

## KETTERING TOWN COUNCIL

<b>Meeting</b>	<b>FULL COUNCIL 16 JUNE 2021</b>	Page 1
<b>Report Originator</b>	Emma Driver	<i>Agenda item No</i> 21/034
<b>Title</b>	<b>Recruitment of Permanent Town Clerk/Responsible Finance officer</b>	

### Purpose of Report

The current interim Town Clerk/Responsible Finance Officer is currently on secondment from NNC and this secondment finishes on 15 October 2021 when the current post holder will return to their substantive role.

KTC will need to recruit a permanent Town Clerk as by law a Town/Parish Council has to have a Town Clerk in post.

### Information

In order to ensure continuity of service, the recruitment process needs to start very soon, particularly given that any new postholder may need to give notice to their current employer.

To enable the process to be conducted, it is proposed that a Staffing Committee be formed, comprising no more than five members, and this is dealt with elsewhere on the Council's agenda.

### Options

The Town Council needs to consider what skills and attributes they require of a Town Clerk. In turn, that requires the Council to have a view about its medium term objectives, in terms of how it might develop projects or seek to deliver services on behalf of others

Options around making the post part time, with some additional part time administrative support, to improve overall resilience, also exist.

Given the Town Council is still new and there has been no dialogue yet about its objectives or about how it might work in partnership with NNC, it might take the view that it is premature to seek a permanent postholder.

There are various options open to the Council about how to proceed.

- a) Seek to recruit someone who can carry out the role for a further interim period, of, say, twelve months, to allow the Town Council to form a view about its role and objectives. This could be achieved with an advert aimed at current and departing local authority staff in the county and placed on the Town Council website. This would be effectively cost free.

- b) Carry out a full recruitment exercise for a permanent post holder. NCALC have advised that they can assist with the recruitment process in the following ways: -

Option A covering:

- Input into the advertising of the position including advice as to where the position should be advertised to reach the widest possible pool of candidates.
- Prepare all the recruitment documents with input from KTC
- Involvement in shortlisting the candidates - sending out interview invitations, prepare questions for the interviewers.
- Advice regarding type of interview process to be conducted.

Option B

- Involvement in the interview process (NCALC staff to support the recruitment panel)

Each option would cost £550 plus the cost of advertising the vacancies

Attached are the job description and person specification for the current post holder. It should be noted that these documents were prepared last year to focus on setting up the Town Council and do not necessarily reflect a more permanent role. Members' comments on the contents of both are invited. It is proposed that the clerk, in consultation with the Leader, revise the job description to reflect members' views and to update the role given that some tasks have now been completed.

### **Financial Implications**

The budget for the role of Town Clerk/Responsible Finance Officer is broken down as follows: -

Town clerk	£	41,250.00	£33,000 salary plus on costs of 25%*
Recruitment	£	1,000.00	
Training	£	1,000.00	
Expenses/professional fees	£	250.00	

\*this could be lower depending on the person employed.

### **Recommendations**

1. Members are invited to consider
  - a) Their preferred option for replacing the current interim clerk, when her secondment ends in October,
  - b) The detail of the job description and person specification
2. That a final job description and person specification be prepared by the clerk, in consultation with the Leader, prior to advertisement