

**APPOINTMENT OF THE
TOWN CLERK TO THE COUNCIL**

**RECRUITMENT INFORMATION PACK
JANUARY 2022**

INTRODUCTION

Thank you for responding to the Town Council's recent advertisement for this post. We trust that you will find this Recruitment Information Pack, together with the Job Description and Person Specification enclosed, of assistance in deciding to apply.

The information is arranged as follows:

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If you would like to apply, please complete the accompanying application form (CVs alone will not be acceptable) and submit it by email, or print and post it, to arrive by 5pm on Wednesday 26th January 2022 to the email / postal address at the bottom of this page. Please note that the recruitment process is being managed by a third party and all queries should be directed only to the contact details below.

This Recruitment Information Pack 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 David Lines via the details below.

If, because of a disability or impairment, you would like us to make any special arrangements concerning the completion of your application, or attending for interview, please let us know.

Contact: David Lines – LCC Associate

c/o 9 Queens Drive, Woodbridge, Suffolk IP12 4FE

Email: david.lines@localconsultancy.co.uk

Telephone: 07485 151248

THE ROLE OF THE TOWN CLERK TO COSTESSEY TOWN COUNCIL.

Why become a Town Clerk?

Becoming a Clerk to a Town Council is one of the most rewarding jobs in a local community - a competent Town Clerk underpins a good Council which helps foster a flourishing community.

The role of the Town Clerk is to ensure that the Council conducts its business properly and to provide independent, objective and professional advice and support. The role is very much at the heart of all that is happening within the Council.

All Parish and Town Councils are part of local government. In Norfolk, we currently have three tiers of Local Government, the others being Norfolk County Council and South Norfolk District Council.

What does the Town Clerk to the Council do?

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

- The Town Clerk is the Proper Officer to the Town Council and is responsible for advising the Council on its functions, ensuring that all statutory functions of the Council are complied with.
- The Clerk is also Head of Services and is responsible for implementing policy decisions of the Council, for all staff employed by the Council and for the overall management of the physical assets and services of the Council.
- The Clerk is the Responsible Financial Officer and is responsible for overseeing all financial dealings of the Council, as well as the prudent management of its financial assets
- The Clerk is the Data Protection Officer and is responsible for managing GDPR and Freedom of Information in relation to the Council

Skills and Attributes Needed

Clerks pride themselves in having a good deal of common sense, the confidence to handle the administrative work, good organisational skills, IT literacy and the ability to get on with most people.

The role of Town Clerk is more akin to managing a Small/Medium Enterprise (SME) in the private sector, with a significant range of capabilities required, not just to manage the everyday tasks of the Council but also to take a more strategic perspective on the opportunities and threats that may face the organisation.

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

ABOUT COSTESSEY

According to the Norfolk/Norwich website, Costessey (pronounced “Cossey”) can be found to the north-west of Norwich, four miles from its centre, and is situated in the valley of the River Wensum. In the 2011 Census, Costessey had a population of 12,463 but, since then, there has been considerable development and the population has increased to nearer 20,000.

St Edmund’s Church dates from the 13th century, though much of what we see today was restoration carried out during the Victorian period, with the top and lead spire of the tower being added in 1930.

The River Tud flows through Costessey Park. Many years ago, the river crossed Longwater Lane by a ford over which a footbridge carried pedestrians. There were numerous footbridges built at various times over the ford from the 1700’s up until 1913, the date on which the first road bridge was completed.

The Old Manor House, also known as Costessey Hall, was built around 1450 and is the oldest building in Costessey. It was once a grand hall but, sadly, all that remains today is the belfry tower.

Part of the Royal Norfolk Showground is situated within Costessey, hosting the annual two-day Royal Norfolk Show. During the year, it also plays host to numerous events, such as antiques fairs, farmers’ markets, craft shows and circus.

Costessey has excellent amenities, including several pubs, doctors’ surgeries, a veterinary surgery and a dentist, a variety of shops and a popular retail park. There are four schools catering for children of all ages and excellent community facilities.

Getting here:

By Road – Norwich has numerous road links, although many have not yet been upgraded to dual carriageway, in part or in whole. The exception is the A11 which heads in a south-westerly direction from the city to connect with the A14, A1 and M11.

