

**Subject:** Fw: Ticket #1760081: Clerk / RFO Recruitment  
**From:** "Clerk Appletonwiske" <[clerk@appletonwiske.com](mailto:clerk@appletonwiske.com)>  
**Sent:** 02/08/2023 14:56:42  
**To:** "Ken Blackwood" <[ken@appletonwiske.com](mailto:ken@appletonwiske.com)>;

----- Forwarded Message -----

From "Yorkshire Local Councils Associations" <[admin@localcouncils.org](mailto:admin@localcouncils.org)>  
To [clerk@appletonwiske.com](mailto:clerk@appletonwiske.com)  
Date 02/08/2023 09:16:13  
Subject Ticket #1760081: Clerk / RFO Recruitment

Ken Blackwood,

The following ticket has been updated:

Ticket #: 1760081  
Subject: Clerk / RFO Recruitment  
Status: Closed  
Priority: Important  
Category: Employment  
Date: Wed, 02 Aug 2023 09:16:12 +0100  
Author: Sheena Spence

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Dear Councillor Blackwood,

#### APPLETON WISKE PARISH COUNCIL – CLERK/RFO RECRUITMENT

Thank you for your enquiry of 27 July 2023.

These Associations can advise that the council is a local authority and must therefore comply with legislation in this regard, and also exercise best practice where there is no formal governance of a particular element of the recruitment process.

The recruitment process must be fair, equitable and competitive these requirements are defined by the Equality Act 2010 and the Local Government and Housing Act 1989, and a council must undertake it formally and professionally.

A council is strongly advised to advertise the vacancy because the appointment must be made on merit (Local Government and Housing Act 1989). That really means that there should be a competitive process and that can be achieved by way of advertising

The law does not state where the advertisement will be placed and indeed the council may feel that it only needs to put it on the local notice board(s) for a period of time. This period too is not defined by law and thus the council needs to display the advertisement for a reasonable time. Fourteen days is usually accepted as being reasonable for that purpose.

You have also asked of the most appropriate recipient of the applications forms. We can advise that this depends on arrangements in individual parishes. Obviously if the acting clerk was an applicant for the post, that person is not suitable as the recipient. The Chair of the Council or Chair of the Council's Personnel Committee are both suitable recipients. We do not know from your current enquiry whether the Council has fully delegated the recruitment process to the Committee; if this is the arrangement, it would be reasonable that the recipient is the Chair of that Committee.

Yours sincerely,

Sheena Spence  
CHIEF OFFICER

Do not respond to the e-mail address: [admin@localcouncils.org](mailto:admin@localcouncils.org) <<mailto:admin@localcouncils.org>>

The address is our website provider's. You will not get a response.

To access any attachment that we are sending to you, scroll to the foot of this e-mail and access the attachment via the link provided.

If you are asked to provide more information or have further questions in this matter, please log back into this ticket using the link, enter your info/enquiry and save. This will update the ticket.

Do not e-mail any additional information or questions to our admin address or direct to a YLCA officer's e-mail address. Thank you.

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Yorkshire Local Councils Associations, Suite 8, Sibling Workspace, Station Road, Tadcaster, LS24 9JF. Tel: 01937 228602. E: [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk). Website: [www.yorkshirelca.gov.uk](http://www.yorkshirelca.gov.uk) This transmission is confidential for the sole use of the addressee(s). If received in error, please notify us immediately and delete it. Any disclosure, reproduction, modification, or publication of this transmission without prior written consent is strictly prohibited. Any views indicated are solely those of the author and, unless expressly confirmed, not those of Yorkshire Local Councils Associations. Please note that this advice is for the exclusive use of the Council or Parish Meeting and is based on the information supplied to YLCA.

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You may view your ticket and download any attachments here: <https://www.yorkshirelca.gov.uk/member-support,1760081.html#element-1762801>

Thanks

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Yorkshire Local Councils Associations