
**MINUTES OF THE MEETING OF
THE STAFF PANEL
HELD IN ARDEN HALL, CASTLE BROMWICH
ON THURSDAY 11TH OCTOBER 2007
AT 5.30 PM**

Those present:

Chairman: Cllr Mrs. A. Haywood

Councillors:

Cllr J Riordan

Cllr A Terry

Officer: Mrs C Tibbles

Public: None.

1. Apologies.

None

2. Declarations of Pecuniary or other interests.

There were no interests declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Riordan, **IT WAS RESOLVED** that the Minutes of the Meeting held on Tuesday 31st July, 2007 be accepted as a true and correct record of the Meeting.

4. Terms of Reference.

Members discussed and amended the draft Terms of Reference to re-submit to the Parish Council for approval, as appended. The Clerk apologised for not placing 'Future Plans' on the agenda but the Panel were aware of the need to review the Discipline & Grievance Policy, the Staff Handbook and to begin profiling job roles.

5. Staff Matter.

Under confidential terms, a staff matter was discussed and advice given to the Clerk. A plan of future action to be taken by the Clerk was agreed. A further Panel meeting would be called by the Clerk when new information was available for consideration.

ACTION

