N.B. All Minutes are deemed as draft until formally approved and signed.

MINUTES OF THE MEETING OF THE STAFF PANEL HELD IN ARDEN HALL, CASTLE BROMWICH, ON THURSDAY 17TH SEPTEMBER 2009 AT 7.30 PM

Those present:
Acting Chairman: Cllr A Terry

Councillors: Cllr R Amos [Reserve Member] Cllr J Riordan

Officer: Mrs. C Tibbles

Public: None

ACTION

1. Election of Chairman.

In the absence of the Chairman, **ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Amos, with 3 votes in favour, 0 votes against and 0 abstentions, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Terry be elected as Chairman of the Staff Panel for this meeting only.

2. Apologies.

The apologies from Cllr Mrs. Haywood were accepted for the reason given.

3. Declarations of personal or other interests.

None declared.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Amos, with 2 votes in favour, 0 votes against and 1 abstention, **IT WAS RESOLVED** that the Minutes of the Meeting held on Thursday 18th June, 2009 having been circulated, be signed as a true and correct record of the Meeting.

5. Terms of Reference of Staff Panel.

Members discussed the terms of reference and agreed that even having full responsibility for staff matters, an important decision like the appointment or dismissal of the Principal Officer would be referred to full Council. **ON THE PROPOSITION** of the Cllr Riordan, **SECONDED** by Cllr Amos, with 3 votes in favour, 0 votes against and 0 abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the terms of reference be signed.

6. Staff Appraisal Scheme.

Subject to agreed minor amendments to the notes, **ON THE PROPOSITION** of the Cllr Riordan, **SECONDED** by the Chairman, with 3 votes in favour, 0 votes against and 0 abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the policy be agreed and be referred to the Finance and General Purposes Committee for consideration.

7. Correspondence.

Members noted the free seminar opportunity but noted the Clerk was unable to attend. Details would be emailed to members of the Staff Panel and the Assistant Clerk for consideration.

8. Staff Matters.

Members noted that the Clerk had no matters to report and that minor staffing issues were being addressed in the normal manner. In response to a question from Cllr Terry, the Clerk undertook to provide a sample job description to clarify roles of staff.