



**Request for a Locum Clerk from Local Council Consultancy (LCC)**

<p><b>Name &amp; Address of Organisation:</b></p>  <p><b>Website:</b></p>
<p><b>Name &amp; Role of Primary Contact:</b></p>  <p><b>Phone:</b></p> <p><b>Email:</b></p>
<p><b>Overview of Council (i.e. size of Council - population served, number of staff, number of Councillors, precept etc):</b></p>   
<p><b>Overview of Requirement/Background:</b></p>    
<p><b>Main Responsibilities of Role:</b></p>    
<p><b>Finance Package Used:</b></p>   
<p><b>Duration of Contract (i.e 3 months plus desirable start date):</b></p>   
<p><b>No of Hours Per Week required (please note any specific days/times that apply):</b></p>    

**Location of work (due to the pandemic all work should be remote unless it is essential to be in the Council office):**

**Essential skills/knowledge required:**

**Any other relevant information:**