

The role and responsibilities of the Town Clerk, Deputy Town Clerk and Committee in respect of HR Matters

Town Clerk's Responsibilities (Delegated from Council)

- Overall responsibility to Council for HR matters
- Day to day management of Deputy Town Clerk, Finance Assistant and Ground Team Foreman, including annual appraisals.
- Appointment and dismissal to any role not a direct report for both existing posts or temporary posts
- Managing performance, capability, disciplinary or grievances in respect of all staff once they have reached formal stage.
- Reporting to Council on minor changes to the establishment or pay and conditions
- HR Compliance

Deputy Town Clerk's Responsibilities (Delegated from Town Clerk and Council)

- Day to day management of Café Manager, Admin Assistant and Tower Gardens staff (shared) including annual appraisals.
- Town Clerk's HR responsibilities when absent.
- Undertaking investigations in respect of disciplinary and/or grievances
- HR Compliance.

The Grounds Team are managed by the Grounds Team Supervisor and the Senior Assistants.

Committees Responsibilities (Delegated from Council)

- To ratify the Town Clerk's annual appraisal undertaken by the Chairman of the committee
- To set the Town Clerk's targets for the coming year
- From time-to-time review and propose terms and conditions of service of employees including pay and leave in conjunction with the Town Clerk. (e.g. at times of reorganisation or when there are newly established permanent roles).
- From time-to-time review and propose job descriptions and person specifications in conjunction with the Town Clerk. (e.g. at times of reorganisation or when there are newly established permanent roles).
- To undertake any consultation with staff in conjunction with the Town Clerk as appropriate (e.g. at times of significant reorganisation).

- From time to time undertake interviews and recruitment exercises for posts that are not delegated to the Town Clerk, in conjunction with the Town Clerk as appropriate and make recommendations to Council.
- From time to time make recommendations to Council on other staffing matters
- Ensure the Equality and Diversity is considered at all times.