



## WHITCHURCH TOWN COUNCIL

### Candidate Pack

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## Overview

Whitchurch is situated in north Shropshire, close to the Cheshire and Wrexham County Boundaries and in particular the towns of Wrexham, Nantwich and Crewe. The town has a thriving town centre and has the benefit of A49 and A525 bypasses around the town. The Whitchurch arm of the Llangollen branch of the Shropshire Union Canal is an important tourist facility bringing visitors to the town. It is the oldest continuously inhabited town in Shropshire and is twinned with the French town of Neufchâtel-en-Bray, a town also famous for its cheese production.

The Town centre of Whitchurch combines historic old buildings and landmarks alongside 1960s and later developments. It is an important service centre for the surrounding area and has a weekly charter market. The majority of shops are independently owned but there are some branches of national chain stores.

There are a range of community-based facilities including a library, swimming pool, leisure centre, community hospital, day care centre, two community centres, youth centre, heritage centre, four places of worship (and two other Christian groups who meet in community buildings) and a multipurpose Civic Centre. Statutory education is provided by separate Infant, Junior and Secondary schools, and a private Primary school.

Whitchurch has many voluntary organisations and groups including successful sports clubs, service organisations like Rotary, youth groups, drama groups, Photographic Society, History and Archaeology Group, Wildlife Trust, and Waterways Trust. The Chamber of Trade supports local businesses, and other groups are active within the tourism sector. Many national and local charities have branches in Whitchurch. Whitchurch Rugby Club, founded in 1936, plays at Edgeley Park. The local football club, Whitchurch Alport F.C., known as the Allbran Allstars, now play in the Mercian Regional Football League.

The Council is composed of 15 Councillors, representing 3 the three wards of South, North and West.

Whitchurch is part of the North Shropshire constituency for Parliamentary elections and the West Midlands constituency of the European Parliament. It is one of the largest of 153 local councils within Shropshire.

## Town Council Responsibilities

### Civic Centre

The Town Council is based in the Civic Centre on the High Street at the heart of the community. This extensive building hosts regular and special events including comedy nights and pantomimes, there are bar areas and the building is available for hire for local residents visiting a variety of classes and groups. The Council is working on improvements to the building including the bar/lounge area.

Staff are available to support residents and visitors to the town. The library is based in the centre, though this is run by Shropshire Council.

### Parks and Open Spaces

The Town Council manages the ground maintenance in throughout Whitchurch including: Jubilee Park, Edgeley Gardens, Blackmore Grove, Gambrell Avenue, Wheatsheaf Drive, Deermoss Meadow, Edgerton Road the Diana Garden and Chester Road Island, St Alkmunds Churchyard and the cemetery. It also owns and maintains the benches and bins.

The hanging baskets and floral displays throughout the town are a source of great pride to the town.

### **Play and Recreation**

The Town Council manages the play equipment in Jubilee park, Deermoss Park, Edgeley Gardens and Gambrell Avenue. They have recently installed a skate-park and gym equipment in Jubilee Park. There are earmarked funds to improve play equipment throughout the town.

### **Street Lights**

The town council maintain the majority of the streetlights in the town. Recently undertaking a programme to convert to energy saving LED.

### **Markets**

We run a number of markets and special events throughout the year. Every week at the Civic Centre we have a Friday Market. In the summer we run a Gardener's Market in the Bullring. The Town Council is also one of the main partners who organises the Whitchurch Food and Drink Festival. The Town Council is also responsible for the Market Rights within a 6<sup>2/3</sup> radius of Whitchurch.

### **Christmas Lights**

The Town Council provides and funds the town's Christmas lights display and organise a switch on event.

### **Heritage Centre**

The town's museum at the Heritage Centre is owned and funded by the Town Council. This service is now run by the Whitchurch Museum and Archives Volunteers.

### **CCTV**

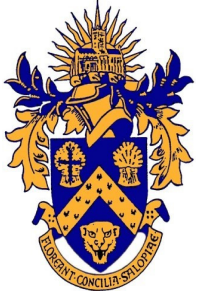
We also maintain the town and park's CCTV system.

