

EXTRAORDINARY MEETING 19 MAY 2021

RECRUITMENT OF TOWN CLERK

1. PURPOSE OF THIS REPORT

- 1.1 To agree the process for recruitment of new Town Clerk/Responsible Finance Officer and arrangements for cover in the interim period.

2. BACKGROUND

- 2.1 The current Town Clerk offered her resignation on 14th May 2021 with a leaving date of Sunday 13th June 2021
- 2.2 Recruitment of the Town Clerk in 2017 was undertaken by Paul Egan from One Voice Wales

3. NEXT STEPS

- 3.1 The recruitment of a new Town Clerk/RFO should start as soon as possible, and it is proposed that One Voice Wales is engaged to manage the recruitment process as this arrangement worked well in 2017. Commissioning OVW will cost £1195 max and will entail Paul Egan, Deputy Chief Executive of One Voice Wales liaising closely with the Mayor and the Recruitment Panel members (agreed at Council in July 2020). These Recruitment Panel members are Cllrs Davies, M Harris, Groucutt, Morgan & Konieczny together the Mayor. There will also be costs associated with advertising the vacancy circa £700-1000. These costs will be paid from reserves.
- 3.2 Under the current contract of employment, the Town Clerk is only required to give one months' notice. This does not allow sufficient time for the vacancy to be filled before the current postholder leaves. Consideration therefore needs to be given to interim arrangements to ensure business continuity.
- 3.3 There are two main options available to the Town Council which Cllr Konieczny when Mayor discussed with Paul Egan from OVW. The first is to engage a Locum Clerk which is arranged through the Society of Local Council Clerks. This is the arrangement recently in place at Monmouth Town Council. The locum may not be based or have knowledge of the area but can remotely keep the Town Council business ticking over.
- 3.4 The Local Council Consultancy (LCC) Locum service is delivered by a team of CiLCA qualified clerks all of whom have worked within local councils. The Locums are employed by SLCC who invoice the council for the number of hours worked at the agreed hourly rate, enabling the council and locum to comply with HMRC off-payroll rules. The rate charged is inclusive of Employers National Insurance, payroll and handling costs and a payment for annual leave. Depending on the hourly rate, the Locum would charge LCC, costs range from £25 to £40 per hour (an all-inclusive charge).
- 3.5 The second option available is to take up the offer made by the Town Clerk and her new employer to work reduced hours for both the Town Council and her new employer for a limited time period. Specifics on how the arrangement would work in practice

would need to be agreed with all parties should Councils decide on this approach. The focus will be on reduced duties related to Council meetings and to ensuring business continuity. The Admin Assistant would increase her role in answering and dealing with phone calls which in the main relate to MCC responsibilities. OVW recommend this option.

- 3.6 Both options will result in some activities having to be deferred or undertaken by Chairs of Committees/Mayor during the transition period. The detail of work to be deferred, reassigned and retained by the Clerk will need to be worked out in the coming weeks.

4. RECOMMENDATIONS

- 4.1 To approve commissioning OVW to manage the recruitment process at a cost of £1195 with advertisement costs anticipated at up to £1000.
- 4.2 To agree that reduced hours of the current Town Clerk would be the preferred interim arrangement option.