

## **Senior Salaries at Hailsham Town Council**

Under the Department for Communities and Local Governments' Local Transparency Code 2014, Local Authorities are required to publish details of senior salaries as follows:

The number of employees whose remuneration was at least £50,000 – One

Details of remuneration and job title of senior employees whose salary is at least £50,000 – Town Clerk, Salary bands NJC Scale Points 56 – 60 (£51,062 - £57,569)

### **Full list of responsibilities:**

To ensure that the legal, statutory and other provisions governing or affecting the Council are observed.

To monitor the work of the Finance Officer in balancing the Council's accounts and preparation of records for audit purposes and VAT. (Total Budget of Approx £891K)

To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, other than where such duties have been designated to another Officer.

Ensure that the Council, Committees, Sub-Committees and other working groups/meetings are properly administered in accordance with standing orders and appropriate statute and that the decisions of those meetings are appropriately and effectively implemented. Continuously monitor and recommend any necessary revision to the Council's Standing Orders and Financial Regulations.

To receive correspondence and documents on behalf of the Council and to deal with correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.

To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To ensure that invoices on behalf of the Council for goods and services are issued and payment received.

Ensure the Preparation budgetary estimates within the requisite timescale and ensure the effective monitoring and balancing of the Council's accounts. Arrange for financial records to be prepared, as necessary, for audit, Inland Revenue and Customs and Excise purposes.

To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with

administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

To draw up both on their own initiative and as a result of suggestions by the Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

Recommend to Council and its Committees appropriate policies for the effective operation of the Council and ensure the successful implementation, monitoring and review of the approved policies.

Ensure, within the policies laid down by the Council, a cost conscious, efficient and effective utilisation of all Council resources and promote a culture of continuous improvement in service delivery.

Act as an ambassador for the Council, developing effective public relations and communications, promoting its interests and publicising the services it provides. Develop appropriate networks and relationships with other local authorities, businesses and interest groups to promote the interests and economic viability of the town.

The Town Clerk is expected to work in a confidential and professional manner to uphold and promote the reputation of the Council.

To supervise other members of staff as their line manager in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries/wages, conditions of employment and work of other staff. (Total No of staff – approx 32)

Provide quality people management to ensure recruitment, retention and continuous development of a highly skilled and adaptable workforce able to deliver effective and appropriate services to the people of Hailsham. Monitor the Council's staffing levels and recommend appropriate revisions to maintain an effective and efficient organisation that is focused on high performance and high commitment to work practices.

Develop and implement performance management systems and meaningful performance indicators and targets. Measure performance against the designated targets and take appropriate action to ensure they are achieved.

Ensure wherever possible, that the Town Mayor and Chairs of the appropriate Committees are included in publicity and advise the Council and Town Mayor on civic protocol and procedure. Also manage the preparation, in consultation with the Mayor or Chairs of Committees and other councillors as appropriate, press releases about the activities or decisions of the Council and its Committees. Provide reasonable access to all elected Members.

To issue notices and prepare agendas and minutes for the Annual Town Meeting: to attend the assemblies of the Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council

Ensure that all documents that should be made available to the public under the Freedom of Information Act are available.

Act as the Council's Data Protection Officer, ensure that the Council's obligations for Risk Assessment are properly met and also advise the Council on all Health and Safety matters to ensure the Council operates within current and future legislation and codes of practice.

The Town Clerk will be the Correspondent on behalf of those charities for which the Town Council is trustee.

To attend training courses or seminars on the work and role of the Clerk as required by the Council and to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness of the position of Clerk to the Council

To continue to acquire the necessary professional knowledge for the efficient management of the affairs of the Council and to attend conferences seminars training opportunities provided by relevant professional bodies.

Any other duties and responsibilities that can be expected of the holder of a senior and high profile position.

**Pay Multiple:**

The ratio between the highest taxable earnings for a given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind) and the media earnings figure of the whole of the authority's workforce:

Total Gross Pay for the year ending 5.4.14 = £415,881.95

Highest pay = £49,963.00

Number of employees = 32

So average =  $415,881.95/32 = £12,996.31$  per annum

Ratio 3:1

These calculations include part-time employees total salaries, not pro-rata.