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, 26TH FEBRUARY 2009 AT 7.30 PM

Those present:

Chairman: Cllr Mrs. A Haywood
Councillors: Cllr Mrs P Allen [Reserve Member] Cllr A Terry
Officers: Mrs. C Tibbles, Clerk to the Council

ACTION

1. Apologies.

The apologies from Cllr J Riordan were accepted for the reason given.

2. Declarations of pecuniary or other interests.

None declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of the Cllr Terry, **SECONDED** by the Chairman, **IT WAS RESOLVED** that the Minutes of the Meeting held on Thursday, 4th December, 2008, having been circulated, be signed as a true and correct record of the Meeting.

4. Staff Appraisal Scheme.

Members compared the 3 different schemes available which were the same in principal and, after discussion, **ON THE PROPOSITION** of Cllr Terry, **SECONDED** by Cllr Mrs. Allen, 3 votes in favour, none against, no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the existing form be amalgamated by the Clerk with simplified wording as agreed. This would then be circulated to Panel members in due course and the Clerk offered to undergo appraisal by the Panel to trial the new form. The Clerk would ask the Hall Manager to undergo appraisal by the Clerk, also to trial the new form. This would potentially be in July when dates could then be set to move ahead. Due to the Council budgeting process the Clerk advised that appraisals be implemented in October, with a mid-year review each April. The Clerk had sought advice from WALC regarding free support but it had been clarified that this was normally arranged if assistance was required by an independent person attending to witness the Clerk's Appraisal.

Panel/ Clerk/ Hall Mgr July 09

5. Correspondence.

Under confidential terms, members noted recent correspondence received. **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Terry, 3 votes in favour, none against, no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the Clerk seek advice from NALC regarding use of part of Arden Hall (Flat), with recommendations being referred to the Buildings Working Party.

Asst. Clerk 03/09

6. Staff Matters.

Under confidential terms, members reviewed the current staffing position and changes reported by the Clerk. Members again noted the reduction in hours owed to the Clerk and scrutinised her Flexitime records. **ON THE PROPOSITION** of Cllr Mrs. Allen, **SECONDED** by Cllr Terry, 3 votes in favour, none against, no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the Hall Manager be offered a permanent position.

Clerk 27/2