



WOMBOURNE PARISH COUNCIL

**Staffing Committee Meeting
Monday 7th April 2025
at 7.00pm**

Committee Members: Councillors Mike Davies, Jan Evans (Vice-Chairman), Mary Roberts (Chairman), Ian Sadler

Dear Councillor,

You are hereby summoned to the above meeting for the transaction of business as set out below. The meeting will be held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

Rachael Wright

Mrs Rachael Wright
Clerk to the Parish Council
27th March 2025

AGENDA

Part 1 – open to the public

- 1. Apologies** – *to note any apologies received from Councillors*
- 2. Declarations of Interest** – *Councillors are reminded of their responsibility to declare any disclosable pecuniary interests they may have in any item of business on the agenda. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest, as defined by regulations made by the Secretary of State under the Localism Act 2011*
- 3. Minutes of the last Meeting** – *to approve the minutes from the meetings on 25th November 2024*

Part 2 (private)

Items which may be taken in absence of the Public and Press on the grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (Admission to meetings) Act 1960.

- 4. Exclusion of the Public and Press** - *Members are recommended to approve the following resolution:*

“That under Section 100 (A) (4) of the Local Government Act 1972 and the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting of the following items of business on the grounds that they involve the likely disclosure of exempt information.”

- 5. Request for Job Review from Staff Member** - *to consider a formal request from a staff member for a job title and salary review*
- 6. Approval of Staff Salaries from April 2025** - *to review and approve the staff salaries effective from 1st April 2025*
- 7. Resignation of Staff Member** - *to note the resignation letter from a staff member*

8. Review and Approval of Replacement Proposal - *to review, discuss and approve the proposal for the recruitment of the replacement role and if agreed, sign off Vacancy Pack prior to submission to Full Council*

9. Staff Conversation and Timeline Agreement - *to note the details of a recent conversation held with a member of staff and agree on appropriate timelines and subsequent actions*

10. Date of Next Meeting - *to agree on the date and time for the next Staffing Committee meeting*