

1 Introduction

The current Clerk leaves the Council's employment on 21st May 2021. The Council has started a recruitment process for a permanent replacement with job adverts placed and a closing date for applications of 21st May 2021.

The Parish Council gave the approval on 12th April 2021 for the consideration of the appointment of a locum clerk to assist the Council through this transitional period. The Human Resources Committee on 14th April 2021 agreed the search for a locum Clerk/RFO to run alongside the permanent recruitment.

2 Locum Clerk

An offer from a locum Clerk has been received and an informal meeting between the applicant and some Councillors has taken place to discuss the basis on which the offer is made.

The following are the terms on which the Locum Clerk can be appointed on a temporary basis:

Salary

- £25 per hour

Additional expenses:

- Home working allowance £26 per month
- Mileage £0.45 per mile (Travel to meetings)

Hours:

- Not more than an average of 13 hours per week with the locum to invoice each month according to the hours worked.

Holidays

- Annual entitlement of 21 days holiday with the understanding that any holiday entitlement not used within the period of employment will be paid at the end of the employment.

Employment

- The Locum will become an employee of the Council to be paid through PAYE so the Council may have NI cost to pay. This will be handled by Simon Day & Co and may attract additional admin costs for the setting up of a new employee.
- No Pension is being requested.
- The terms of employment to be set out in a written statement and to be signed by the Chairman and applicant if approved.

3 Acting Clerk and Acting Responsible Financial Officer (RFO)

If the Council does not wish to appoint the locum Clerk as detailed in the offer above, then it must appoint from the Council the unpaid positions of Acting Clerk and Acting RFO. This can be filled by one Councillor holding both post or two different Councillors can be appointed

to the roles. A Councillor holding the post of Acting RFO would be unable to vote on any financial matters. The Councillors would remain in these posts until a Clerk/RFO was recruited.

Recommendation: That the Council consider its arrangements for covering the Clerk until a permanent replacement can be recruited and either names and appoints an unpaid Acting Clerk and unpaid Acting Responsible Financial Officer or appoints the Locum Clerk under the terms set out at paragraph 2 of the report.