



WOMBOURNE PARISH COUNCIL

Minutes of the STAFFING COMMITTEE MEETING

held on **Monday 7th April 2025** at 7.00pm

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

Present – Committee Members-

Councillors: Mike Davies, Ian Sadler, Mary Roberts (Chairman)

Clerk – Rachael Wright

01/25 – Apologies

Apologies were received from Councillor Jan Evans.

02/25 – Declarations of Interest

None

03/25 – Minutes of the Last Meeting

Members approved the minutes from the meeting on 25th November 2024.

04/25 – Exclusion of the Public and Press

Members resolved 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.

05/25 – Request for Job Review from Staff Member

Members reviewed the request from a staff member, including the supporting information sent along with the request. They all agreed the job title and salary banding was appropriate, however, in recognition of the staff member's contribution, agreed to increase their salary by 3 points from 1st April 2025. It was agreed a formal letter would be sent to the staff member setting out why the request was not agreed.

06/25 – Approval of Staff Salaries from April 2025

Members agreed the staff salaries with effect from 1st April 2025.

07/25 – Resignation of Staff Member

Members noted the resignation letter from the Assistant to the Clerk, noting her employment would end on 30th June 2025, but taking annual leave, her last day at work would be 11th June 2025.

08/25 – Review and Approval of Replacement Proposal

Members agreed to the proposal to appoint a Deputy Clerk and agreed the accompanying vacancy pack. They agreed sign off would be sought from Full Council, for the additional funds to come from general reserves and then the vacancy should be advertised ASAP.

09/25 – Staff Conversation and Timeline Agreement

Members noted the conversation between the Clerk and Superintendent and agreed since they were now in receipt of his formal notice of resignation, that a proposal should be approved and signed off by Full Council for replacement on like for like basis and they would review the proposal and vacancy pack at their next meeting so that it could be advertised ASAP.

10/25 – Date of Next Meeting

Members agreed to meet on Tuesday 15th April 2025 at 11am.

The meeting closed at 8pm.

Signed:

Dated: