



GREAT OLDBURY PARISH COUNCIL

MINUTES OF THE GREAT OLDBURY STAFFING COMMITTEE MEETING, HELD ON THURSDAY 3RD OCTOBER 2024, AT 9.30PM IN STANDISH VILLAGE HALL

In attendance: Cllrs Sonia Brinkworth, Robert Brown and Andrew Deighton

Clerk: Irena Litton

15/SC To receive apologies for absence.

There were none.

16/SC To receive Declarations of Interest on Items in the Agenda.

There were none.

17/SC To approve the Minutes from the Staffing Committee meeting held on Thursday 4th July 2024.

The Minutes were approved and signed for the Staffing Committee Meeting held on Thursday 4th July 2024.

<https://www.greatoldbury-pc.gov.uk/uploads/gopc-staffing-committee-minutes-4th-july-2024.pdf?v=1721051105>

18/SC To ratify the appointment of Mrs Irena Litton, to act as the Locum Clerk.

The Committee agreed to ratify the appointment of Mrs Irena Litton, to act as the Locum Clerk.

Terms of employment, hours and salary were approved.

Alternative Locum Cover is to be arranged, for when Mrs Litton is on holiday, if required.

19/SC To agree the recruitment process for a new Permanent Clerk.

The Committee agreed to the recruitment process and timetable.

The Committee agreed to:

- Part-time: 15 hours per week. Pay scale is LC2 (SCP 18-23) £11,865- £12,715 pro-rata £29,269 - £31,364 (based on a 37-hour week), depending on experience (pay award pending).
- Pension provision: employers contribution 5%, into a Nest Account.
- To adapt the NALC model contract as required.
- The Committee agreed the job specification.

The Committee agreed to post the advertisement in the following places:

- GAPTC
- Glos Jobs
- Facebook
- Councils' Noticeboard and Website
- School Newsletters.

20/SC Date of the next meeting – tba – venue to be confirmed.

The date for the next meeting is scheduled for 23rd October 2024.

There being no further business to transact, the meeting was closed at 9.50pm.