

COMMUNITY GOVERNANCE REVIEW STEERING GROUP

To: CGRSG

Date 16th March 2021

Contact for this report Interim Parish Council Administrator

Subject **THE RECRUITMENT PROCESS – PERMANENT CLERK**

The purpose of this report is to provide further details of the timescale and relevant documentation to enable the process to continue prior to the Bexhill-on-Sea Local Council being in place. It is anticipated that with this additional information the Steering Group may be in a better position to approve the recommendations listed below.

Timetable

Advert live on 19th April

Closing date 17th May

Shortlisting 21st May

Interviews 1st June (an additional Council meeting may be required to appoint the Clerk)

Appointment Panel

It is proposed that the 1st Annual Statutory Meeting will be held on **Wednesday 19th May** and that the new Council will need to agree an Appointment Panel to undertake short-listing and also conduct the interviews. This Panel would normally comprise three Councillors.

An opportunity for all Members of the Council to meet the short-listed candidates will be built into the programme. For example, it could be that the candidates will be invited to come to Bexhill on 31st May and stay overnight to give more time to meet Councillors at an informal gathering prior to the formal interviews on 1st June.

Advertisement

A copy of the proposed advertisement is attached to this report (Appendix A). It is anticipated that this will appear on the websites of SSALC [Sussex and Surrey Associations of Local Councils] and NALC [National Association of Local Councils] at no cost and on the SLCC [Society of Local Council Clerks] website at a cost and details are shown below:

Bronze	Silver	Gold
Listing on the SLCC website	Listing on the SLCC website	Featured listing on the SLCC website
	Advertised on SLCC social media channels.	Advertised on SLCC social media channels
	Real Twitter reach of 73,050	Real Twitter reach of 73,050
		Job title, location and salary listed on the SLCC bi-weekly news bulletin to members (where possible)
1 week £95 + VAT 2 weeks £184 + VAT	1 week £105 + VAT 2 weeks £195 + VAT	1 week £115 + VAT 2 weeks £205 + VAT

3 weeks £278 + VAT	3 weeks £289 + VAT	3 weeks £300 + VAT
4 weeks £315 + VAT	4 weeks £325 + VAT	4 weeks £337 + VAT

The prices quoted above are for an SLCC Member (I am a Member). It would appear the Silver level would be appropriate for Bexhill Local Council.

If members feel the need to advertise locally, then I seek advice on which publications would be appropriate. (For information Lewes Town Council is currently seeking a Town Clerk for when the current person retires later this year so we may pick up some candidates from that advertising. Lewes has advertised in the Sussex Express as well as the usual websites).

Job Description

A copy of a regular Job Description for a Clerk and Responsible Financial Officer is attached for your information (Appendix B).

Person Specification

A copy of a Person Specification is also attached for your perusal (Appendix C).

Financial Obligations

Included in the budget that was recently set for the new Council there is an amount of £1,300 for Recruitment, therefore there is funding available for advertising this post.

DEVISIONS ARE REQUIRED ON THE FOLLOWING MATTERS:

- A) *To consider and approve the timetable set out.*
- B) *To consider and approve the advertisement as set out.*
- C) *To consider and agree which level of advertising is required.*
- D) *If advertising costs are incurred to agree from where funds should be acquired in the interim – RDC then re-charge to Bexhill Local Council?*
- E) *To consider and approve the job description as provided.*
- F) *To consider the approve the Person Specification as provided.*