### **Grants**

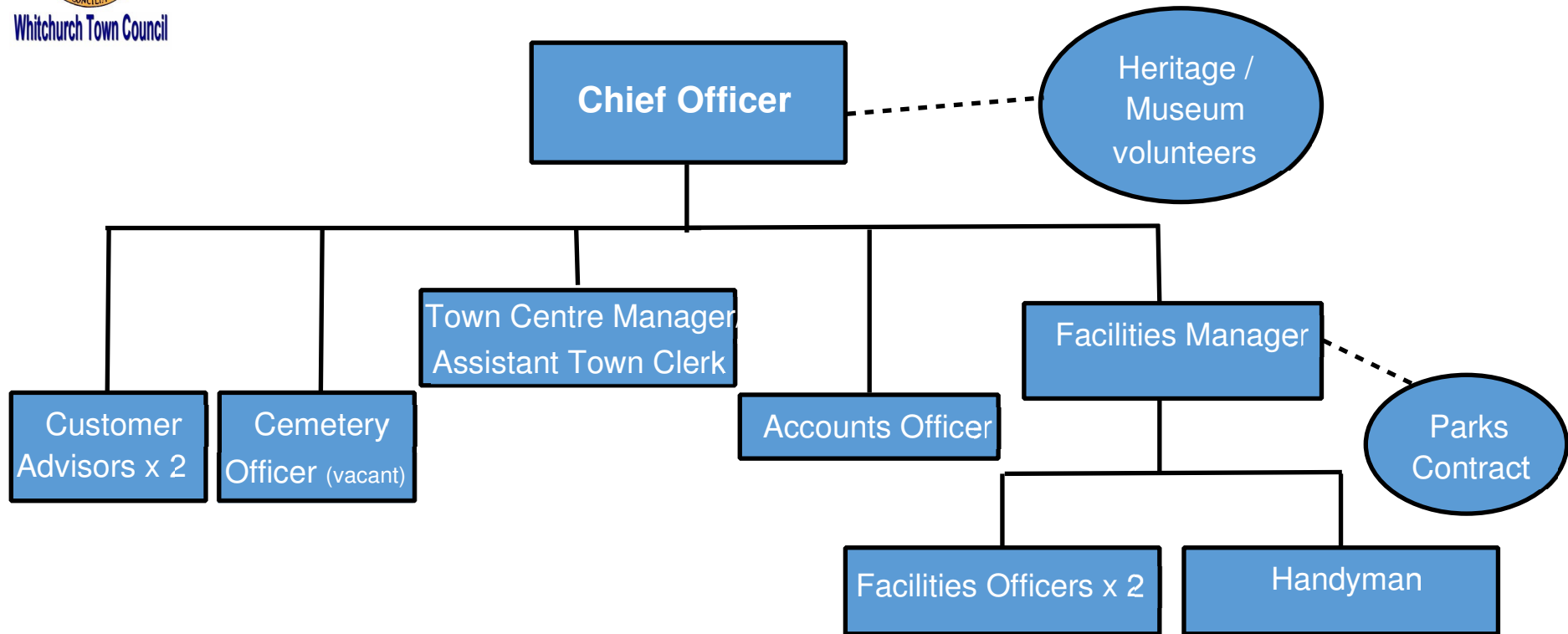
The Town Council has an amount of money set aside each year for grants which give benefit to all or some of the inhabitants of Whitchurch. Applications close in April each year.

### **Cemetery**

As well as being responsible for the cemetery grounds maintenance the council acts as a burial authority for which it collects fees.



Whitchurch Town Council



**Organisational Chart: 2020//21**



# WHITCHURCH TOWN COUNCIL

## Job Description

Whitchurch Town Council is the first tier of local government and is a statutory body. The Council serves the electorate and raises its own precept.

[www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)

**Post: Chief Officer**

**Responsible to: Whitchurch Town Council**

**Reports to: the relevant Committees of Whitchurch Town Council**

**Responsible for: Employees and contracted staff**

**Salary band: SPC 37- 41**

### **Job purpose**

1. Managing the overall operations of Whitchurch Town Council, including marketing, communications and logistics, developing and implementing strategies and policies as agreed by Whitchurch Town Council.
2. To communicate with Whitchurch Town Councillors and residents to identify policies, products and marketing strategies which will help develop Whitchurch town in a progressive and sustainable manner.
3. May make important decisions affecting direction of the business and staff.
4. The Chief Officer is the Proper Officer and RFO

### **Job responsibilities**

These include, but are not limited to:

1. To plan, manage and monitor approved policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications.
2. Performing strategic business planning and implementing operational plans.
3. Implementing and directing new policies and activities as agreed by Whitchurch Town Council.
4. Reviewing the standards, performance and welfare of the Whitchurch Town Council staff team.

5. Creating and maintaining strong public relationships and channels of communication, both within and outside Whitchurch Town Council. Ensuring strong links between partners and local communities.
6. To ensure that statutory and other provisions governing or affecting the running of the Whitchurch Town Council are fully observed.
7. Attendance at meetings of the Council, committees and sub-committees as appropriate, other than where such duties have been delegated to another Officer. This includes ensuring the appropriate distribution of agendas and taking of minutes.

### **Management and Leadership**

1. To provide clear direction to staff, ensuring they understand how to contribute to the aims of Whitchurch Town Council and be responsible for their recruitment, development, conduct, performance and safety.
2. To ensure that Whitchurch Town Council's policies provide for equality of access and opportunity amongst employees and customers and recognise and address the diversity of Whitchurch's many and varied communities.
3. To ensure that Whitchurch Town Council is transparent in all its operations, save those that remain confidential.
4. To ensure that all statutory and other best practice provisions governing or affecting the running of Whitchurch Town Council are adhered to.
5. To ensure any necessary research and analysis is undertaken so that strategic planning for Whitchurch Town Council is undertaken from an informed position.
6. To be a proactive, recognisable ambassador, representing Whitchurch Town Council as appropriate.
7. To regularly review with members Whitchurch Town Council's financial and business risks and advise how best they can be managed.
8. To oversee and monitor the financial management of Whitchurch Town Council and to report regularly to members, to ensure targets and efficiencies are fully met.
9. To identify opportunities for external funding, manage the processes to secure external funding, to agreed project targets through grants, partnerships and sponsorship, and other opportunities as may be identified.
10. To develop and maintain a performance management framework to ensure performance is measured against business plan objectives and other KPIs.
11. To manage the assets and infrastructure for which Whitchurch Town Council is responsible.
12. To undertake other tasks that may be allocated and agreed by Whitchurch Town Council within the competence and capability of the Chief Officer.

