

To receive a report on additional Human Resources Support Consultancy provision and consider any actions and associated expenditure

Report to: Personnel Committee

Date of Report: 25.02.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the report: To inform the Personnel Committee of the key requirements for establishing and maintaining a robust and effective system for recruiting to the Town Council's staffing structure.

Officer's Recommendations

1. Members are asked to consider appointing Human Resources Support Consultancy (HRSC) to provide professional support in the preparation and review of the advertisement, job description, person specification, and applications (CVs and covering letters) for the post of Operations Manager / Responsible Finance Officer (RFO), as well as to attend the first round of interviews.
2. Members are further asked to consider appointing HRSC to support the shortlisting process for the Communications and Engagement Officer role, including the review of shortlisted applications prior to interview, and to attend the first round of interviews.
3. At a cost of £75 per hour working within budget code 6701 EMF Staff Recruitment. It is recommended that authority be delegated to the Town Clerk to manage both appointments, including determining specific requirements and the number of hours required.

Report Summary

HRSC, the Town Council's newly appointed HR consultant, has dedicated a substantial number of hours working closely with the Town Clerk to gain a strong understanding of the Town Council and its organisational structure. It is evident that they now have a comprehensive grasp of the Town Council's workforce planning, culture, and operational requirements.

The Operations Manager / RFO is a pivotal role within the Town Council's staffing structure. It is therefore essential that all elements of the recruitment process, including shortlisting, interviews, and final appointment, are carried out in a robust and well-supported manner. HRSC's involvement will provide valuable professional expertise to help ensure the process is comprehensive, fair, and aligned with the organisational needs of the Town Council.

In the period leading up to interviews, HRSC will work closely with the Town Clerk, who is leading this recruitment process, to provide specialist advice and support as required. On the interview day, HRSC's responsibilities will include ensuring accurate record-keeping, offering professional guidance to the interview panel where appropriate, and assisting the panel in identifying the candidate who best meets the needs of the Town Council. There is a strong possibility that second interviews will be required, to also include HR support.

Additionally, Members are advised to appoint HRSC to support the recruitment of the Communications and Engagement Officer. In this instance, their involvement would be limited to providing expert input on the shortlisted candidates and attending the first round of interviews only to ensure accurate records are maintained. By doing so, will elevate the pressure from the Town Clerk.

Budgets

Budget Codes: 6701 EMF Staff Recruitment

Budget Availability: £8,233

Committed Spend: £155

Signature of Officer:

Town Clerk / RFO