newsagents, Crediton Town Council notice boards, the Town Council website and on the Council's social media pages. (Proposed by Cllr Harris)

- **Application form**

It was **resolved** to approve the application form, a copy of which is attached to these minutes as Appendix Four. (Proposed by Cllr Harris)

- **Short listing for interview pro-forma**

It was **resolved** to approve the short listing for interview pro-forma. (Proposed by Cllr Harris)

- **Interview questions**

It was **resolved** to approve the interview questions. (Proposed by Cllr Brookes-Hocking)

- **Timescale**

It was **resolved** to approve the timescale. (Proposed by Cllr Letch)

A copy of all documents had been issued with the agenda.

SH

13. **To discuss the office workload including the Office 'To Do' list and the Committee's aims and objectives as detailed within the Council's Action Plan.** A copy of the Office 'To Do' list together with Committee's aims and objectives had been issued with the agenda and was discussed by members. No issues were raised by Councillors. The Clerk confirmed that whilst the office remains very busy, both she and her Assistant are in control and feel happy with the workload and are on schedule with the Committee's aims and objectives as detailed within the Town Council's evolving 5 Year Strategic Action Plan, this includes:
- Quotations had been obtained for the Town's CCTV system to be upgraded.
 - The Council's Cyber Security had been reviewed. A new Cyber Security Policy had been adopted by the Council and a report was being presented to this Committee for consideration.
 - The Council's 5 Year Strategic Plan was in the final stages of formulation. It is hoped that the Council will be able to apply for the Local Council Award Scheme Gold Award accreditation in July/August as planned.
14. **To review the Remembrance Sunday Parade and Commemorations and agree any actions.** Information relating to this item had been issued prior to the meeting. It was **resolved** as follows:
- To invite representatives of participating groups and organisations to a rehearsal of the Parade in October.
 - The Town Clerk and Assistant Clerk to event manage the Parade.
 - To ask Army/Air cadets to assist on the day by looking after the civic guest areas.
 - To ascertain whether a portable microphone can be obtained for Rev. Nigel Guthrie so he can be heard better.
 - To ascertain who will be instructing wreath bearers on the day and the order for which they will lay their wreaths.
 - To establish whether the Parade can use the left-hand side of the highway leaving the right-hand side of the highway for those organisations with younger members.
- (Proposed by Cllr Harris)
15. **To consider the Cyber Security Report prepared by the Town Clerk and agree any further actions.** A copy of the report had been issued with the agenda. It was **resolved** to note the report.
(Proposed by Cllr Letch)
16. **To consider and agree/amend a new Maternity, Adoption, Paternity and Parental Leave and Pay Policy & Procedure.** A copy of the Policy & Procedure had been issued with the agenda. It was **resolved** to approve the Maternity, Adoption, Paternity and Parental Leave and Pay Policy & Procedure, with the inclusion of the section relating to employees who have completed more than one year's continuous service with the Town Council, and recommend its adoption to full Council. (Proposed by Cllr Letch)
17. **To review the Council's submission for the Local Council Award Scheme Gold Award including reviewing/approving/amending the Town Council's 5 Year Strategic Plan.** A copy of the draft 5 Year Strategic Plan had been issued with the agenda. The Town Clerk provided an update explaining that she believed the only outstanding document was the 5 Year Strategic Action Plan and its related budget. She advised work on the plan had been slower than expected and



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

Telephone: 01363 773717

Email: townclerk@crediton.gov.uk

Town Council Administrative Assistant - Job Description

JOB TITLE	Town Council Administrative Assistant
SALARY	£7.50 per hour 20 hours per week (10.00 am to 2.00 pm Monday to Friday, with the ability to work additional hours when required)
RESPONSIBLE TO	Town Clerk

MAIN PURPOSE OF THE JOB

You will be the first point of contact for the general public in person or by telephone and will provide administrative support to the office. You must be able to work flexibly within the Crediton Town Council team to ensure the requirements of the Council are met.

