

Dereham Town Council
Selection of consultant to assist with the
recruitment and selection Deputy Clerk

Response should be returned to t.needham@derehamtowncouncil.org by 9am on 6th February 2023

Brief for consultants.

The intention of this briefing is to enable suitably qualified consultants to provide a fee estimate for different pieces of work the Council may be looking for assistance with.

Dereham Town Council is a large council providing a wide range of services. These services have gradually increased over time, and are likely continuing to increase; the current precept is £1.28m.

The Deputy Clerk could retire in early 2027, and the Clerk is due to retire in 2032. There will also be two additional posts where current incumbents are due to retire around the same time as the Clerk.

The focus of the work should be on recruiting the Deputy Clerk's position. Consideration should also be given to how the organisation and staff structure may need to develop over the coming years in light of additional services and key members of staff retiring.

It is felt that there may be a need for a facilities manager position in the future, and this should also be given consideration.

There are two specific pieces of work. For both pieces of work you will be liaising with the Clerk, Deputy Clerk, Cllr H King, Cllr Z Flint and Cllr L King. When each piece of work is complete you will report back to the Personnel Committee.

First piece of work.

Job Description and Person specifications.

1. Review and recommend changes to Job description and Person Specification for Clerk and Deputy Clerk. The existing JDs have not been reviewed for 15+ years. The roles and demands have evolved in that time and could potentially evolve further in the next few years.
2. Review contract of employment and make any recommendations. Current contracts are based on NALC/SLCC¹ model contract.
3. Review pay scales for Clerk and Deputy Clerk and make recommendations in line with NALC/SLCC joint agreement and benchmark against comparable roles at other town councils with a similar precept / array of service provision.
4. Review staff structure and if it is felt that a Facilities Manager type position would be needed before the Clerk retires, then develop an outline draft job description and person specification, and provide an indicative grading for such a post. This is only to give an indication, a more detailed assessment would be carried out prior to recruitment.

Second Piece of work

Recruitment and selection.

- 1) Prepare proposal for recruitment and selection process for the Deputy Clerk, to include :
 - a. A scoring system for shortlisting and possibly a screening process if there is a large number of suitable candidates.
 - b. Two stage interview process with scoring.

¹ National Association of Local Councils/ Society of Local Council Clerks.

- i. A technical and competencies interview with Clerk, consultant and Chairman of the Personnel Committee.
- ii. A communications interview with Councillors supported by a consultant. Candidate to be given a 'real life' dilemma to analyse and present a report with options to Councillors.

Example – scenario.

The Town Council needs to refurbish the public toilets it is responsible for. The toilets are currently free to use, but the Council would like to consider whether it is feasible/desirable to install some kind of payment system. The reason for considering this is firstly whether charging would help reduce vandalism and secondly to help cover the cost of providing the service.

Please give this matter some thought, carry out some research and present your thoughts regarding the options to a committee of Councillors. Submit your report 3 days before the interview.

- c. Some outlined guidance on the induction process following appointment of the Deputy Clerk.
- d. Any other recommendations regarding recruitment, selection and induction that could support the recruitment of a best possible candidate.

Within your submission please include the following:

- 1) A broad outline as to how you might approach the work, including a time line. While the recruitment may be some months off, with as yet no confirmed date, we are keen for the first piece of work to be completed ASAP.
- 2) The CV of the person who would be carrying out the work, detailing their experience and qualifications, including details with regards to experience with:
 - a. Working with Town Council's of similar size and complexity.
 - b. Knowledge of, and experience in conducting Job evaluations using the NALC/SLCC job-evaluation, with towns of similar size and complexity.
 - c. Contact details of where a reference could be taken up.
- 3) Outline of the expertise and experience immediately available to the preferred consultant through other associates/colleagues.
- 4) Cost for the work i.e. please provide the day-rate for the consultant and estimated number of days. Please give a breakdown of estimated number/fraction of days for each task so that it can be seen that the number of days looks like a reasonable estimate.