

Correspondence File 1

Staffing Meeting

22nd February 2021

Job Description

Place Plan Facilitator

Point: Pt 26 to 29 (£30,451 to £32,910)(GO7)

Location: Abergele Town Council

Responsible for: no Staff

Responsible to: Town Clerk and RFO

Job Purpose

- To oversee the development and implementation of the Abergele Place Plan and to coordinate the delivery of Projects identified within the town;
- To coordinate local community engagement and consultation on Projects that contribute to the future development and well-being of Abergele and surrounding area;
- To support thematic groups with development and co-delivery;
- To seek updates from other partners linking into the Place Plan Strategy from public transport, libraries, open space, children's play space, cycle ways, education, economic prosperity, town centre improvements, housing needs, tourism and leisure, in addition to protecting key cultural and natural assets in Abergele.
- To maintain the website and social media for the Town Council ensuring that the Town Council, Community and Businesses have a presence.

Duties and Responsibilities - Job Specific

- To co-ordinate and monitor the operational delivery of the portfolio of projects that form the Place Plan, as identified in the Place Plan Framework and the Place Plan Strategy. The Officer would need to become familiar with the themes within the Strategy, and able to provide updates to the Committee.
- To annually review the Place Plan Framework and update accordingly
- To fundraise for specific projects and activities by bidding and obtaining funding for Council and community based services and activities. This will also involve assisting community groups to apply for funding to promote their on-going sustainability and to build general capacity.
- To ensure the local community are engaged and consulted in an accessible and visible way on all developments that contribute to the Place Plan.
- To assist Town Council, Place Plan Committee and Advisory Groups with identifying funding opportunities and producing funding applications.
- To monitor the progress of the implementation of appropriate projects focussing on funding applications, operational delivery, financial management and achievement of agreed targets and outputs identified in the strategy document.
- To provide regular written updates and reports to the Place Plan Committee, Advisory Groups, Key Partners and other stakeholder groups as appropriate. (Presenting formal information in a timely fashion and in an accessible format).

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- To provide the administration support to facilitate and support meetings of the Place Plan Committee, Advisory Groups, Project teams as required, attending meetings, ensuring that minutes are taken correctly and that agreed actions are implemented in a timely manner by the relevant individual(s) / organisations.
- To liaise with all partner organisations, community groups, and statutory advisors so as to ensure an inclusive and holistic approach to achieving key objectives.
- To ensure that records are updated, maintained and organised in line with Town Council Standing Orders and Financial Regulations.
- To liaise with various partner organisations to ensure the Place Plan Committee is a key partner and recognised provider of local knowledge and expertise.
- To act as the local point of contact of the Place Plan in all day-to-day situations, providing at all times an accessible, professional image to represent the initiative in a positive manner, promoting its work to the public, Press and stakeholders.
- Organising community events, services and activities and to publish information in respect of same.
- Provide community development support services to all Place Plan representatives to assist them with their roles in responding to the needs and views of citizens.
- Linking the Town Council's strategic aims and core values to local community needs and aspirations.
- To provide day-to-day guidance and support to the Town Council.
- To maintain the day to day running of the Town Council's website, using CMS platform including any social media accounts i.e. Facebook, Twitter, Instagram etc.

Duties and Responsibilities

To be responsible for establishing good working relationships both internally and externally.

Compliance with the Policies and Procedures and to make known any areas which are not adequately covered.

To participate actively in supporting the principles and practices of equality of opportunity as laid down within the Equal Opportunities Policy.

To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the Town Council.

CF1P2

Review Date/Right to Vary

This job description is not intended to be an exhaustive list of duties. The Council reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

HOURS OF DUTY: 37 hours per week

You will be required to work 37 hours per week, whilst it is anticipated these will mainly be worked Monday to Friday due to the nature of the role you will likely need to work during the evening or at weekends on occasions. Any additional hours accrued may be claimed as time off in lieu.

Knowledge & Skills	• Educated to Graduate/NVQ level 5 standard	AF	D
	• Experience in managing community facing projects	AF/I	E
	• Proven ability to communicate clearly and effectively, both verbally and in writing including report writing	AF/I	E
	• Ability to present complex information to a variety of audiences using a variety of media	AF/I	E
	• Written or spoken Welsh would be an advantage	AF/I	D
	• Comprehensive knowledge of IT systems, specifically Microsoft	AF/I	E
	• Ability to work to deadlines and prioritise workload	AF/I	E
	• Experience of working with websites and social media platforms	AF/I	D
Supervision & Management	• Ability to work in multi-agency Task Groups and Committees	AF/I	E
	• Track record of managing projects and organisational change in the public sector	AF/I	E

