



RECRUITMENT AND SELECTION PROCESS

TOWN COUNCIL MEETING

REPORT 19/23

27 MARCH 2023

The purpose of this Report is to ask Members to agree the Recruitment and Selection process for a new Town Clerk after considering the recommendations of the Town Council's HR Committee.

NO. DETAILS

1) INTRODUCTION

- a) The Town Council's HR Committee met to plan the Recruitment and Selection Process for a new Town Clerk on Friday 17 March.
 - b) Currently working on the Terms of Reference of the Staffing Committee its role in this matter is to:
 - i) recommend to the Town Council appropriate staffing arrangements and relevant salary scales and terms and conditions for the related posts;
 - ii) provide the Town Council with related Job Descriptions and Person Specifications;
 - iii) propose to the Town Council such recruitment and selection processes as are required for appointments to them.
 - c) The HR Committee Chair, Councillor Steve Cooper, will introduce this item.
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2) HR COMMITTEE RECOMMENDATIONS

- a) The Minutes of the HR Committee meeting of 17 March 2023 are attached to this Report.
 - b) Also attached are documents the Committee agreed to recommend for the process:
 - o Schedule
 - o Job Description (Please note it includes proposed salary range)
 - o Person specification
 - o Cost implications estimate
 - c) Although the Committee's Minutes refer to the payment of relocation expenses it has subsequently been agreed not to include that offer in the advertisement of the post while retaining the option to make it available if that would be necessary for the appointment of a preferred mainland applicant.
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3) RECOMMENDATION

The Town Council is recommended to:

- i. record the resignation of its current Town Clerk; and
 - ii. agree the recruitment and selection process for the appointment of a successor.
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MINUTES OF AN HR COMMITTEE MEETING

VTC OFFICE MEETING ROOM

9 AM

14 MARCH 2023

MEMBERS PRESENT

Councillors: Steve Cooper (Chair), Steph Toogood, Brian Lucas, Ian Bond, Phil Warren, Julie Hutchison,

ITEM	SUBJECT
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	PUBLIC FORUM
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	The were no members of the public present.
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1	DECLARATIONS OF INTEREST
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	There were no declarations of interest.
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2	APOLOGIES FOR ABSENCE
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	Apolgies for Absence were received from Councillor Mark Jefferies.
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3	RECRUITMENT PROCESS
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	The Clerk had circulated papers in advance of the meeting: a draft schedule for the process, NALC Clerks' Pay Scales, the SLCC's guidance on salary setting, recent salary offers in recruitment adverts, three examples of Parish Council application packs and an estimate of the cost of the process.
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	Following a rounded discussion of the elements of the process:
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	The following were unanimously agreed:
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| | <ul style="list-style-type: none">i) the vacancy to be advertised continuing the post's current combination of Clerk and Responsible Finance Officer (RFO) recognising that the appointment of an RFO is a statutory requirement;ii) advertisements for the post be placed with the NALC and SLCC recruitment advertisement sections of their web sites and the national agency Indeed;iii) the advertised salary for the post be set at NALC's Salary Band LC3 (points 33-36) currently (2021-22 rates) £37,568-£40,578;iv) the Clerk be asked to prepare draft Job Descriptions and Person Specifications for the post to be circulated to Committee Members by 5pm on Wednesday 22 March;v) the advertisement for the post to include:<ul style="list-style-type: none">o a deadline for applications of noon on 3 Mayo interviews to be held on 16/17 Mayo a reference to leave entitlement and hybrid workingo a requirement for Cilca qualification or commitment to complete ito a commitment to consider relocation costso a commitment to reimburse interview travel costs;vi) the Clerk be asked to prepare a draft advertisement for the post for circulation to Committee Members; andvii) an Extraordinary Meeting of the Town Council be held at 6pm on Monday 27 March to formally record the Clerk's resignation and agree the recommendations of this meeting of the HR Committee. |
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4	IWALC'S MARCH BULLETIN
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| | a) The Clerk had circulated the article from Councillor Steve Cooper that had been included in IWALC's March Bulletin in advance of identifying his concerns about the public sharing of |
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internal concerns and the use of phraseology in relation to staff that he felt to be both inappropriate and open to false assumptions that might be taken from its reference to staff behaviours.

- b) Councillor Steve Cooper apologised to Members and the Clerk that in his enthusiasm for the positive developments he had not consulted with them before submitting his article.
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5 TERMS OF REFERENCE

- a) The Clerk asked that the draft new Terms for Reference for this Committee be discussed informally with the Clerk and his senior colleagues prior to their presentation to the 10 April meeting of the Town Council.
- b) He was asked, and agreed, to identify any elements of concern in the current draft in advance of a meeting to discuss them.

It was unanimously agreed that:

Councillor Steve Cooper and Members of the Committee meet informally with the Clerk and his senior colleagues to discuss potential amendments to the draft in advance of the April meeting of the Town Council.

