

# REPORT TO PERSONNEL COMMITTEE

## RECRUITMENT PROCESS



<b>Report Reference</b>	P-22-13
<b>Meeting Date</b>	14 <sup>TH</sup> March 2023
<b>Agenda Item</b>	7
<b>Prepared by</b>	Town Clerk

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### 1.0 BACKGROUND

The departure of a member of staff and resultant time it takes for recruitment of a replacement notably detracts from the efficiency of the organisation. In many roles, time is of the essence in recruiting to replace a post and delay results in additional cost, redistributed workload and loss of output. Whilst the council hopes for stability, it undertook 6 recruitment processes in each of the previous two years. The draft protocol in section two aims to streamline the process slightly, by enabling vacancies to be re-advertised more swiftly, cutting out a slight delay to each appointment. It enables roles to be re-advertised where there is no need to review the position (other than minor tweaks to job descriptions).

### 2.0 DRAFT PROTOCOL

Upon notification of a resignation or termination of an employment the Town Clerk shall advise the Chairman of the Personnel Committee.

Subject to the Chairman's agreement, the vacancy will be advertised. No changes to the role (e.g. hours or salary grading) will be made other than minor amendments to the job description as may be determined by the Town Clerk. The Chairman may require that re-recruitment is instead referred to a meeting of the committee. All members of the committee will be advised following the Town Clerk and Chairman's discussion.

All roles will be advertised for a minimum of three weeks. Adverts will, as a minimum, be published on the council website, social media and noticeboards. All applications will be submitted via an application form tailored to the person specification for the vacant role. All applications shall be scored to determine an interview shortlist. Scoring shall be conducted by at least three officers/members (including at least one of each). Interviews will be conducted with a panel comprising the Town Clerk (or nominated officer) and two committee members and may also include another officer/member as may be determined by the Town Clerk and Chairman. In the event there is an internal candidate for a vacancy, the Town Clerk and Chairman shall determine how to progress recruitment which may include appointment to the position without external advertisement.

This process shall not apply to recruitment of the Town Clerk. In the absence of the Chairman, the Town Clerk shall consult the Deputy Chairman or Town Mayor.

### 3.0 DECISION REQUIRED

The committee should consider approval of the draft protocol.