By Rail – Norwich’s station, in the city centre, is the northern terminus of the line to London Liverpool Street, offering a regular direct service, most via Ipswich, Colchester, Chelmsford and Stratford. Up to 28 trains a day on East Midlands Railway run to Peterborough, where services depart for the North and Scotland. A bus service (#23/#24) provides a direct regular connection to the railway station, with a journey time of around 30 minutes.

By Bus & Coach – The Central Bus Station in Norwich provides regular long-distance coach and bus services to London and the Midlands, whilst local services are available from stops in and around the city centre. Costessey has a Park-and-Ride bus station that serves the Hospital and the University.

By Air – Norwich International Airport is within a 15-minute drive of Costessey and offers a range of destinations, depending on the time of year, from local UK flights to several European cities.

COSTESSEY TOWN COUNCIL

The Town Council represents the first tier of local government in Norfolk which is closest to its electors. Employing twelve staff in total, the Town Council consists of nineteen Councillors elected from three wards for a four-year term, although all councillors represent the town as a whole.

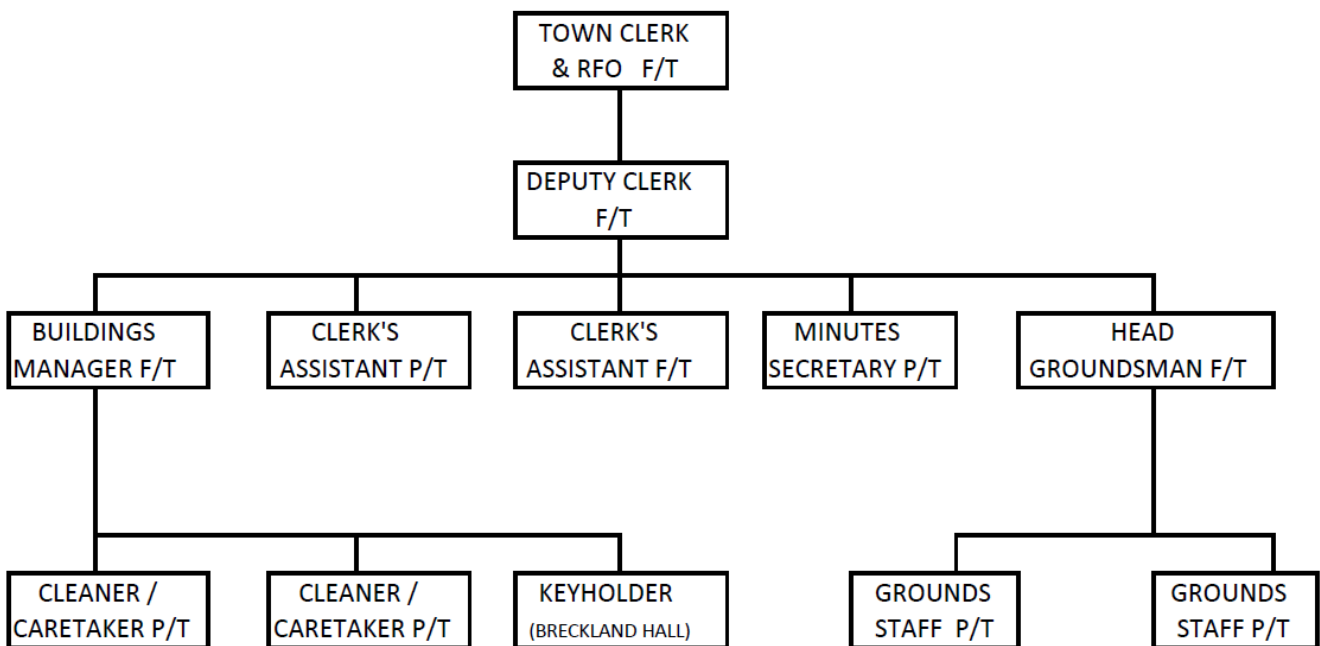
Town Council meetings are presided over by the Town Chairman, who is elected from among fellow Councillors each year at the Annual General Meeting. The Town Council's four Committees are Planning, Finance, Property & Environment and Staffing. There are nine Working Groups with a variety of responsibilities

The Town Council precept raised via South Norfolk District Council, for the financial year commencing 31 March 2021, was £659,026, being £120.90 on a Band D property per annum.

