



## **WOMBOURNE PARISH COUNCIL**

### **Minutes of the STAFFING COMMITTEE MEETING**

held on **Monday 5<sup>th</sup> February 2024** at 6.30pm

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

#### **Present – Committee Members-**

Councillors: Mike Davies, 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.**

#### **01/24 – Apologies**

None.

#### **02/24 – Declarations of Interest**

None.

#### **03/24 – Minutes of the last meetings**

Members approved the minutes from the meeting on 5<sup>th</sup> December 2023.

#### **04/24 – Request from a member of staff**

- a) Members noted the request.
- b) Members agreed for the Chairman and Clerk to obtain advice and information in relation to the request and to report back to the Committee.

#### **05/24 – Planning for absences**

Members noted the planned absence for the Part Time Superintendent. It was agreed an advert should be put out as soon as possible for a temporary replacement, for a period of 3 to 6 months.

Members agreed to delegate the creation of the vacancy pack to the Clerk, but requested it was emailed to all members of the Committee. It was agreed the interviews should take place with the Clerk and Chairman in line with recommended timescales in the vacancy pack.

#### **06/24 – Next meeting**

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

**The meeting closed at 6.55pm**

**Signed:** .....

**Dated:** .....