



GREAT OLDBURY PARISH COUNCIL

MINUTES OF THE GREAT OLDBURY STAFFING COMMITTEE MEETING, HELD ON THURSDAY 6TH JUNE 2024, AT 8.30PM IN STANDISH VILLAGE HALL

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

Clerk: Irena Litton

1/SC To elect a Chair for the Staffing Committee.

Cllr Sonia Brinkworth was elected Chair of the Staffing Committee.

2/SC To receive apologies for absence.

There were none.

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

There were none.

4/SC To agree the recruitment process for the Clerk's position.

a) To agree the timetable and procedures

The Committee agreed the timetable with the advert to be issued as soon as the Council's website is live.

The applications will be sifted down to a maximum of 4 candidates.

b) To agree the salary scale, pension provision and draft model contract for the Clerk.

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.

c) To agree the advertisement and places to post the advert.

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

- GAPTC
- Glos Jobs

- Facebook
- Councils' Noticeboard and Website
- School Newsletters.

d) To agree the job specification.

The Committee agreed the job specification.

5/SC To approve the extension of the Contract for the Locum Clerk, until a new Clerk is appointed and a commencement date has been agreed.

The Committee agreed to extend the contract for the Locum Clerk until the 2nd August 2024.

It was noted that the contract for the Locum Clerk can be terminated by one weeks' notice from either party.

6/SC To note the Locum Clerk's holiday dates.

The Clerk reported that the Payroll provider had confirmed that the holiday entitlement until the end of June, is 31 hours.

The Clerk will take 11 hours holiday w/c 17th June and 20 hours w/c 24th June.

The Committee noted the dates.

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

The Committee agreed to set the date for the next meeting as Thursday 4th July 2024, to commence at 8.30pm, or following on from the main Parish Council meeting.

There being no further business to transact, the meeting was closed at 9pm.