Staff Structure

COSTESSEY TOWN COUNCIL

STAFF STRUCTURE 2022



The Council's Estates portfolio includes:

The Costessey Centre, Queen's Hills Community Centre, Breckland Hall & Owen Barnes Room, Breckland Recreation Ground, Longwater Recreation Ground, Gunton Lane Recreation Ground, Bunkers Hill Woodland, Greenhills Wood, Husenbeth Close Play Area and open space, Breydon Drive open space, the Cemetery and the Roundwell Monument.

It maintains St Edmund's Churchyard, various other smaller areas (such as the green on which the Village sign stands) and facilitates the parochial charity allotment charges. More open spaces will be transferred to the Town Council in the future.

More detailed information can be found on the Town Council's website -

<https://www.costessey.org.uk>

Costessey Town Council

Vacancy for the post of Town Clerk (Proper Officer), Head of Services and Responsible Financial Officer (RFO) to Costessey Town Council

Salary Range £45,859 to £54,323

(LC3 - SCP 42 to LC4 – SCP 49 - pending national pay scale review)

Costessey Town Council, in the South Norfolk District, is looking to appoint a motivated and high-performing individual to take on the multi-faceted role of Clerk to the Council (Proper Officer), Head of Services and Responsible Financial Officer (RFO), leading and working alongside the Deputy Town Clerk, and ten other administrative and maintenance staff.

- The Town Clerk is the Proper Officer to the Town Council and is responsible for advising the Council on its functions, ensuring that all statutory functions of the Council are complied with.
- The Clerk is also Head of Services and is responsible for implementing policy decisions of the Council, for all staff employed by the Council and for the overall management of the physical assets and services of the Council.
- The Clerk is the Responsible Financial Officer and is responsible for overseeing all financial dealings of the Council, as well as the prudent management of its financial assets
- The Clerk is the Data Protection Officer and is responsible for managing GDPR and Freedom of Information in relation to the Council

Applicants should ideally have experience of Local Government, including formal Committee work (e.g. agenda preparation, minute taking), implementation of Council policies, the provision of advice and guidance on statutory and legislative matters, and in providing financial management support, ensuring adherence to the Town Council's Financial Regulations.

Our Town Clerk & RFO, Hilary Elias, is retiring from her role early next year and the Council wishes to recruit her replacement in good time to ensure a seamless transition.

This comes at an exciting time for Costessey Town Council, with some important projects already in the pipeline and a well-established platform to provide a wider range of services to its local residents, often working in partnership with other organisations.

With all this in mind, CTC is looking for the right candidate to take the organisation to its next level of development in a large, evolving town, building on the strong base created over the last decade. That person will be required to oversee the significant and exciting projects mentioned above, to steer the Council through the still-turbulent waters caused by the Covid-19 pandemic and to prepare for the impact of local government devolution, should it come about. In addition to a salary range commensurate with the role, a generous pension package is also offered, in addition to certain relocation expenses (where applicable).

This process is being managed by a third party acting for the Town Council. For an informal discussion and to access the Recruitment Pack then please call Mr David Lines on 07485 151248. Please note that all arrangements are subject to change due to Covid compliance guidelines.

- **The closing date for the receipt of applications is 5.00 pm on Wednesday 26th January 2022.**
- **Formal interviews will take place at the Costessey Centre (in the Jerningham Room) on Thursday, February 3rd.**
- **It is hoped that the new Town Clerk will commence their role by late March/early April**

COSTESSEY TOWN COUNCIL

TOWN CLERK

JOB DESCRIPTION

- GRADE:** Salary Scale LC3/LC4 - SCP 42 - 49
- PURPOSE OF JOB:** The post holder will be responsible for carrying out the statutory and delegated functions of the Council.
- The post holder will, as allocated, prepare for and administer meetings of the Council, attend meetings of sub- committees, record decisions and implement these within a framework agreed by the main committees of the Council, ensuring they are lawful.
- ORGANISATIONAL:** The post holder will have line management responsibilities.
- RELATIONSHIPS:** All staff and workers of the Council.
- There will be regular contact with the Chairman and Members of the Council, local partners and stakeholders.
- EXTERNAL RELATIONSHIPS:** The postholder will have regular contact with suppliers to the Council, local community groups, other representatives and stakeholders, and members of the public.