**Person specification [Essential – E Desirable – D]**

<b>Factor</b>	<b>Requirement</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<p>A degree or professional qualification in a relevant discipline.</p> <p>Certificate in Local Government Administration [CiLCA] will be a requirement of the post holder.</p>	<p>Application</p> <p>Application</p>
<b>Experience</b>	<p><b>E</b> Demonstrable experience of understanding the “big picture” and to articulate this through strategic business planning.</p> <p><b>E</b> Experience managing complex businesses and teams and/or stakeholders of a variety of sizes with differing interests/priorities.</p> <p><b>E</b> In strategic and operational management of a developing organisation.</p> <p><b>E</b> In leading multi-disciplinary professional projects and teams.</p> <p><b>E</b> In financial management and resource allocation and preparing financial information, often for complex projects.</p> <p>In the marketing, promotion and public relations of a high-profile organisation.</p> <p>In preparing and presenting detailed reports.</p>	<p>Application and interview throughout</p>

Factor	Requirement	Method of Assessment
	<p>In working collaboratively with a range of stakeholders and communities.</p> <p>In media management, including media relations, particularly in challenging circumstances</p> <p><b>E</b> In providing governance and leadership to boards/councils</p>	
<b>Knowledge and skills</b>	<p><b>E</b> Demonstrable qualities will include integrity, accountability, empathy, humility, resilience, vision, influence and positivity</p> <p><b>E</b> Ability to communicate and win acceptance of the vision of Whitchurch Town Council.</p> <p><b>E</b> Strong leadership, proven management, communication and negotiating skills</p> <p><b>E</b> Ability to motivate staff and assist in their development.</p> <p><b>E</b> An understanding of local government and an appreciation of current issues.</p> <p><b>E</b> A sound knowledge and experience of financial planning and management.</p> <p><b>E</b> Ability to work flexibly and balance diverse and conflicting demands, to delegate and to seek solutions.</p>	Application and interview throughout



## **Summary of Terms and Conditions**

### **Salary**

The salary will be set at SPC point 37-41 in accordance with terms set by the National Association of Local Councils and the Society of Local Council Clerks.

For all other purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services, a copy of which is available on request.

### **Starting Date**

It is intended that the successful candidate will start employment as soon as possible.

### **Interview Expenses**

Candidates attending for interview will be paid expenses in accordance with the scale laid down by the National Joint Council. Expenses will not be paid until the conclusion of the interview. In the event of a candidate withdrawing their application or refusing the offer of an appointment on grounds which in the opinion of the interviewing panel are inadequate, no expenses will be paid. The expenses of the candidate appointed to the post will not be paid until the successful applicant takes up their duties with the Council.

### **Probation period**

All new employees will be subject to a six month probationary period which will involve regular discussions on progress.

### **Membership Fees for Professional Institutions**

The Council will pay the subscription to relevant professional bodies and will encourage attendance at professional development events organised by these bodies.

### **Working Week**

The normal working week is 37 hours. The Chief Officer is required to attend the meetings which form part of the Council's published Calendar of Meetings and specified annual civic and ceremonial events.

### **Flexible working**

Full consideration will be given to a reasonable request for flexible working arrangements.

### **Other Employment**

The post holder will be fully engaged in the employment of the Town Council and agrees not to undertake any other paid employment without the express written consent of the Council.

### **Annual Leave**

In accordance with the national conditions of service (currently 21 days per annum, plus 3 Local Government concessionary days.)

### **Period of Notice**

At least three months written notice is required on either side to terminate the employment after the probationary period. (One week's notice on either side in the first six months).

### **Pension**

Employees of the Council are entitled to join the Local Government Pension Scheme as operated by Shropshire Pension Fund.

**Health and Safety**

Whitchurch Town Council recognises its obligations under the Health and Safety at Work etc. Act 1974 to provide appropriate health and safety training and to ensure safe and healthy premises for all employees and visitors.

**Equality Policies**

The Council is committed to a policy of equal treatment of all employees and applicants and requires all employees to abide by this general principle and the requirements of legislation and Codes of Practice. In its employment policies all employees will be given equal opportunities in the application of their conditions of service, training and promotion prospects, regardless of sex, disability, age, marital/family status, sexual orientation, race, colour, religion, belief or political persuasion.

**Other**

The appointment will be subject to suitable references.