

Recruitment Information Pack

This Recruitment Handout has been prepared on behalf of and agreed with Lydney Town Council but does not form part of any future contract of employment.

Introduction

Thank you for responding to the Council's recent advertisement for this post. We hope that you find this Recruitment Handout together with the job description and person specification of assistance in deciding to apply.

The information is arranged as follows:

- General Council information
- Role of Clerk and RFO to the Council
- Profile of the Council and staffing
- Key challenges
- Mission statement and vision for Lydney
- Key terms and conditions of employment
- The application and selection process.

This Recruitment Handout will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post or you would like an informal discussion on the role, please contact Cllr. Tasha Saunders at cllr.tsaunders@lydneytowncouncil.gov.uk

Councils and its responsibilities

Parish and Town Councils are part of Local Government in Gloucestershire together with Gloucestershire County Council and District/ Borough councils. As part of forthcoming Local Government Reorganisation (LGR), councils within Gloucestershire are expected to undergo structural changes that may alter responsibilities, governance arrangements, and service delivery.

The County Council is responsible for strategic services such as highways, education, libraries, social services, strategic planning and refuse disposal.

District Councils are responsible for local services including housing, local planning and refuse collection.

The Parish and Town Councils in the County are often viewed as the part of government closest to the people and are the only local government tier that represents residents at Parish and Town level.

Importantly Parish and Town Councils can “precept” – raising a council tax each year to improve facilities and services for local people.

Their powers and duties cover many things that we take for granted in making for comfort and well-being where we live and can include the provision and maintenance of allotments, burial grounds and public monuments, public clocks, halls, some street lighting, litter bins, car parks, public toilets, rights of way, roadside verges, bus shelters, swimming pools and village greens.

Parish and Town Councils are consulted on and can comment on planning applications and can be represented at public inquiries. Similarly, they advise the County and District authorities on the views of residents, and especially priorities for local investment.

Most Council meetings are open to the public and are led by the Council’s Chairperson or Committee Chair and advised by the Clerk to the Council who is there to see that business is conducted within the law.

What does the Clerk to the Council do?

The enclosed job description lists the duties in detail, but the main duties of the job can be summarised as to:

- ensure that the Council conducts its business lawfully
- administer all the Council's paperwork
- ensure that meeting papers are properly prepared and the public is aware of meeting times
- communicate the Council's decisions
- organise and manage the provision of the Council services
- organise and oversee the implementation of projects
- manage and lead the staff
- communicate and market the Council services and facilities
- keep property register and other legal documents
- keep up to date by training/qualification.

The key duties and responsibilities to be undertaken are detailed in the job description included in the pack.

It is important to understand however that being a Clerk to a Parish or Town Council is a job and not a spare time activity. The job is no different from large to small Councils as the basic skills and training required are the same. What is different however is the amount of time needed to deal with the volume of business as most Council meetings are held 'out of hours' so being a Clerk is not just a daytime activity.

Skills and attributes needed

Clerks usually pride themselves in having a good deal of common sense, confidence to handle the administrative work and guiding the Council on procedural matters, being a good organiser, IT literate and able to get on with people.

The key attributes required are detailed in the person specification included in the Recruitment Information Pack but underwriting these qualities is a sense of public duty - of wanting to help others in the community.

Profile of the Council

Council area and Environment

Covering approximately eight square miles with a population of approximately 11,000, Lydney is steeped in history. The harbour area dates from the 1870's and is a rare and historically important example built for sailing ships with the surrounding area having evidence of being farmed since the Bronze age.

The town of Lydney also offers:

- 6 children's play areas catering for varying ages including Bathurst Park and Lydney recreational ground.
- Well supported allotments covering an area of 1 acre.
- The town Council owns, manages and maintains Lydney cemetery. It is also responsible for the upkeep of St Mary's Closed churchyard.

Council Details

- We have 15 councillors who represent Lydney Town Council
- The Council has a Neighbourhood Development Plan, which has just been updated via a Steering group.
- The Council supports local decision-making and actively encourages residents to be involved in the development and continuation of activities to support the community.

The Council has a budget of approximately £850,000 and is proud to be responsible for a wide variety of local amenities. These include both Bathurst Park, and Recreation Trust, several play areas, allotments and the cemetery. The trusts are managed under a Charitable Trust to which you would hold the role of secretary.

Committee structure –

The Council have a clear committee structure where each committee is responsible for key areas of Council responsibility. As well as the Full Council Meetings, these are:

- Planning & Highway Committee
- Finance and Scrutiny Committee
- Burial Committee

- Amenities Committee
- Personnel Committee
- Regeneration Committee.

There is also Bathurst Park and Recreation Trust and Lydney Recreation Trust on which Councillors are Trustees and working groups that Councillors sit on for local projects.