DUTIES AND RESPONSIBILITIES

The Town Clerk is the Proper Officer to the Town Council and is responsible for advising the Council on its functions, ensuring that all statutory functions of the Council are complied with.

The Clerk is also Head of Services and is responsible for implementing policy decisions of the Council, for all staff employed by the Council and for the overall management of the physical assets and services of the Council.

The Clerk is the Responsible Financial Officer and is responsible for overseeing all financial dealings of the Council, as well as the prudent management of its financial assets

The Clerk is the Data Protection Officer and is responsible for managing GDPR and Freedom of Information in relation to the Council

Statutory and Administrative:

1. To carry out all the functions of a local council's Proper Officer, and to serve or issue all the notifications required by law.
2. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out.
3. To account to the Council for the effective management of all its resources and to report to them as and when required.
4. To advise and assist in the formation of overall policies to be followed in respect of the Council's activities.
5. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, to suggest modifications.
6. In particular, to produce all the information required for making effective decisions and to implement all decisions constructively.
7. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees, and to attend such meetings and prepare minutes for approval.
8. To attend all meetings of the Council and all meetings of its committees, Sub-Committees and Working Groups, other than where such duties have been delegated to another Officer.
9. To receive correspondence and documents on behalf of the Council, to deal with them, or to bring such items to the attention of the Council. To issue correspondence following the instructions or the known policy of the Council.
10. To draw up, both on your own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and to advise on practicability and likely effects of specific courses of action.
11. To study reports and other data on activities of the Council and on matters bearing on those activities.
12. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for circulation and discussion by the Council.
13. To act as the representative of the Council as required, and to foster good relations with the community and outside bodies in support of the Council's objectives.
14. To issue notices and prepare agendas and minutes for the Annual Town Assembly (Parish Meeting).
15. To attend the Annual Town Assembly each year and to implement the resolutions made at those meetings which are subsequently agreed by the Council.

Finance & Corporate:

16. To ensure that statutory and other provisions governing or affecting the financial running of the Council are observed.
17. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
18. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
19. To ensure invoices are issued on behalf of the Council for goods and services and that payment is received.

20. To ensure payment of salaries, Income Tax, National Insurance and pension contributions, and the maintenance of all related employment records.
21. To manage the Council's asset register, with an awareness of the basic management needs of a large mixed estate of public access land, including maintenance, environmental, legal and planning issues
22. To ensure that the Council's obligations for Risk Assessment are properly met.
23. To ensure that the Council's obligations for insurance are properly met.
24. To ensure the Information technology requirements of the Council are fit for purpose, robust, secure and that backups of all operational data are made for the integrity and security of the Council's data and systems
25. To supervise any 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.

Communications & Data Protection:

26. To prepare, in consultation with the Council Chairman, press releases about the activities or decisions of the Council.
27. To be responsible for the Council's website, ensuring content is up-to-date and reflects the policies of the Council
28. To manage social media platforms as required by the Council
29. To monitor compliance with DATA Protection Legislation (GDPR or subsequent amendments), and put measures in place to bring Council to the required standard
30. To investigate and report breaches of current data legislation in line with the requirements of the GDPR or subsequent amendments

Other:

31. To ensure that the Deputy Town Clerk or other suitable member of staff covers for you adequately if you are unavailable at any time.
32. To attend training courses or seminars on the work and role of the Town Clerk, Responsible Finance Officer and Data Protection Officer as required by the Council.
33. To maintain the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Town Council.
34. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, e.g. as a member of your professional body, The Society of Local Council Clerks.
35. To attend the Conferences of the National Association of Local Councils, (NALC) the Society of Local Council Clerks (SLCC), the County Association (NorfolkALC) and other relevant bodies, as a representative of the Council, as required.
36. The Council may, from time to time, wish to amend your job description and you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.

