

## NORTHSTOWE TOWN COUNCIL - Recruitment Timetable : MARKET MANAGER Position

Task	Date	Lead
Approval for recruitment process to start	Tue 31 <sup>st</sup> Oct. '23	<a href="#">Full Council, item 153/23-24(5)</a>
Discuss & approve recruitment paperwork; and recommend to FC for final approval. NB: minor changes to advertising proposals approved; all other paperwork approved as proposed.	Tue 5 <sup>th</sup> Dec. '23	<a href="#">Personnel Committee 5th Dec. '23, item 26/23-24</a>
Formation recruitment panel and decide on interview date (with flexibility built in for this period to be extended were insufficient applications to be received). Resolved that recruitment panel is to form of: Clerk, with Cllr Delip and Cllr Nikoro.	Tue 5 <sup>th</sup> Dec. '23	Personnel Committee
Final approval recruitment paperwork & recruitment procedures	Tue 19 <sup>th</sup> Dec. '23	Full Council
Start date advertising post	Wed 20 <sup>th</sup> Dec. '23	Town Clerk / Deputy Clerk
Closing date applications	Sun 21 <sup>st</sup> Jan. '24	Town Clerk / Deputy Clerk
Shortlist and invite for interview	Wk./c 22 <sup>nd</sup> Jan. '24	Town Clerk & Recruitment Panel
Interviews held	Wk./c 29 <sup>th</sup> Jan. '24 ( <i>dates TBC</i> )	Recruitment Panel
Selection preferred candidate	Wk./c 29 <sup>th</sup> Jan. '24	Recruitment Panel
Write to the successful applicant, offering employment and enclosing a Statement of Particulars	Wk./c 29 <sup>th</sup> Jan. '24	Town Clerk
Take up references and check them before confirming the appointment	Wk./c 29 <sup>th</sup> Jan. '24 or 5 <sup>th</sup> Feb. '24	Town Clerk
Agree start date, following acceptance of offer	Wk./c 5 <sup>th</sup> Feb. '24	Town Clerk & Recruitment Panel
Inform unsuccessful candidates in writing once the appointment has been confirmed	Wk./c 5 <sup>th</sup> Feb. '24	Town Clerk
Notification of approved applicant and start date	Wk./c 5 <sup>th</sup> Feb. '24	Info to: Personnel Committee (and added to meeting, scheduled for 5 <sup>th</sup> March 2024)
Obtain approval for the appointment at Full Council	27 <sup>th</sup> Feb. 2024	Full Council (at meeting)
Start date new member of staff & Induction thereafter	1 <sup>st</sup> March 2024, or as early as possible? TBC	Town Clerk