

Midsomer Norton Town Council
Town Clerk Recruitment
Working Group
Terms of Reference

1. The Working Group shall comprise of the Staffing Committee.
2. The Working Group shall report directly to the Town Council.
3. The Working Group has no power to make decisions on behalf of the Council.
4. The overarching role of the Town Clerk Recruitment Working Group shall be to provide input into the recruitment process for a new Town Clerk, which will likely include undertaking the following roles and functions:
 - 4.1. Recommend a timeline for recruitment activity.
 - 4.2. Recommend a process for recruitment (consistent with any existing policies and legislation) – to include whether, or not, to engage an external recruitment specialist.
 - 4.3. Review current job description.
 - 4.4. Review current person specification.
 - 4.5. Recommend a job advert.
 - 4.6. Recommend remuneration level(s).
 - 4.7. Recommend items of expenditure in relation to recruitment.
 - 4.8. Recommend the composition of the Interviewing panel (which need not be solely members of the Working Party) of no more than 3 Councillors. The Locum Town Clerk will be a non-voting member of the Recruitment Panel. The recruitment panel will have delegated authority to:
 - 4.8.1. To identify a Chair of the Interviewing Panel.
 - 4.8.2. Conduct a sift of applicants.
 - 4.8.3. Approve a standard set of Interview Questions.
 - 4.8.4. Approve a scoring summary sheet.
 - 4.8.5. Conduct interviews.
 - 4.8.6. Recommend a preferred candidate to the Full Town Council.
5. The Locum Town Clerk will provide advice and guidance as required to help ensure that:
 - 5.1. The process is conducted in accordance with relevant legislation.
 - 5.2. The process is conducted in a fair and transparent manner.
6. Any necessary matter relating to the recruitment process that is not covered by these Terms of Reference will be delegated to the Locum Town Clerk in consultation with the Chair of the Working Group or the Chair of the Interview Panel.
7. The Working Group will be dissolved once the new Town Clerk appointment is confirmed by Midsomer Norton Town Council.

(Approved by Resolution of the Staffing Committee, minute no 6/Pg:4/05.08.24, dated 5th August 2024).