PERSON SPECIFICATION

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>General</u>		
Qualifications & Training	GCSE in at least five subjects, including English and Mathematics	Certificate in Local Council Administration (CiLCA) or appropriate Local Governance qualifications Minimum A Level or equivalent qualifications
Skills, Knowledge and Competencies	Strong evidence of leadership, strategic thinking, organisational and managerial skills in the public, private or charitable sectors. An ability to resolve conflict and manage crisis, including the implementation of rapid change driven by national and local government legislation and policy initiatives.	At least five years' experience in Local Government
	Evident competence in the use of MS Office 365 and Microsoft Teams and other video conferencing applications.	Wide experience of a variety of IT systems / packages, including website user management.
	Awareness of GDPR & Freedom of Information regulations	Understanding and experience of GDPR & Freedom of Information regulations, as well as the Local Government Transparency Code and UK Accessibility Regulations.
<u>As Town Clerk / Proper Officer</u>	Awareness of the law relating to Local Councils	Demonstrable knowledge of the law relating to Local Councils
	Commitment to complete the "Introduction to Local Council Administration" (ILCA) qualification by end of the probationary period. Commitment to complete the CiLCA qualification within two years of appointment. www.slcc.co.uk/qualifications	Experience of the duties & responsibilities of a Proper Officer in respect of servicing Council, Committee & Working Group meetings, including the preparation of agendas, reports and minutes.
<u>As Head of Services</u>	Experience of managing staff working in isolation and/or as part of a small team with different, but often overlapping roles.	Experience of managing volunteers
	The ability to inspire staff and delegate tasks	Experience of organising events and functions
	Experience in preparing & presenting clear & accurate management reports	
	Ability to respond to correspondence in a prompt and effective manner	
		Experience of managing leisure and recreational assets and/or activities
		Experience of burial & cemetery management
		An understanding of Health & Safety requirements
		Experience of asset and/or project management

<u>As Responsible Financial Officer</u>	Financial Management skills	Financial qualification / training Knowledge of the most recent Local Government Accounts & Audit Regulations Financial Asset Management
	Experience in preparing capital & revenue budgets, monitoring income & expenditure against the agreed Budget, and of reporting the same to the highest authority within the organisation.	Knowledge / Experience of Payroll
	Experience of budgeting and accounting software reports.	Knowledge / hands-on experience of Rialtas Suite for local Council accounts including Omega & Bookings software, or similar Local Government accounting software.
<u>Personal Qualities</u>	Have excellent communication & interpersonal skills, with the ability to work with a variety of people & organisations effectively	
	Able to demonstrate a good command of the English language, both written and spoken.	
	To remain politically impartial at all times, operating with consistency and integrity	
	Be well-organised and be able to prioritise work, setting milestones/ deadlines where required.	
	Be adaptable and able to respond to changing demands/circumstances	
	Be self-motivated and have the ability to work on own initiative	
	Be able to undertake work of a confidential nature	
	Show tact, discretion and diplomacy	
	Have a good customer ethic	
	Have the ability to generate ideas and options for action	
	Show a commitment to equality and diversity	
	Have a commitment to Continuous Personal Development (CPD) at all levels of the Council	

KEY TERMS AND CONDITIONS OF EMPLOYMENT

General

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council. Further information on many of these terms and conditions is available on request.

Salary

The salary is in the range of Salary Scale: LC 3/ LC 4 – SCP 42 – 49 per annum
(currently £45,859 to £54,323)

Working Week

The normal full-time working week is 37 hours per week. Flexible working is in operation, with allowance made for training purposes.

Usual days of work are Monday to Friday and the office is open to the public from 9.30 am to 4.30 pm, Monday to Thursday, and 9.30 am to 1.30 pm on Fridays. In addition, attendance at evening and weekend meetings and functions will be required, for which time off in lieu is usually granted.

Annual Leave

22 working days (increasing to 27 working days after 5 years' continuous local government service) plus all bank and public holidays.

The office closes to the public on Christmas Eve and between Christmas & New Year.