DUTIES & RESPONSIBILITIES

- To perform front of house reception duties; answer telephone and email enquiries; greet visitors and ensure messages are passed to the Town Clerk, the Assistant Clerk and Councillors in a timely manner.
- To provide assistance to those visiting the Council Office building.
- To provide reliable and confidential support to the Town Clerk and Assistant Clerk.
- To manage, action and distribute incoming post.
- To draft and prepare outgoing correspondence e.g. letters for approval by the Town Clerk.
- To maintain diaries (including yearly committee meeting dates) for the Town Clerk, Assistant Clerk and Councillors and maintain the filing system (including electronic filing).
- When requested, to provide administrative support for the Town Clerk and Assistant Clerk.
- To support the Town Clerk and Assistant Clerk in the management of Council property, including administration of bookings.
- When requested, to research projects/tasks being undertaken by the Town Clerk and provide administrative support for such projects/tasks.
- To provide secretarial support for the Mayor when requested by the Town Clerk.
- Assist in the organising of civic events, including preparation of invitations, promotional materials and attending the events, as required, in accordance with the Council's protocols.
- To monitor levels of stationery and cleaning materials and compile orders as necessary.
- To keep digital photographic records of council events for use in websites and newsletters as directed by the Town Clerk.
- Maintain and update public notice boards and the scrap book of local newspaper cuttings.
- Assist the Town Clerk and Assistant Clerk in the preparation of meetings, ensuring all speakers have been notified and have received an agenda in advance of the meeting day, collate papers to be tabled and ensure adequate copies are available for Town Clerk and members and set up IT and audio visual equipment on the day ready for the meeting.
- Any other reasonable duties, as required by the Town Clerk, from time to time.
- The ability to work additional hours when required.
- To assist in the production of promotional materials such as posters for civic events etc. and material for public consultations.

This outlines the duties required for the post of Administrative Assistant in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list; duties may be varied from time to time, which do not change the general character of the job or level of responsibility.



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

Telephone: 01363 773717

Email: townclerk@crediton.gov.uk

Town Council Administrative Assistant

Candidate Requirements/Person Specification

Applicants for this post should have:

- Good customer service
- Excellent communication skills
- Enthusiasm
- Computer literate (MS Word, Excel, Publisher, etc.)
- Good time management and organisational skills
- Friendly manner with a "can do" attitude
- Flexible approach to duties
- A sense of humour
- Ability to work under pressure and to deadlines as part of a small team and on own initiative

SJA



Credition Town Council

Market Street
Credition
Devon
EX17 2BN
Telephone: 01363 773717
Email: townclerk@crediton.gov.uk

VACANCY

**Credition Town Council requires a
Part Time Receptionist/Administrative Assistant**

20 hours per week

(Monday – Friday 10.00 am – 2.00 pm
with the ability to work additional hours when required)

A part time receptionist/administrative assistant is required to join our small friendly team based in Market Street, Credition.

As the 'front face' of the Council the ideal applicant must be well presented, polite with an excellent telephone manner and have good communication skills.

The successful candidate should be reliable, flexible and have the ability to work as part of a team and on own initiative.

The salary will be £7.50 per hour.

For a full job description, person specification and application form please visit www.crediton.gov.uk

**Closing date for applications is Friday, 1st September 2017
Interviews will be held on Thursday, 21st September 2017**

SJA

CREDITON TOWN COUNCIL APPLICATION FOR EMPLOYMENT



The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for personnel administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

► **Post Applied For:**

► **Personal Details:**

Title (Mr/Mrs/Miss/Ms/Other)

First Names

Last Name/Family Name

Address

Postcode

Telephone Number

National Insurance Number

Are you related to any elected member or employee of the Council? If so, please give details.

► **Education:**

Please list all educational qualifications obtained*

Date From	Date To	School/College University etc	Qualification	Subject	Grade (if applicable)

* The Council may require sight of the original certificates for all qualifications received

SH



► Work Related Skills and Qualifications:	
Please give details of all relevant training courses attended and qualifications obtained (if applicable)*	
► Other Skills:	
Please provide details of any other skills, awards, interests or accomplishments you have that you consider relevant to your application and the post for which you are applying	
► Health:	
Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the post?	
► Present (Last) Employment:	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left or Notice Period
Reason for Leaving	Salary/Wage on Leaving
► Previous Employment:	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving

* The Council may require sight of the original certificates for all qualifications received

SA



► References:			
Please give details below (name, address, position) of two persons who are willing to give you a reference (one of which should be your present or last employer).*			
Have you any objection to the references being obtained prior to interview? (Please answer Yes or No).			
► Declaration:			
I declare that to the best of my knowledge and belief, all particulars and information provided in this document is correct and complete and gives a fair representation of my qualifications and employment history. I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and /or render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if the Council believes it appropriate) a satisfactory medical report. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.			
Signed		Date	
<i>The Council reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for the Council to undertake such checks and confirming that you will co-operate with any such investigations.</i>			
► Equal Opportunities – Voluntary Information			
The Council is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit. In order to monitor the effectiveness of this commitment, it would be helpful if you could complete this section. Any information you provide will be used for this purpose only and will be treated as confidential.			
I would describe my ethnic origin as (please tick):			
African		Afro-Caribbean	Asian (China/SE Asia)
Asian (Indian Sub-continent)		European	Other (please specify)

**Please return to: Mrs Clare Dalley, Town Clerk, Crediton Town Council, Council Offices,
Market Street, Crediton, Devon, EX17 2BN by Friday, 1st September 2017.**

* NOTE: References will be obtained and their authenticity checked if you are to be offered the post

Signature