

SALISBURY CITY COUNCIL

Subject : City Clerk recruitment – task group terms of reference
Committee : **Personnel Committee**
Date : **16 October 2023**
Author : Tracy Adams

1. Report Summary:

1.1. This report asks Personnel Committee to consider the terms of reference developed for the City Clerk task group.

2. Background:

- 2.1. Due to the vacancy of the City Clerk it was suggested that a task group was formed to consider any changes to the role before recruiting and the application process.
- 2.2. A task group was formed consisting of Group Leaders and all members of the Personnel Committee were invited.
- 2.3. The first meeting was held on 13 September where terms of reference were discussed and agreed in principle.
- 2.4. It was agreed the terms of reference would be agreed at the next Personnel Committee.

3. Recommendation

- 3.1. To note and agree the terms of reference proposed and discussed at the task group on 13 September 2023.

4. Wards Affected: All

5. Background papers: terms of reference City Clerk recruitment task group

6. Implications:

- 6.1. Financial: None – budget expenditure to be agreed by Finance Committee
- 6.2. Legal: None
- 6.3. Personnel: City Clerk position, currently being covered by Interim to 31 March 2024
- 6.4. Environmental Impact none
- 6.5. Equalities Impact Statement: Recruitment process will be managed in line with all SCC policies and procedures giving due regard to inclusion.