



WOMBOURNE PARISH COUNCIL

Minutes of the STAFFING COMMITTEE MEETING

held on **Tuesday 5th December 2023** at 6.15pm

This meeting was held in the Brook Room, Civic Centre, Gravel Hill, Wombourne, WV5 9HA

Present – Committee Members-

Councillors: Jan Evans (Vice-Chairman), Ian Sadler, Mary Roberts (Chairman)

Clerk – Rachael Wright

Having regard to the confidential nature of the business to be transacted, this meeting was not open to the Press and Public, pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

10/23 – Apologies

None.

11/23 – Declarations of Interest

None.

12/23 – Minutes of the last meetings

Members approved the minutes from the meetings on 18th September 2023 and 13th November 2023.

13/23 – National Joint Council for Local Government Services Pay Agreement

Members noted the report.

14/23 – Request from a member of staff to change their hours

Members considered the request and report and approved the recommendations within it. It was noted from 1st April 2024, the Assistant to the Clerk will be reducing her hours to twelve per week over two days, the Administrative Assistant will be increasing her to hours to thirty per week over five days and from 1st October 2024, the Clerk will be reducing her hours to thirty per week over four days.

15/23 – Staff salaries from 1st April 2024

Members considered and approved the report, agreeing staff salaries from 1st April 2024.

16/23 – Next meeting

Members agreed to meet when required, subject to an agenda being issued as required by law.

The meeting closed at 6.30pm

Signed:

Dated: