

### **Agenda No 9, Recruitment**

#### **Introduction**

1. This report provides an update on a number of recruitment matters; it is likely further oral updates will be provided at the meeting.
2. The Terms of Reference / Scheme of Delegation regarding the Resources Committee say

**“Personnel:**  
*i. To recruit, retain and develop staff and councillors to undertake the work of the council.”*
3. The Terms of Reference / Scheme of Delegation includes in the list of matters to be resolved only by the full Council “Confirming the appointment or dismissal of the Town Clerk.”
4. Taking into account 3 and 4 above, the Resources Committee has overall responsibility for the recruitment process for all staff (which it may in turn delegate to the Town Clerk) but Council must confirm the appointment of the Town Clerk and this should apply to both a locum or a permanent employee.
5. The possibility of the Town Council being without a qualified Town Clerk and thus unwittingly breaching legislation, missing deadlines and work stalling is a risk which is further heightened by the absence of the Deputy Town Clerk and the vacant Outdoor Team and Maintenance Supervisor; it is probably the greatest risk the Town Council has faced in recent years.

#### **Locum Town Clerk**

6. The Local Government Resources Centre (LGRC) has been contacted to ask if they are able to assist with finding a suitable locum and what their fees would be. A copy of the current Town Clerk’s job description and person specification have been provided to assist with identifying skills and experience which are required.
7. The Committee is asked to consider the following:
  - a. To Consider engaging a Locum Town Clerk immediately for a period of at least 3 months, to support the outgoing Town Clerk, and then to become the interim proper officer at the end of the outgoing Town Clerk’s notice period until such time as a permanent appointment is made.
  - b. To further consider that the selection and engagement of the Locum is to be funded from the staff cost budget with the committee to consider and make (or recommend) any virement that may be required.

#### **Town Clerk**

8. The Local Government Resources Centre (LGRC) has been contacted to ask if they are able to assist with the recruitment process and what their fees would be.
9. At its meeting on 14 April The Committee agreed to set up a Working Group *“to meet as required and make recommendations to the Resources Committee with a focus on the recruitment of a Town Clerk that will also look at the Contract of Employment, Person Specification and Terms of Reference” (Minute R 177)*
10. The Committee is asked to consider the following:

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- a. That the Local Government Resource Centre is engaged to support the Town Council in recruiting a Town Clerk (if the LGRC is unable to be engaged, then the Town Clerk is delegated to engage a similar agency / service after consultation with the Mayor and Chair of the Resources Committee).
- b. That the Resources Committee will lead the recruitment of the Town Clerk, up to and including the shortlisting of candidates for interview.
- c. That the interview panel comprises of The Town Mayor, Deputy Mayor and Chair of the Resources Committee, who will make a recommendation on appointment directly to Full Council (in the event of one of the panellists being unavailable, the deputy chair of the resources committee will be a substitute and if further substitutes are required that this be delegated to the resources committee).
- d. That the working group finalise the Town Clerk's job description, person specification and application form, and submit to the resources committee for approval.
- e. That the working group create adverts for the Town Clerk and advertisement schedule and submit to the resources committee for approval.
- f. That the Salary point for the recruitment of the Town Clerk is set between £38,553 - £42,614 (SCP 34 - 38) and that the working group to set criteria for each point for approval by the Resources Committee.

**Outdoor Team And Maintenance Supervisor**

11. The Town Clerk is reviewing the job description and person specification.
12. The outgoing post holder was asked if they felt any changes were needed to the job description and the only suggestion was the on call / emergency contact situation should be clarified – it is planned that this will be done by Councillors using a skype number in the future.
13. It is hoped that application packs will be available by 13 May 2022

**Temporary Admin Assistant**

14. As reported to the April Committee meeting, a temporary admin assistant joined the staff team via an employment agency starting on 4 April, initially for 1 month. The appointment has been successful and has been extended for 1 month which will help cover planned annual leave. A draft job description as been prepared and is being honed after research about local council similar jobs.
15. It is hoped that application packs will be available by 13 May 2022

**Report Author:** Town Clerk

**Report prepared:** 9 May 2022