

Ettington Parish Council

Procedure for the Recruitment of a Clerk and Responsible Officer (Clerk)

Adopted September 2021

1. The vacancy should be advertised via WALC, the Stratford Herald, the Village Newsletter, the Leamington Courier, OtherALC's, and the Parish Council website. This action will be carried out by the existing Clerk (if still in post) or the Councillor with the HR portfolio (HR Cllr.) as soon as possible after the vacancy has become known.
2. The form of words suitably adapted to reflect any prevailing circumstances appears at Appendix A.
3. At the next scheduled Ordinary PC meeting or sooner by email consensus a recruitment selection panel of 3 Councillors shall be agreed. Ideally it should include the HR Cllr., the Chair or Vice-Chair plus A.N.Other. It would be preferable but not imperative that the trio should include both genders.
4. Applicants will be sent a Job Description (reviewed prior to advertising but based on that at Appendix B).
5. When the application deadline has been reached all documentation relating to those which have been received shall be circulated electronically or in hard copy by post by the existing Clerk or HR Cllr. to ALL PC members.
6. Each PC member, unless declaring an interest through strong acquaintance or family connection with any particular candidate, shall by a reasonable deadline, rate the applications independently and convey confidentially in order of merit the three most fitting in his/her opinion to the Clerk or HR Cllr based on the person specification at Appendix B (which will also have been sent to the applicants)
7. The Clerk or HR Cllr. will aggregate the returns and invite the three highest scoring candidates for interview at a time/date to be agreed with the selection panel.
8. If still in post the existing Clerk will be in attendance at the interviews in a non- voting advisory capacity.
9. The panel will select the future Clerk by majority decision, or if no candidate seems of an appropriate calibre, elect to see more of the applicants, or re-advertise.

10.If at all possible the commencement date for the new Clerk should allow for an overlap with the existing Clerk which can include the experience of a monthly meeting.