

**MINUTES OF THE MEETING OF THE STAFF
PANEL HELD IN ARDEN HALL, CASTLE
BROMWICH, ON THURSDAY 4TH MARCH 2010 AT
7.00 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, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Thursday 3rd December, 2009 having been circulated, be signed as a true and correct record of the Meeting.

4. Job Descriptions.

Members understood that the Clerk had not been able to action the re-formatting of the job descriptions due to the importance of other issues, with no anticipated target date set.

5. Correspondence.

Following consideration, **AS PREVIOUSLY 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 were informed of one staff promotion.

6. Staff Matters.

Under confidential terms, members noted the Clerk's report that she had complied with statutory payroll clarifications, a temporary staff absence, and a current vacancy. The Clerk's application for leave was approved and her sincere thanks for on-going member support was noted. Members noted the legislation was not yet complete on changes to 'GP fit notes' for April 2010 but it would be likely to oblige the council to consider absence carefully. The clerk had attended a recent pension seminar. Dates and times of meetings for the next Civic Year would be deferred until after the AGM.