



# GREAT OLDBURY PARISH COUNCIL

Mrs Irena Litton BEM. 34 Dozule Close, Gloucestershire. GL10 3NL  
Tel No 01453 822287

To: Parish Councillor

30<sup>th</sup> May 2024

Martin Bowman, Sonia Brinkworth, Robert Brown, Chris Coombs, Andrew Deighton, Edward Turnbull-Scott and Phillip Ward

Members of the Staffing Committee are summoned to attend so the business set out below can be considered and resolved.

**NOTICE OF THE STAFFING COMMITTEE MEETING** - To be held at 8.30pm (or following on from the Parish Council Meeting) on Thursday the 6<sup>th</sup> June 2024 – Standish Village Hall

## AGENDA

- 1/SC To elect a Chairman for the Staffing Committee
- 2/SC To receive apologies for absence.
- 3/SC To receive Declarations of Interest on items in the agenda.
- 4/SC To agree the recruitment process for the Clerk's position
  - a) To agree the timetable and procedures.
  - b) To agree the salary scale, pension provision and draft model contract for the Clerk.
  - c) To agree the advertisement and places to post the advert.
  - d) To agree the job specification.
- 5/SC To approve the extension of the Contract for the Locum Clerk, until a new Clerk is appointed and commencement date has been agreed.
- 6/SC To note the Locum Clerk's holiday dates.
- 7/SC Date of the next meeting – tba and venue to be confirmed.

Mrs Irena Litton  
Clerk to the Parish Council