Pension

Automatic enrolment as a member of the Local Government Pension Scheme but with the option not to participate. The rate of contribution by the Council (as the employer) for the LGPS, based on full time pensionable pay, is currently 23.5%. The employee's contribution is 8.5%.

Probation

There will be a six-month probationary period (please note the requirement to complete the ILCA qualification, if not already acquired, before formal appointment). These training costs will be covered by the Town Council as part of its commitment to Continual Professional Development (CPD).

Code of Conduct and Council Policies

Costessey Town Council abides by the Code of Conduct and in accordance with its policies, and these are provided to new employees on appointment or, in general, are available from the Council's website.

Pay Method

Salary is paid four-weekly in arrears, by direct credit transfer to a bank or building society.

Salary Review

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations, usually effective from 1 April, or as agreed by the Staffing Committee.

Work Location

The Costessey Centre, Longwater Lane, Costessey, Norwich NR8 5AH, with attendance at other locations as required and when necessary.

Expenses

Car mileage allowance is payable in accordance with the essential user provisions in the Council's policy. Staff are required to provide their own vehicle to travel on Council business and therefore are classed as an Essential Car User, with the highest rate of allowance and mileage per HMRC rates. Employees using their own vehicle for official business must ensure that the insurance policy for their vehicle specifies "Business Use". Other expenses (e.g., accommodation, subsistence) that may be incurred are subject to prior Staffing Committee approval.

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, the notice period to terminate the employment will be three months on either side, in writing, To clarify, unless the employment is terminated on grounds of gross misconduct (where summary dismissal will apply), the minimum period of notice of termination of employment which the Town Clerk is entitled to receive from the Council in writing - after completion of any probationary service - is three months.

APPLICATION AND SELECTION PROCESS

Recruitment Schedule

The proposed recruitment timetable is as follows – any changes will be advised as required.

Closing Date for the Receipt of Applications:	Wednesday, 26 th January 2022 at 5pm
Formal Interviews	Thursday, February 3 rd 2022
Target Appointment Date	Monday 14 th February 2022
Start Date (provisional – to be agreed)	Late March/early April

Covid Management

All precautions will be taken in accordance with all issued Government guidance in place at the time to ensure that all aspects of the recruitment process and the interviews, in particular, are carried out safely for all parties concerned. The Costessey Town Council offices are equipped and being managed with all preventative and social distancing facilities required to maintain a safe environment. If you have any queries regarding this aspect of the process, should you be invited to interview, then please contact David Lines via one of the contact options shown below.

Application Procedure

You should complete the Town Council's 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 qualifications claimed at interview.

Completed application forms should be headed "Confidential - Application for the Post of Town Clerk" and received before 5pm Wednesday 26th January 2022 via email to:

david.lines@localconsultancy.co.uk

or, via post, to

9 Queens Drive, Woodbridge, Suffolk IP12 4FE

Selection Process

The formal interviews will be undertaken by the Council's Interview Panel on Thursday 3rd February at the Costessey Centre. Candidates will be advised of the specific times nearer the date.

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

It will include:

1. A formal interview of relevant questions by the Panel. You will be advised, in advance, of some of these questions.
2. A short presentation. You will be given the topic and asked to prepare a 10-minute presentation in advance of the interview on any subject relevant to the role (i.e. Clerk, Head of Services, RFO, Data Protection Officer) and in whatever format you feel comfortable with. There will follow a ten-minute session for questions by the Panel.

Please note the above dates and confirm your availability to attend if short listed when completing your application form. It is expected that you will be advised by 31st January 2022 if you have been selected for interview.

Appointment and Commencement

It is anticipated that the successful candidate will be notified on or around Monday 14th February 2022, with a commencement date of late March/ early April, subject to contracts, period notices, etc.

References

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the post.

Proof of Eligibility to Reside and Work in the UK

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

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 on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint, therefore, purely on merit and suitability for the post on offer. 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 to 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 under-represented or disadvantaged.

Further Information

We hope that the information contained in this Recruitment 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 Pack or any aspect of the appointment or the recruitment process, please do not hesitate to contact David Lines as set out in the Introduction earlier in the Pack.

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