



# AGENDA

Council Office, Arden Hall, Water Orton Road, Castle Bromwich, Solihull, B36 9PB  
Tel: 0121 747 6503 Fax 0121 747 2187

E-mail: [counciloffice@castlebromwichpc.gov.uk](mailto:counciloffice@castlebromwichpc.gov.uk)

Website: [www.castlebromwichpc.gov.uk](http://www.castlebromwichpc.gov.uk)

Monday, July 26, 2011

To: Staff Panel Members  
Cllrs Haywood/Riordan/Knibb

Dear Councillor,

You are hereby summoned to attend a Meeting of the Staffing Panel to be held in the **YORK ROOM** at Arden Hall, Castle Bromwich, on **FRIDAY, 29th JULY 2011 at 7.15 pm** for the transaction of the following business, viz: -

## **BUSINESS TO BE TRANSACTED**

- 1. Election of Chair**
- 2. Apologies for Absence.**
- 3. Declarations of Personal or other interests.**

Members are asked to declare interests in items on the agenda, in accordance with Section 94 of the Local Government Act 1972, Section 106 of the Local Government Finance Act 1992 and the Local Authorities Code of Conduct Order 2007.

- 4. Minutes of the Previous Meeting.**

To read and confirm Minutes of the Meeting held on 3rd March 2011 (already circulated).

- 5. Review of Terms of Reference of Staff Panel and Agreement of Procedure**

- 6. Members to approve reserve member being appointed to Staff Panel**

To ensure that any further Hearings are quorate in the event that Staff Panel members may be unavailable due to holiday commitments, members to consider appointing a reserve member to the Panel. The Employee who has submitted the grievance is not available to attend this hearing.

- 7. Complaint against employee – to be discussed in private**

Correspondence to be circulated to Staff Panel Members (to follow)

- 8. Consideration of complaint**

- 9. Decision**

- 10. Grievance from employee – to be discussed in private**

Grievance to be circulated to Staff Panel Members (to follow)– the employee is not available to attend this hearing and has requested the Panel consider an alternative date which would be convenient for consideration and decision on the Grievance.

Yours faithfully,

Diane Weir (Mrs.)  
Assistant Clerk to the  
Council

### **NOTE TO THE PUBLIC:**

**Members of the Public are most welcome to observe proceedings at Committee meetings (yellow, pink or blue agendas) but Standing Orders do not allow participation by members of the public. Informal questions may be discussed individually with any Councillor prior to the start of the Committee meeting which may or may not be considered depending on the contents of the Agenda.**

[Please note: Temporary exclusion of the public and press will be necessary at this meeting to discuss matters of a special and/or confidential nature.] Council Standing Orders are available on request to the Clerk or Council Office and are subject to periodic review, taking advice of the National Association of Local Councils and following the Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 Ss 100A.]