Meetings are usually held on second and fourth Monday of the month.

Staffing structure

Leading a committed team of 13 staff the successful applicant will demonstrate resilience in managing our key projects, services and facilities as well as being comfortable with changing priorities. You will be motivated by interaction with the public and be expected to build productive relationships both within and external to the Council.

Councillor election timetable

The next Councillor elections are due to be held in May 2027.

Meetings of the Council and Committees

Please click on the link below -

<https://lydneytowncouncil.gov.uk/Event Dates>

Mission Statement

Lydney Town Council is dedicated to meeting the needs and aspirations of the whole community, to improving the quality of life for people living in Lydney and to enhance the attractiveness of the town as a place in which to live, work, visit or invest.

Vision for Lydney

- A flourishing local economy where quality jobs are available locally
- Caring and efficient medical and welfare provision for all
- Educational and youth provision that raise aspirations and encourage community engagement
- Meeting places and activities that keep our elders engaged, fit and active
- A high standard of sport and leisure provision that serves the whole community
- pace suitable for both performance and participation in the Arts
- Enhancement and protection of green spaces both within and at the edge of the town engagement
- Infrastructure provision to meet the needs of a growing modern community

Corporate Objectives

- To provide a strong and independent voice for Lydney
- To provide high standard and cost-effective services
- To preserve and enhance the traditions, character and identity of our Market Town
- To promote Lydney as a clean, safe, welcoming and socially inclusive town for all
- To support, maintain and promote the use of local facilities
- To encourage appropriate developmental growth
- To encourage citizenship and localism
- To work in partnership with others to achieve more for Lydney and its surrounding areas'

Terms and conditions of employment

Salary	Salary is negotiable within Salary Range SCP 40 - 45 (£51,356 - £57,139) per annum
Working Week	The normal full-time working week is 37 hours per week, plus negotiated study/training time, as appropriate.
Days and Hours of Work	Days of work are usually Monday to Friday and the office hours are 8.30am to 4.30pm but the hours of work will be flexible by agreement to include attendance at evening or weekend meetings and functions for which time off in lieu is granted.
Annual Leave	You are entitled, in addition to the normal bank and public holidays, to 29 working days' leave in each leave year (pro rata for part time employees). Your leave entitlement will increase to 34 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.
Pension	The Council is a member of the Local Government Pension Scheme. You may become a member of the Local Government Pension Scheme if this is appropriate, which operates a contributory pension scheme and which the successful applicant is entitled to join. The rate of contribution for the LGPS is based on your full-time pensionable pay.
Probation	6 (six) month probationary period.
Pay Method	Salary is paid on the last Friday of the month, directly by credit transfer to a bank or building society.
Salary Review	The salary is subject to any revisions agreed nationally between NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.

Work Location	Lydney Town Council offices but attendance at other locations is required when necessary.
Expenses	Reasonable subsistence for conference attendance in accordance with the Council's policy. Car mileage allowance payable in accordance with the casual user provisions in the Council's policy.
Other Terms	All staff are required to operate within the Council's code of practice on confidentiality. A no smoking policy is in operation in the Council's buildings and vehicles.
Notice Period	After completion of the probationary period, 2 months' notice on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply.

Application and selection process

The proposed recruitment timetable is as follows:

Advert closing date – noon on Wednesday 25th March 2026

Selection panel interviews – to take place week commencing 13th April 2026

You will be advised of any material change to this timetable as appropriate.

Application Procedure

You should complete the enclosed Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

Please note you will be required to show documentary proof of any qualifications you have shared in your application if you are offered an appointment.

When completed your application form should be sent to within the time frame provided via email to Cllr Tasha Saunders at Cllr.tsaunders@lydneytowncouncil.gov.uk or post to Cllr Tasha Saunders, Lydney Town Council, Council Chambers, Claremont House, Lydney, Glos, GL15 5DX.

Selection Process

It is expected that interviews for short listed candidates will be held by the Council's Selection Panel week commencing 13th April 2026 at Lydney Town Council Offices

The interviews will be structured to assess your competence and suitability for the post.

Please note the above dates and confirm your availability to attend for interview within that timeline, if short listed, when completing your application form. It is expected that you will be advised during week ending 10th April if selected for interview.

References

References will be taken should you be the successful candidate. Your offer will be subject to satisfactory references.

Proof of Eligibility to Reside and Work in UK

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

DBS Check

The Council **does** not require a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint purely on merit and suitability for the post. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Equality Positive Action (where applicable)

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- the candidate has a protected characteristic that is underrepresented in the workforce
- people with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is underrepresented or disadvantaged.

Further Information

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Information Pack or any aspect of the appointment or the recruitment process, please do not hesitate to contact the Council as set out in the Introduction earlier in the Pack.