



Royal Sutton Coldfield Town Council

Human Resources Sub Committee

19 December 2018

Update on Recruitment

Agenda Item 5

1. Purpose of Report

To update Council on the work undertaken to develop a new staffing structure in order to ensure there is capacity to deliver the Council's Strategic Plan.

2. Recommendations

That the Town Council notes:

1. Progress to date on the recruitment exercises carried out in November 2018 and approves:
2. The change in the job title of the Town Clerk and Deputy Clerk

3. Recent Recruitment Exercise

Council approved a staffing structure in September 2018 ([Appendix 1](#)) in which six new posts were agreed:

- Deputy Clerk
- Programme Delivery Manager Neighbourhoods
- Programme Delivery Manager Communities
- Community Engagement Officer
- Administrative Assistant
- Democratic Services Officer

In November four of these posts were advertised. There were 44 applications for the Administrative Assistant role, 77 for the Community Engagement Officer role and 14 and 28 respectively for the Programme Delivery Manager Neighbourhoods and Programme Delivery Manager Communities roles.

A second round of interviews will be held in the new year for the Admin post.

In the case of the other three posts advertised we are now going through the final stages of confirming these appointments and the new people should be in post by early February.

We are now in a position to proceed with the second phase of recruitment and in particular the Deputy Clerk position.

4. Change in Job titles

The Town Clerk is appointed as the 'Head of Paid Service', a role that has specific statutory obligations. In local councils traditionally, this role has been known as the Town Clerk. This title dates back to the 15 Century. Since the 1970's however, the role and functions of town and parish councils have increased significantly.

The title Clerk does not properly reflect the breadth of the role and as a result there is a growing use of other titles such as Council Manager and Executive Officer. It is proposed that in recognition of the areas in which the Town Council is now operating it would be more appropriate for the 'Head of Paid Service' to be called The Chief Executive Officer and Town Clerk. In practice this would be shortened to Chief Executive Officer (CEO) but the retention of the term Town Clerk reflects the continuing legal position as 'Proper Officer' to the Council.

If Council agrees this change, the Deputy Town Clerk position will become the Assistant Chief Executive Officer.

5. Financial Implications

The recommendations can be met from budgets recommended by Strategy and Resources for approval by Council.

6. Recommendations

Committee is recommended to note the progress to date on the recruitment exercises carried out in November 2018 and recommend to Full Council the change in the job title of the Town Clerk and Deputy Clerk

Olive O'Sullivan

Town Clerk