CF1P3

	<ul style="list-style-type: none"> • Experience of running meetings with individuals at a variety of levels within a variety of organisations 	AF/I	D
	<ul style="list-style-type: none"> • Experience of managing Project Teams 	AF/I	E
Creativity & Innovation	<ul style="list-style-type: none"> • Ability to develop solutions to problems and issues that arise during project development and delivery 	AF/I	E
	<ul style="list-style-type: none"> • Ability to apply project management techniques across a range of situations 	AF/I	E
	<ul style="list-style-type: none"> • Ability to negotiate and influence 	AF/I	E
	<ul style="list-style-type: none"> • Ability to plan and to organise project related tasks and activities 	AF/I	E
	<ul style="list-style-type: none"> • Ability to design, manage and review complex Access/SQL databases. 	AF/I	E
Contacts & Relationships	<ul style="list-style-type: none"> • Ability to work across organisational boundaries and in varying organisational cultures 	AF/I	E
	<ul style="list-style-type: none"> • Ability to work as part of a team 	AF/R	E
Decisions/ Recommendations	<ul style="list-style-type: none"> • Ability to work on own initiative 	AF/R	E
	<ul style="list-style-type: none"> • Enthusiastic and highly motivated 	AF/I/R	E
	<ul style="list-style-type: none"> • Ability to confidently present potentially contentious recommendations to a variety of audiences 	AF/I	E
Resources	<ul style="list-style-type: none"> • Experience of managing budgets 	AF	E
Physical Demands	<ul style="list-style-type: none"> • Ability to attend meetings / appointments as necessary to fulfil the requirements of the post 	I	E

CF 1 P4

Gruffy

Advertising a Post

Emma Safhill <emma.safhill@denbighshire.gov.uk>
on behalf of
hrdirect@denbighshire.gov.uk <hrdirect@denbighshire.gov.uk>

Fri 15/01/2021 17:20

To: ATC Clerk <clerk@abergele-towncouncil.co.uk>

Hello

Thank you for your email. Unfortunately we would be unable to advertise your vacancy on our website as you we do not advertise Denbighshire Town Council vacancies on our page.

Regards,

Emma Safhill
H.R. Team Manager
Adnoddau Dynol
Cyngor Sir Ddinbych
01824 706200
Blwch Post 62, Rhuthun, LL15 9AZ

****Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg. Ni fydd unrhyw oedi wrth ymateb i ohebiaeth a dderbyniwyd yn y Gymraeg na'r Saesneg.****

Byddem yn croesawu'ch adborth ar y gwasanaeth a gawsoc'h gan AD - dilynwch y ddolen hon os gwelwch yn dda I gwblhau arolwg byr - Arolwg cwsmeriaid <https://www.surveymonkey.co.uk/r/AD-Ffurflen-Adborth-Cwsmeriaid>

Human Resources
Denbighshire County Council
01824 706200
PO Box 62, Ruthin, LL15 9AZ

****We welcome correspondence in Welsh and English. There will be no delay in responding to correspondence received in Welsh or English. ****

We would welcome your feedback on the service you have received from HR - please follow this link to complete a short survey - Customer survey <https://www.surveymonkey.co.uk/r/HR-Customer-Feedback-Form>

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Neges Gwreiddiol - Original Message:
ysgrifenedig ar - written on: 15/01/2021 14:08:15

HR Direct Mail-In V4 Enquiry

From : ATC Clerk <clerk@abergele-towncouncil.co.uk>
To : "hrdirect@denbighshire.gov.uk" <hrdirect@denbighshire.gov.uk>
CC: :
15/01/2021 14:08
Subject : Advertising a Post

CKIPS

Stuart

Re: General enquiries

ATC Clerk <clerk@abergele-towncouncil.co.uk>

Mon 18/01/2021 10:08

To: Swyddi <Swyddi@gwynedd.llyw.cymru>

7 attachments (3 MB)

Place plan facilitator advert 2020doc.pdf; Place plan facilitator advert 2020doc.doc; Letter to accompany the pack - Place Plan Facilitator Cym.pdf; Place Plan Facilitator Approved 2020 Cym.pdf; letter to accompany the pack - Place Plan Facilitator.pdf; Place Plan Facilitator Approved 2020 (2).pdf; Application Form.pdf;

Bore Da

Many thanks for agreeing to advertise the post. Please find attached the information as requested. If you require any further information please do not hesitate to contact directly.

Cofion

Mandy

Mandy Evans

Clerc y Dref a Swyddog Cyllid /Town Clerk & Finance Officer

Cyngor Tref Abergele Town Council

Town Hall

Llanddulas Road

Abergele



Conwy

LL22 7BT

Ffon/Tel: 01745 833242

E-bost/E-mail: clerk@abergele-towncouncil.co.uk

 Peidiwch â phrintio'r neges yma os nad oes angen Please don't print this e-mail unless you really need to

 Lleihau Ailddefnyddio Ailgyfchu ✓ Reduce Re-use Recycle 

"Mae'r e-bost hwn ac unrhyw atodiadau iddo yn gyfrinachol ac wedi eu bwriadu i sylw'r derbynnydd a enwir yn unig. Gallai'r neges fod yn cynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd ar ddamwain, ni ddylech ei gopïo, na'i ddsbarthu neu ddangos y cynnwys i unrhyw un, yn hytrach dylech gysylltu â'r sawl a'i danfonodd ar unwaith. Nid yw Cyngor Tref Abergele na'r sawl sy'n anfon yr e-bost yn derbyn cyfrifoldeb am unrhyw firsau, a'ch cyfrifoldeb chi yw sganio pob atodiad."

