

Whaley Bridge Town Council - Human Resources Committee

Proposed Terms of Reference

The role of the Human Resources Committee is to work between Council meetings in managing and overseeing the process of recruitment of the replacement Town Clerk, so ensuring this continues uninterrupted and with urgency.

It will act in accordance with the principles laid out at the Town Council Meeting of 13th August, and ensure good practice is followed at all times.

It will act to ensure the successful candidate is chosen without bias or favour, according to a robust process of objective appraisal.

Delegations Requested

- To incur necessary recruitment expenses up to £1000,
- To commission professionally conducted verbal reasoning or psychometric tests,
- To engage external advisers/interviewers from relevant agencies such as DALC,
- To place advertisements of the vacancy as is necessary to reach the right level of candidate
- To finalise a scoring system for selection

A member of the Committee may also be member of the First Interview Panel.

If no suitable candidate is found in any interview round, it will work to engage temporary cover until such time as a suitable candidate is found.