

Newby & Scalby Town Council

Vacancy for post of Town Clerk

Location

Scarborough, North Yorkshire

Salary

LC2 (SCP 24 – 28)
£35,412 - £39,152 pro rata

Hours

20 hours per week, Monday to Friday

Newby and Scalby Town Council is looking to appoint a suitably qualified Town Clerk, on the retirement of our current post-holder. This is a pivotal role in the Council, advising and supporting councillors, managing staff and helping to take the Council forward to the benefit of our parishioners.

The joint parish of Newby and Scalby is situated some three miles to the north of Scarborough and on the edge of the North York Moors National Park. Largely residential, it is also served by a range of shops, schools, cafes and other businesses.

The Town Clerk is the Proper Officer for the Council, responsible for the efficient and effective administration and lawful operation of Newby & Scalby Town Council. The Council is responsible for various land holdings, including playing fields and allotments. The Council is statutory consultee to North Yorkshire Council and North York Moors National Park Authority on planning matters.

Applicants may express an interest in being considered for a future vacancy as RFO. For more information or to arrange an informal chat, please contact applications@newbyandscalby-tc.gov.uk.

All applications must be made on the Job Application Form – see link below. CVs and AI-generated applications will not be considered.

[Town Clerk Job Description](#)

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[Job Application Form](#)

Newby & Scalby Town Council

Introduction to the Council

The joint parish of Newby and Scalby is situated some three miles north of Scarborough, with a population of 9,836 (2021 census). It forms the two wards of Newby & Scalby Town Council. Formerly within Scarborough Borough Council area, the Town Council is now within the North Yorkshire Council unitary authority area, following local government re-organisation in 2023. Newby ward is within the Newby electoral division of North Yorkshire Council; Scalby is currently within the Scalby & the Coast electoral division of North Yorkshire but as a result of a Local Government Boundary Commission review it will be in the new Scalby & Derwent electoral division at the 2027 elections. Both wards are within the Scarborough and Whitby parliamentary constituency.

There are currently thirteen Town Councillors, eight for Newby ward and five for Scalby ward but from the 2027 elections there will be nine councillors for Newby and four for Scalby.

The Council has three ordinary meetings a year, in addition to the annual meeting, with extraordinary meetings as necessary. Some Council business is delegated to committees: Finance & General Purposes Committee, Review & Staffing Committee and Planning Committee. Committees meet as business requires, usually every few weeks. Committees each have five members, including the Council Chair and Vice-Chair ex officio.

The Council is a statutory consultee for planning applications to North Yorkshire Council and North York Moors National Park Authority. The Council is also represented on the North York Moors National Park Authority, the North York Moors National Park Coastal Forum, the Yorkshire Local Councils Associations and the Christopher Keld Charity.

The Council is custodian trustee to the Burchell Bequest charitable trust, which owns the Carr Lane Playing Fields. The Council leases land for allotments from the Duchy of Lancaster and has responsibility for various other parcels of land, including common land, Foulseyke Pond and the public toilets in Scalby High Street. The Council owns the Council offices and meeting room at 445b Scalby Road, Newby, as well as the adjoining house, which is currently let through local agents. The meeting room is hired out to local organisations for various uses.

The Council currently employs a Clerk/Responsible Financial Officer but is in the process of splitting these two roles into two separate posts. The Council also employs a cleaner and has other regular contractors, for example for grounds maintenance. The Council office is usually open to the public on Mondays, Wednesdays and Fridays from 08:30 to 12:00 noon.

Council agendas and minutes, policies and procedures and committee terms of reference are on the Council's website: newbyandsalby-tc.gov.uk. The Council also maintains a Facebook page.

Newby & Scalby Town Council

Clerk to the Town Council

Job Description

Post Title: Town Clerk

Location: Council Office 445b Scalby Road - This is an office-based role due to public need to access to the office Monday to Friday (usually mornings)

Responsible to: Council

Line Manager: Review and Staffing Committee

Hours: Monday to Friday 20 hours per week (averaged over a calendar month)

Responsible for: RFO/Deputy Clerk

Grade: LC2 (SCP 24-28) pro rata

Job Purpose: The Town Clerk will be the **Proper Officer** of the Council and as such will be under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law, of a local authority's Proper Officer.

The Town Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.

The Town Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Town Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To be familiar with and advise upon the Council's Standing Orders and

Financial Regulations and be aware of the Clerk's delegated powers. To be familiar with and advise upon all legislation relevant to the business of a parish council and all other Council policies and procedures and to ensure that they are up-to-date and reviewed on a regular basis.

