

Guidance Note from Council HR and Governance Support Council Consultancy (CHRGs)

The Council needs to establish an Appointments Panel for the recruitment of a new Town Clerk. This Panel will comprise of five Members, who will need to commit to give priority to undertaking some recruitment training, shortlisting and for the interviews.

To be considered for the panel, members will be asked to complete the attached questionnaire and return it to the Town Clerk by (insert date).. If a member does not return the questionnaire, it will be assumed that they do not wish to be considered for the appointments panel.

These questions are designed to test fairness, capability, understanding of the role, political neutrality, time commitment, and panel behaviour.

Our external advisor, CHRGs, will review the applications and work with us to help ensure we have a Panel that is both professionally capable and properly balanced in as many respects as possible (gender, political, age, Council experience, workplace experience etc) in time for a recommendation to be made to Council in (insert date).

APPOINTMENTS PANEL QUESTIONNAIRE (Example – subject to change)

Councillor.....

1. What motivates you to be on the interview panel, and what perspective would you bring?
2. What specific contribution do you feel you can make to the panel?
3. How will you ensure fairness, impartiality, and good governance throughout the recruitment process?
4. Are you able to commit fully to the preparation and time required for the full recruitment process (including any briefings, training, shortlisting, interviews and wash-up), prioritising these dates above other commitments?
5. What are your particular interests in the Council’s work and in the town? E.g. Housing, Climate, Property, Governance, Planning, Heritage etc
6. If you have previous interview or recruitment experience, please outline it briefly.

PLEASE SUBMIT THE QUESTIONNAIRE TO THE TOWN CLERK by noon on (insert date).