"This email and any attachments are confidential and intended for the named recipient only. The content may contain privileged information. If it has reached you by mistake, you should not copy, distribute or show the content to anyone but should contact the originator at once. Abergele Town Council or the sender do not accept any responsibility for viruses, and it is your responsibility to scan any attachments."

From: Swyddi <Swyddi@gwynedd.llyw.cymru>

Sent: 15 January 2021 15:08

To: ATC Clerk <clerk@abergele-towncouncil.co.uk>

Subject: YML/FW: General enquiries

Good afternoon,

CF1P6

Gwynedd Council would be happy to advertise your post on our website under "general posts" we will require the job advert and job description please in welsh and English if possible

Many thanks

Amanda Williams – on behalf of desg swyddi

From: clerk@abergele-towncouncil.co.uk <clerk@abergele-towncouncil.co.uk>

Sent: 15 January 2021 14:15

To: Galw Gwynedd <galwgwynedd@gwynedd.llyw.cymru>; Gwefeistr / Webmaster <Gwefeistr@gwynedd.llyw.cymru>

Subject: General enquiries

Request details:

Name :

Mandy Evans

E-mail address :

clerk@abergele-towncouncil.co.uk

Address :

Phone number :

01745833242

Enquiry / Comment :

Pnawn Da

Abergele Town Council has a vacancy for a Place Plan Facilitator and I have been instructed to enquire if Gwynedd County Council would be kind enough to advertise the post under the job section of your website?

I look forward to an update from you in due course

kind regards

Mandy Evans

Town Clerk

CF197



From: Cllr. Andrew Wood <cllr.wood@abergele-towncouncil.co.uk>

Sent: 12 January 2021 08:35

To: ATC Clerk <clerk@abergele-towncouncil.co.uk>; ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

Subject: IT and minutes

Can you tell me why I did not receive nor cllr Delyth the agenda and correspondence file for last night's staffing meeting and obviously cllr Sam did, I believe cllr Bond May of had problems as well, Also why the meeting was not in my diary and calendar with the joining zoom details., Please can you put this on the next staffing agenda , these problems have been going on far too long at this council and are taking too long to address , we cannot democratically function if we don't get correspondence and agendas regards cllr Andrew wood

Sent from my iPad



Re: IT and minutes

ATC Clerk <clerk@abergele-towncouncil.co.uk>

Wed 13/01/2021 13:57

To: Cllr. Andrew Wood <cllr.wood@abergele-towncouncil.co.uk>

Cc: Cllr Charlie McCoubrey <cllr.charlie.mccoubrey@conwy.gov.uk>; cllr.alan.hunter@conwy.gov.uk
<cllr.alan.hunter@conwy.gov.uk>

Good afternoon Cllr. Wood

I can confirm that the pack was sent out to all members of the Committee last Wednesday as normal, it is also normal procedure to send out the information to other members of the Council for their information. A calendar notification for the meeting was sent out by the Admin Officer on the 6th January at 2:30pm.

I have been in touch with CCBC and A-P systems to establish why these problems are happening and as soon as I have any information, I will update the Committee.

I will add your email to the next Staffing Agenda as requested.

regards

Mandy

*Mandy Evans**Clerc y Dref a Swyddog Cyllid /Town Clerk & Finance Officer**Cyngor Tref Abergele Town Council**Town Hall**Llanddulas Road**Abergele**Conwy**LL22 7BT**Ffon/Tel: 01745 833242**E-bost/E-mail: clerk@abergele-towncouncil.co.uk* Peidiwch â phrintio'r neges yma os nad oes angen Please don't print this e-mail unless you really need to Lleihau Ailddefnyddio Ailgylchu ✓ Reduce Re-use Recycle 

"Mae'r e-bost hwn ac unrhyw atodiadau iddo yn gyfrinachol ac wedi eu bwriadu i sylw'r derbynnydd a enwir yn unig. Gallai'r neges fod yn cynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd ar ddamwain, ni ddylech ei gopïo, na'i ddosbarthu neu ddangos y cynnwys i unrhyw un, yn hytrach dylech gysylltu â'r sawl a'i danfonodd ar unwaith. Nid yw Cyngor Tref Abergele na'r sawl sy'n anfon yr e-bost yn derbyn cyfrifoldeb am unrhyw frysau, a'ch cyfrifoldeb chi yw sganio pob atodiad."

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