Abergavenny Town Council

Extraordinary Meeting of Full Council

Monday 18th September 2023

EM05/23: To receive and approve the recruitment recommendation

for Deputy Principal Officer/Deputy RFO.

1. PURPOSE
	1. To receive a report on the recruitment of a Deputy Principal Officer/Deputy Responsible Finance Officer for Abergavenny Town Council.
	2. To review the recruitment process.
2. BACKGROUND
	1. Two unsuccessful rounds of recruitment were held in October and December 2022 using the Local Authority template for recruitment with assistance from One Voice Wales.
	2. After no successful candidate was found, the Council decided to look again at the job description and re-write the advert for the position (A).
	3. The advert went out in the summer, leading to 6 applications being received.
	4. Informal Teams interviews were held with each applicant, by the Principal Officer, and Mayor /Chair of Committee with set questions (B).
	5. Candidates were then narrowed down to 4, and these were invited to interview on 14th September. Again, set questions were sent to the candidates, asking for a presentation on one of three suggested briefs, and a request for a written answer to one of two set questions, to be brought along to interview(C,D).
	6. All 4 candidates were asked the same 6 questions, and a score matrix used to mark each on their presentations and answers.
3. PROPOSAL
	1. Total scores out of 96 were as follows:
* Candidate A scored 75
* Candidate B scored 68
* Candidate C scored 67
* Candidate D scored 76
	1. The presentation and scores were assessed by the interview panel, taking into consideration the Council’s dynamics and immediate needs. With two candidates scoring so closely, the matrix was double-checked and agreed by the Interview Panel.
1. RECOMMENDATION
	1. For the Council to approve the offer of employment as Deputy Principal Officer/Deputy RFO to Candidate D (E,F).
	2. To approve the draft contract to be sent out and upon receipt of 2 references and qualifications, to start as soon as possible.