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| **Meeting Type**: Staffing Committee | **Agenda Item:** 6 |
| **Date of Meeting:** 03 Sept 2025 |  |
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| **OAKHAM TOWN COUNCIL** |
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| **Report Author:**  | **Purpose:** Decision / ~~Discussion / Update~~  |
| **Title:** Administration Assistant - Extension of contract |
| **Background:**The contract for our administrative assistant expires at the end of September.With reference to item 6.1 Staffing is being asked to consider an extension of the. exiting contract  |
| **Proposal:**1. That the Staffing Committee recommends full council approve additional administrative support to assist the Clerk and office team in managing current and projected workload, ensuring effective project delivery and completion of CiLCA training.
2. Indicative costs are dependent on hours/week worked and for a six month extension are as follows: 15 hours - £6,045; 20 hours £8,060; 25 hours £10,525.
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For completion by the office

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| *Budget Header:* |  |
| *Proposed Expenditure* |  | *Initial Budget* |  | *Unbilled Expenditure* |  |
| *Budget Remaining* |  | *Time Sensitive (Y/N)* |  | *Expiry Date* |  |