

## **Task Group – Recruitment City Clerk (and RFO)**

### **1. Purpose and Objectives:**

- To consider the recruitment process for a new City Clerk for Salisbury City Council, by agreeing a recruitment plan including members of interview panel and approaches to be used for selection (interview and candidates).
- To review any changes required to the Clerk's JD
- To consider the role and recruitment RFO in relation to the Clerk's position and the wider management of the council

### **2. Membership:**

- All members of Personnel Committee (substitutes to be sent where Committee members are not able to attend a meeting). Chair Cllr Victoria Charleston, Vice Chair Cllr Annie Riddle.
- Administration Group Leaders

### **3. Duration:**

- It is expected the group will meet for a duration of 8 weeks maximum, starting on 13 September 2023. There are likely to be at least 4 meetings.

### **4. Scope of Work:**

- The tasks and responsibilities of the task group, may include but are not limited to:
  - Reviewing the job description and person specification for the City Clerk position.
  - With support from HR Manager to develop a recruitment strategy, including advertising.
  - Establishing selection criteria and an evaluation process.
  - Conducting interviews and assessments of candidates.
  - Working with Interim City Clerk on future position of RFO considering move from current to more complex audit regime

### **5. Reporting and Communication:**

- Members of the task group will feedback to Councillors within their group after each meeting
- Request a Personnel Committee meeting is convened, if necessary, to share key findings and outcomes. This may include any potential significant change to the role of Clerk or where additional budget may be required. Budget recommendations and decisions would then be made to Finance and Governance Committee.

### **6. Resources and Support:**

- HR & Payroll Manager to provide information/reports as requested by members of the Task Group
- Interim City Clerk to provide general feedback and status update with Interim RFO findings

## **7. Decision-Making Process:**

- Decisions will be made by voting on options. In the event of no overall majority the Chair will have deciding vote. The decision of the task group will be ratified by the appropriate Committee as needed.

## **8. Confidentiality and Data Protection:**

- Confidentiality must be maintained throughout the recruitment process, especially regarding candidate information.
- Candidate data should only be processed using SCC email addresses and in line with Data Protection principles such as appropriate length of retention, kept securely and only used for the purpose the information has been given for.

## **9. Evaluation and Review:**

- A final task group meeting will be held after the recruitment of the Clerk as an opportunity to reflect on the approach and highlight areas of learning

## **10. Authority and Accountability:**

- The task group has the authority to make recommendations to Personnel Committee about the remit of the Clerk (in line with statutory requirements<sup>i</sup>) and agree the recruitment processes
- Any budget expenditure that is not currently part of the 2023/2024 budget will be decided by Finance Committee.
- Any changes to establishment should be discussed and agreed by Personnel Committee

## **11. Amendment of Terms of Reference:**

- The terms of reference can be amended at any time while active, amendments should be raised, discussed and then voted on by the group. Any amendments need to be agreed by a majority to be implemented.
- All versions of the terms of reference will be kept for transparency and accountability purposes.

Terms of reference agreed by Councillors present on 13 September 2023 namely:

Cllr Tom Corbin, Cllr Charles McGrath, Cllr Victoria Charleston, Cllr Annie Riddle, Cllr Ian Tomes, Cllr Alan Bayliss, Cllr Jeremy Nettle

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[https://www.legislation.gov.uk/ukpga/1972/70/section/112#:~:text=\(1\)Without%20prejudice%20to%20section,carrying%20out%20of%20any%20obligations](https://www.legislation.gov.uk/ukpga/1972/70/section/112#:~:text=(1)Without%20prejudice%20to%20section,carrying%20out%20of%20any%20obligations)