

Agenda Item 7: Extension of Locum Clerk Contract

1. Purpose

To consider and approve a **six-month** extension to the contract of the current Locum Clerk, commencing from the date of this meeting on **12th August** 2026, to ensure continued administrative stability, operational continuity, and support during the ongoing transition period.

2. Background

Current Engagement: The Council currently utilises the services of a Locum Clerk to manage core administrative duties, oversee council meetings, and support ongoing governance tasks.

Operational Continuity: With recent staffing changes, upcoming recruitment initiatives, and the need for a structured handover, retaining experienced locum support is critical to maintaining council operations without disruption.

Transition Requirements: An extension of one month from **12th August** 2026 will provide adequate time to bridge the gap until newly recruited permanent staff are fully onboarded and integrated into their roles.

3. Proposal

The Council is invited to review the requirement for ongoing interim management and to authorise an extension of the Locum Clerk's contract for an additional **six-month** term, under the existing contractual terms and daily or hourly rates.

4. Financial Implications

- **Contract Costs:** Continued expenditure for the Locum Clerk services for an additional four-week period.
- **Budget Provision:** Funding to be allocated from existing salary underspends or designated council reserves.

5. Recommendations

The Council is recommended to:

Approve the extension of the Locum Clerk's contract for a period of **six months**, commencing from **12th August** 2026.

Authorise the Chair of the Council or designated member to sign any necessary paperwork or contract amendments to give effect to this extension.