3. To ensure that agendas and reports for meetings of the Council and its Committees are prepared in consultation with the Chair of the Council and each Committee Chair, and to ensure that minutes of meetings are prepared for approval. To comply with statutory publication of Council business and (in conjunction with the Deputy Clerk) to manage the Council's website and social media. To clerk Council and Committee meetings (which may involve evening meetings).
4. To ensure that all decisions of the Council, and its Committees are carried out promptly and accurately.
5. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To identify any new policies that the Council may need and to work with Members to develop those policies.
6. To issue correspondence as a result of the instructions of, or the known policies of, the Council. To receive correspondence and documents on behalf of the Council, to deal with these or bring such items to the attention of the Council. To lodge all representations made by the Council as statutory or other consultee within the required time limits.
7. To be the first point of contact for Council members with regard to all Council matters, including all matters regarding the Council's staff and how Council business is delivered.
8. To carry out research and draw up, both on own initiative and as a result of Committee recommendations, proposals for consideration by the Council. To provide information and draft documents and to advise on practicability and the likely effects of specific courses of action upon which the Council may deliberate and decide on policy or courses of action.
9. To study reports and other data on the 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 consideration by the Council, monitor implemented policies and suggest modifications as needed.
10. To supervise other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To organise regular appraisals for all staff and report the results to the Review and Staffing Committee.
11. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, attending training courses and seminars on the work and role of the Clerk as required by the Council, and to ensure that staff receive appropriate training and updating

of skills to match their responsibilities.

12. To act as the Council's designated Health and Safety Officer and ensure that the Council's obligations to assess risks and to take any necessary actions are fulfilled.
13. To act as the Council's designated Data Protection Officer and ensure that the Council's obligations under the UK data protection legislation are fulfilled.
14. To build partnerships with public, private and voluntary organisations, that can add value to the role of the Council and assist the improvement of the Town. To maintain a good working relationship with the Yorkshire Local Councils Associations.
15. To be aware of possible/expected legislative changes that may or will affect the Council and to bring them to the attention of the Council.
16. To be responsible for the administration (including all trust and charity administration) of and maintenance (in conjunction with the Deputy Clerk where necessary) of the following:
 - Council-owned offices and buildings
 - Allotments
 - Carr Lane Playing Fields
 - Foulseyke Pond
 - Memorial Shelter, Scalby Village
 - Linden Road Playground
 - Open spaces
 - Scalby Toilets
 - Cumboots Quarry
 - Church Beck Green

Notes:

(a) The Job Description outlines the main duties, responsibilities and prime functions of the post. It is neither exclusive nor exhaustive and there may be a reasonable requirement to undertake additional duties commensurate with the level of the post.

(b) The status of CiLCA Qualified Clerk is the Town Council's minimum requirement for effectiveness in the position of Clerk to the Town Council. The Clerk must either already hold such qualification or be prepared to work towards achievement of the same within two years of commencement in post.

(c) Training paid for by the Council will have to be repaid in full if the postholder leaves the post before the end of twenty-four months from commencement of employment.

Newby & Scalby Town Council

Clerk to the Town Council

Person Specification

Attribute	Description	Essential	Desirable
Experience	Five years' experience of working in local government, including committee administration.		x
	Experience of monitoring budgets and preparing financial statements and final accounts.		x
Skills	Ability to communicate effectively, orally and in writing (including electronically) and to present views positively.	x	
	Possesses a high degree of literacy and numeracy.	x	
	Possesses excellent organisational skills.	x	
	Ability to use MS Word and Excel.	x	
	Ability to develop good relationships with people at all levels in the organisation.	x	
	Ability to work efficiently and effectively on own initiative and under stress.	x	
	Ability to manage other employees and contractors.	x	
	Ability to deal in a professional manner with members of the public.	x	

Knowledge/Qualifications	Knowledge of all tiers of local government and their inter-relationship.		x
	Either holds CiLCA or is willing to work towards obtaining CiLCA within two years.	x	
	Willing to undertake continuing professional training.	x	
Equal Opportunities	Knowledge and awareness of and commitment to equal opportunities policies.	x	
Other Requirements	Availability to attend evening meetings, at least monthly.	x	
	Availability to attend meetings in the parish during the day and to be present in the Council office on a regular basis as agreed.	x	
	Ability to maintain confidentiality.	x	
	Good project management skills.	x	
	Computer-literate in relevant software packages.	x	