

**MINUTES OF THE MEETING OF THE STAFF  
PANEL HELD IN ARDEN HALL, CASTLE  
BROMWICH, ON THURSDAY 13TH JULY 2010 AT  
7.00 PM**

**Those present:**

**Chairman:** Cllr Mrs. Haywood

**Councillors:** Cllr Mrs. P Allen Cllr J Riordan

**Officer:** Mrs. C Tibbles

**Public:** None

**1. Election of Chairman.**

**ON THE PROPOSITION** of Cllr Mrs. Allen, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs. Haywood be elected as Chairman of the Staff Panel.

**2. Apologies.**

In the absence of Cllr Terry, Cllr Mrs. Allen attended as a reserve member.

**3. Declarations of personal or other interests.**

None declared.

**4. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Riordan, **IT WAS RESOLVED** that the Minutes of the Meeting held on Thursday 4<sup>th</sup> March, 2010 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 the amendments agreed be submitted to the council.

**6. Composition of the Staff Panel.**

Following a request of a member of the public, due consideration was given to the questions posed. **IT WAS UNANIMOUSLY RESOLVED** to remind members that the composition of the Staff Panel was agreed following legal advice to the Council and the Panel operated in accordance with professional legal guidelines. Decision making was taken after seeking specialist professional and legal advice, if required.

**7. Staff Matters.**

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 current staff issues. Members noted the commendation of the Clerk regarding improvements to standards of service. A long standing vacancy had been filled and the Clerks application for leave was approved. The concerns of the Clerk on increasing levels of staff support and meeting the needs of the council and parishioners were noted. There were delays in the planned appraisal cycle. Job Description updates had been commenced although not completed. The NALC Pay bulletin was noted.

**8. Dates and Times of future meetings.**

Following consideration, **IT WAS RESOLVED** that meetings would be held on 2<sup>nd</sup> December, 2010 and 3<sup>rd</sup> March, 2011 at 7.30 p.m. Should any urgent matters arise that required attention an additional meeting would be called.

Clerk  
asap