

## **Document 1.4**

# **THE TOWN CLERK AND OTHER MANAGERS**

**(Who does what?)**

**Review by January 2019**

**1 Introduction to Role and Responsibilities**

- 1.1 The post of Town Clerk is the ‘engine’ that makes Hertford Town Council effective and is its principal executive and adviser.
- 1.2 The Town Clerk has a duty to give clear advice to all Councillors of the Council, including the Chairman, before decisions are reached, even when that advice may be unpalatable. The Clerk has a key, direct role in advising the Council, and individual Councillors, on governance and ethical matters and liaising with the Monitoring Officer at the East Herts Council on ethical issues and the Councillors’ register of interests.
- 1.3 The Town Clerk is the overall line manager and is responsible for the effective management, performance and training of the other managers and staff. The powers of other managers and staff derive from the Town Clerk, unless they are separately appointed by the Council for a specific purpose – for example, the s151 Finance Officer in relation to some of that post’s duties for managing the Council’s finances. In common with other larger councils, Hertford Town Council employs a range of administrative, support and front line delivery staff.
- 1.4 A Councillor may be appointed to act as Town Clerk but cannot be paid for doing so, and except in an emergency (to cover a temporary vacancy for example). It is not good practice for a Councillor to take on this role, because it confuses Officer/Councillor roles.
- 1.5 It should be noted that Councillors may not be employees of the Council (there is an unacceptable conflict of interest) and may not become employees of their former Council until at least 12 months after ceasing to be a Councillor (Local Government Act 1972).

**2 Overall Responsibilities – Town Clerk**

- 2.1 The Town Clerk is the “Proper Officer/Head of Paid Service” and an employee of the Council and as such is under a statutory duty to carry out all the functions of a local authority’s Proper Officer, and in particular to serve or issue all the notices required by law of the Proper Officer of the Council. An exception to this is the statutory duties of the s151 “Responsible Financial Officer” - these duties are not discharged by the Town Clerk.
- 2.2 The Town Clerk is responsible for ensuring that all the lawful instructions of the Council in connection with its functions as a local authority are carried out in a timely fashion. The Town Clerk is required to advise the Council on, and assist in the formation of, overall policies to be followed in respect of its activities. The Town Clerk is responsible for ensuring arrangements for producing all the information required for making effective decisions and for implementing all decisions of the Council. The person appointed is accountable to the Council as a whole for the effective management of all its resources and will report to the Council on them, as and when required.
- 2.3 The Town Clerk is the “Responsible Officer” in respect of the Health and Safety at Work etc Act 1974, in regard to his/her own safety, the safety of other employees and Councillors and that of the public, customers or other persons visiting any of the Council’s premises.
- 2.4 The Town Clerk is also the “Data Controller” for the purposes of the Data Protection Act 1998.

**3. Overall Responsibilities – Finance Manager**

- 3.1 The Finance Manager is the Council's s151 "Responsible Finance Officer" – a statutory appointment – with specific responsibilities and accountabilities to the Council for financial issues. This post is responsible for all the financial records of the Council and for the careful administration of its finances and for reporting to the Town Council on budget estimates and precept.
- 3.2 The website and other miscellaneous activities are also this Post's responsibility.

**4. Marketing & Events Manager**

- 4.1 Ensure the efficient and effective management of the marketing, events and tourism functions of the Council's functions.
- 4.2 Promote the County Town of Hertford.
- 4.3 Promote Hertford Castle and the Mill Bridge Rooms as venues for hire.
- 4.4 Organise a varied programme of Community Events.

**5. Civic Administration Manager**

- 5.1 The Civic Administration Manager is responsible for ensuring the effective and efficient management of the democratic services, civic and grounds maintenance function and deputises in the absence of the Town Clerk.
- 5.2 This post manages all the Council's health and safety matters and acts as Clerk to the Planning Sub Committee and Youth Engagement
- 5.3 This post also manages the Mayor's Secretary, the Cemeteries and Allotments Officers and the Grounds Supervisor.