

**MINUTES OF THE MEETING OF THE STAFF
PANEL HELD IN ARDEN HALL, CASTLE
BROMWICH, ON THURSDAY 3RD DECEMBER 2009
AT 8.00 PM**

Those present:

- Chairman:** Cllr Mrs. Haywood
- Councillors:** Cllr A Terry Cllr J Riordan
- Officer:** Mrs. C Tibbles
- Public:** None

1. Apologies.

None received.

2. Declarations of personal or other interests.

None declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of the Cllr Riordan, **SECONDED** by Cllr Terry, with 2 votes in favour, 0 votes against and 1 abstention, **IT WAS RESOLVED** that the Minutes of the Meeting held on Thursday 17th September, 2009 having been circulated, be signed as a true and correct record of the Meeting.

4. Terms of Reference of Staff Panel.

Members noted that the Council had been notified of the NALC recommendation of delegated powers and terms of reference with regard to the Proper Officer.

5. Correspondence.

Following consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Terry and with 3 votes in favour, none against and 0 abstentions, **IT WAS UNANIMOUSLY RESOLVED** that, for this and future meetings, the correspondence and staff matters, under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded and they are instructed to withdraw. Under confidential terms, members considered the correspondence to and from staff/members in line with current policies, with one matter being satisfactorily concluded and one requiring further action.

AEH
Asap

6. Staff Matters.

Members discussed the job descriptions that had been circulated and requested additional information from the Clerk (staff handbook, sample contracts, letters of appointment) to enable further consideration. A separate meeting would be arranged, provisionally on 21st January, 2010. Staff appraisals were being conducted in line with the policy, with half-year reviews due in April 2010. Members noted that the combined full time equivalent of all contracted hours for staff for the council office, Arden Hall and the Park only totalled 5 1/2 people. Under confidential terms, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Riordan and with 3 votes in favour, none against and 0 abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the vacant posts be advertised and filled to better enable the council to meet its obligations.

Clerk
asap