
**MINUTES OF THE MEETING OF
THE STAFFING PANEL
HELD IN ARDEN HALL, CASTLE BROMWICH
ON THURSDAY 6TH MARCH 2008
AT 7.35 PM**

Those present:

Chairman: Cllr Mrs. A. Haywood

Councillors:

Cllr J Riordan

Cllr A Terry

Officer: Mrs C Tibbles

Public: None.

1. Apologies.

Cllr Terry apologised for his late arrival.

2. Declarations of pecuniary or other interests.

None declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Riordan, **SECONDED** by Cllr Terry, **IT WAS RESOLVED** that the Minutes of the Meeting held on Thursday 7th February, 2008, having been circulated, be signed as a true and correct record of the Meeting.

4. Review of Staff Job Descriptions.

Members noted the job descriptions previously circulated. The Chairman had reviewed them initially and her recommendation that they be slightly reformatted, together with her offer to do so, was accepted. **IT WAS UNANIMOUSLY RESOLVED** that they be considered for use for new appointments. A separate meeting would be arranged for this task.

5. Correspondence.

Under confidential terms, two matters were considered and wording for replies was jointly agreed.

6. Staff Matters.

Under confidential terms, members noted the staff changes reported by the Clerk.

The next meeting planned would be held on Thursday, 15th May at 6 pm.

Clerk
7/3

Clerk
20/3