

**MINUTES OF THE MEETING OF THE  
STAFF PANEL  
HELD IN ARDEN HALL,  
CASTLE BROMWICH ON  
THURSDAY, 4TH DECEMBER 2008  
AT 7.30 PM**

**Those present:**

**Chairman:** Cllr Mrs. A Haywood

**Councillors:** Cllr J Riordan Cllr A Terry

**Officers:** Mrs. C Tibbles, Clerk to the Council

**1. Apologies.**

No apologies had been received.

**2. Declarations of pecuniary or other interests.**

None declared.

**3. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Thursday, 4<sup>th</sup> September, 2008, having been circulated, be signed as a true and correct record of the Meeting.

**4. Staff Appraisal Scheme.**

At the request of Cllr Riordan, and following a recent training, members considered the Appraisal Scheme that had been commenced in 2005. After discussion **IT WAS UNANIMOUSLY RESOLVED** that the existing policy and the SLCC model policy be reviewed and amalgamated for presentation to Council. A cycle could then be established for all staff to be appraised and Cllr Knibb had informed Cllr Riordan that WALC could provide 2 hours free support from an advisor. The Clerk was asked to investigate the details of this scheme.

**5. National Pay Award 2008.**

It was confirmed by the Clerk that calculations had been verified and back pay commenced although it would be 24<sup>th</sup> December before it was completed. The Clerk advised members on procedures operated for former staff. Members considered the scale points and structure and wondered what comparison there was with other councils.

**6. Clerk's Line Manager.**

Under confidential terms, members considered the advice received after their last meeting. In line with resolution 14 of the Council on 29<sup>th</sup> October, **IT WAS UNANIMOUSLY RESOLVED** that the Staff Panel be the named Line Manager for the Clerk to the Council and that in the event of any personal emergency arising the Clerk would endeavour to consult with all 3 Staff Panel members via email or telephone, possibly cascading responsibility where necessary or contacting reserve members. The terms of reference would be duly amended and submitted to Council for approval.

**7. Correspondence.**

Under confidential terms, members noted recent correspondence received.

**8. Staff Matters.**

Under confidential terms, members reviewed the current staffing position and changes reported by the Clerk and helped her prioritise areas for action. Members noted the reducing hours owed to the Clerk and scrutinised her Flexitime records.

**ACTION**

Staff Panel  
5/3/09

Clerk  
01/09

Clerk  
01/09

Clerk  
10/12