

**MINUTES OF THE MEETING OF THE STAFF
 PANEL HELD IN ARDEN HALL, CASTLE
 BROMWICH, ON WEDNESDAY 6TH NOVEMBER 2012
 AT 7.00 PM**

Those present:

Chairman: Cllr Mrs. Haywood
Councillors: Cllr M Hayes Cllr J Riordan
Officer: Mrs. C Tibbles
Public: None

1. Election of Chairman.

Cllr Mrs. Haywood **PROPOSED** Cllr Riordan to be elected as Chairman. Cllr Riordan **PROPOSED** Cllrs Mrs. Haywood to be elected as Chairman. This was **SECONDED** by Cllr Hayes and **IT WAS RESOLVED** that Cllr Mrs. Haywood be elected as Chairman of the Staff Panel.

2. Apologies.

The apologies from Cllr E Knibb were noted.

3. Declarations of personal or other interests.

None.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Riordan, **SECONDED** by the Chairman, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 1st March, 2012 having been circulated, be signed as a true and correct record of the Meeting.

5. Terms of Reference.

Members reviewed the Terms of Reference and **IT WAS UNANIMOUSLY RESOLVED** that they be signed without amendment and duly recommended to the council.

6. Pensions/Payroll.

Members discussed the latest developments on the automatic enrolment of staff into the pension scheme but the foreseeable cost implications would be for any new staff appointments initially, until the phased compliance dates for all existing staff. Provision of real time information (RTI) to HMRC would be a new responsibility from April 2013 and the time implications for office staff to accommodate this were not year clear. Members discussed investigating changes to monthly payroll and the Clerk was asked to do this.

7. Professional Development.

Members discussed the opportunities and constraints for staff with professional development and how to ensure that aims of the council could be met in realistic timescales. There were new initiatives that the Clerk was involved in managing but delays in relocating the Council Office to the ground floor were inhibiting some developments and staff arrangements. The Panel was asked to help with finding clear solutions.

8. Staff Matters.

Under confidential terms, members discussed the concerns voiced by staff to the Clerk on some issues following a recent informal meeting with two councillors. The Clerk would ask the Hall Manager to hold a staff meeting and clarify current contractual obligations to aid staff understanding. A discussion also took place on questions raised by Cllr Mrs. Allen to the Panel, some of which the Clerk was asked to address. A training opportunity offered by the council solicitors would be pursued by the Clerk.

ACTION

Council
28/11

Jan '13

Members

Clerk
Asap