

DUNSTABLE TOWN COUNCIL**APPEALS AND APPOINTMENTS SUB-COMMITTEE****13 APRIL 2022****RECRUITMENT PROCESS FOR THE ROLE OF TOWN CLERK AND CHIEF EXECUTIVE**

Purpose of Report: The purpose of this report is to record the process undertaken for the recruitment of the Town Clerk and Chief Executive and to present the recommendation of the Sub-Committee to Council for the appointment of the successful candidate.

1. ACTION RECOMMENDED

- 1.1 That Paul Hodson currently serving as Town Clerk at Buckingham Town Council is appointed Town Clerk and Chief Executive of the Council; start date to be confirmed¹ and orally presented to members at the Council meeting.

2. BACKGROUND

- 2.1 At its meeting on 7 February, the Council agreed the process for recruiting a new Town Clerk and Chief Executive following the announcement of the existing Town Clerk and Chief Executive that he will be leaving the Council in August 2022.
- 2.2 As a result of this decision, Penna recruitment consultants were commissioned to undertake the agreed recruitment process and the post was advertised accordingly.
- 2.3 The recruitment campaign secured thirteen applications and following an initial desk top assessment, the Appeals and Appointments Committee selected seven candidates to go forward on a long list.
- 2.4 The long list candidates then completed a technical interview with the Town Clerk and Chief Executive and a consultant from Penna and submitted a five-minute video outlining why they thought they would be the best candidate for the job.
- 2.5 This process led to four candidates being recommended and then selected by the Appeals and Appointments Committee to take forward to final interview held on Wednesday 13 April.
- 2.6 The final interview process involved a stakeholder interview with the Head of Grounds and Environmental Services, Head of Community Services, Head of Finance, and the Business Support Manager followed by a final interview (that involved a presentation) with the Appeals and Appointments Sub-Committee.

¹ Members should note that the current Town Clerk and Chief Executive does not actually leave the employment of the Council until Sunday 28 August. He will be on annual leave from Monday 8 August having undertaken a two-week handover period with the new Town Clerk and Chief Executive.

2.7 Following a comprehensive assessment of all aspects of the recruitment process, Paul Hodson was the unanimously agreed successful candidate to recommend to Council . **FINANCIAL IMPLICATIONS**

3.1 None. The full budget for this post is already identified in the current annual revenue budget. The successful candidate will be appointed on the base of the approved salary scale set out below:

SCP 60 - £75,296

SCP 61 - £77,193

SCP 62 - £79,144

SCP 63 - £81,066

4. POLICY AND CORPORATE PLAN IMPLICATIONS

4.1 None

5. HEALTH AND SAFETY IMPLICATIONS

5.1 On behalf of the Council, the Town Clerk and Chief Executive has overall responsibility for all aspects of the Council's health and safety responsibilities.

6. HUMAN RESOURCE IMPLICATIONS AND LEGAL IMPLICATIONS

6.1 The Council has a legal requirement to employ a Proper Officer and Head of the Paid Service.

7. AUTHOR

David Ashlee – Town Clerk and Chief Executive
david.ashlee@dunstable.gov.uk