The Meeting closed at 10.45am

SIGNED BY THE CHAIR

DATE



VENTNOR TOWN COUNCIL

TOWN CLERK RECRUITMENT

SCHEDULE

MARCH 2023

DATE(s)	EVENT	COMMENT
17 March	HR Committee meeting	Agree process
31 March	HR Committee meeting	Agree documentation: Advert, Application pack, JD, PS etc
W/c 10 April (Not Easter Monday)	First run of adverts	NALC, SLCC, Indeed
W/c 18 April	Second run of adverts	NALC, SLCC, Indeed
W/c 25 April	Third run of adverts	NALC, SLCC, Indeed
3 May	Application deadline	12 noon
10 May	Shortlisting	
16/17 May	Interviews	
22 May	Extraordinary Town Council meeting	Confirmation of appointment



JOB DESCRIPTION

POST	TOWN CLERK & RFO	SALARY	£37,568-£40,578
REPORTING	TOWN CLERK	WEEKLY HOURS	37 HOURS
EMPLOYER	VENTNOR TOWN COUNCIL	ANNUAL LEAVE	28 DAYS
PURPOSE	TO FULFIL THE RESPONSIBILITIES OF PROPER OFFICER & RESPONSIBLE FINANCE OFFICER		

KEY TASKS

- 1) To ensure compliance with legal, statutory and other provisions governing or affecting the running of the Council
- 2) Support the Council in defining its vision and in establishing specific objectives, plans and timelines for projects, functions and services which benefit the community
- 3) To ensure the effective implementation of Council's lawful decisions, policies and projects
- 4) To be responsible for the day to day management of all the Council's land, buildings and property
- 5) To be accountable to the Council for the effective leadership and management of its staff team, operations, assets, finances and other resources
- 6) To be the Council's Lead Officer for current and future projects and preparing the Council's forward planning strategy
- 7) To be responsible for the Council's website and coordination of the Council's communications, maximising engagement with all sectors of the community; using social media and print media and
- 8) To represent the Council at meetings with the Isle of Wight Council and other official bodies accompanied by Members as appropriate
- 9) To prepare, in consultation with appropriate Members and staff, agendas and minutes for meetings of the Council, its Committee, sub Committees, and Working Parties.
- 10) To support the Council's relationships with and support for the town's voluntary groups and organisations
- 11) To respond to public enquiries, correspondence and emails in accordance with the Council's agreed policies
- 12) To study reports and other data on 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 circulation and discussion by the Council.
- 13) To act as the Responsible Finance Officer, for the management of budgets, assets, and resources in terms of all operational matters
- 14) To effectively manage the Council's business planning process, including those associated with service planning reviews, workforce planning and budget preparation
- 15) To prepare financial reports for the Council to show financial activity against budget with financial statements reconciled to the Council's bank accounts
- 16) To manage cash flow and control investments and bank transfers
- 17) To ensure good procurement practice in compliance with current legal requirements

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- 18)** To ensure that all money received by the council is regularly banked, all money due to the council is invoiced and paid promptly and that quarterly VAT returns are completed on time
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RELATED TASKS

- 19)** To embed equality of opportunity in all services and facilities for staff, projects and the community
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- 20)** To carry out any other duties commensurate with the post
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VENTNOR TOWN COUNCIL



PERSON SPECIFICATION

TOWN CLERK

ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE	ASSESSED BY
1) Holds or is willing to obtain the Certificate in Local Council Administration (CiLCA) within 12-18 months	Application form & Interview
2) Knowledge and understanding of local government structures and practices	
3) High levels of literacy and numeracy including ability to analyse and communicate complex data and write clear and accurate reports	
4) Ability to manage projects, delivering results to an agreed timescale and within budget	
5) Experience of the use of IT systems for budgeting, data storage and web site development	
6) Ability to build effective working relationships with Council Members, staff and a range of stakeholders	
7) Ability to recognise, impartially and objectively, the political and legal consequences of action being recommended by Members and provide advice accordingly	
8) Ability to communicate at all levels in the community both orally and in writing, with good presentation skills	
9) Experience of staff management including delegation and ability to motivate staff, maintaining collaborative working and commitments	
10) Experience of bidding for external funds and grants and accounting for their use	
11) Experience of financial management including budget setting and budget monitoring	
12) Awareness of the legal, financial and maintenance issues of the management of significant assets	
13) Ability to work to and meet deadlines, manage own workload and report outcomes	
14) Willing*ness to attend some evening meetings and work flexibly as required	
DESIRABLE QUALIFICATIONS, SKILLS & EXPERIENCE	
15) Degree level qualification in a relevant subject area	
16) Previous experience as Clerk or Deputy Clerk	
17) Commitment to continued professional development	
18) Awareness of and involvement with regeneration programmes	
19) Current driving licence and access to own vehicle	



VENTNOR TOWN COUNCIL

TOWN CLERK RECRUITMENT

COSTS

MARCH 2023

ELEMENT	COST (£)	COMMENTS
Salary increase	3,750	Three quarters of increase based on £40,00 salary
Advertisements	1,200	NALC (300) SLCC (300) Indeed (400)
Candidate costs	1,000	Ferry costs + overnight accommodation for 2-day
Total	5,950	