

**MINUTES OF THE MEETING OF THE STAFF
PANEL HELD IN ARDEN HALL,
CASTLE BROMWICH, ON THURSDAY
1ST DECEMBER 2016 AT 7.00 PM**

Those present:

Chairman: Cllr Mrs. Allen

Councillors: Cllr E Knibb Cllr J Riordan

Officers: Mrs. D Weir, Acting Clerk to the Council

Public: None

1. Apologies for absence.

None received.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Questions from the Public.

Under Standing Order 3(d), the Chairman prepared to adjourn standing orders to invite questions from members of the public but there were none attending.

5. Minutes of the previous Meeting.

IT WAS RESOLVED: that the Minutes of the Meeting held on 14th September 2016 having been circulated, be signed as a true and correct record of the Meeting.

6. Response from Peninsula re documentation prepared for Parish Council

Members received copy documentation prepared by Peninsula including Employee handbook, contracts of employment, deductions from pay agreement, employers guidelines – management guide and training agreement and noted that Peninsula would be attending a further meeting to go through the documents. Cllr Riordan could not attend any of the dates suggested and requested an evening meeting as he was not available during the week.

7. Exclusion of the public.

ON THE PROPOSITION of the Chairman, **IT WAS AGREED** that under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be transacted, it was 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 be instructed to withdraw.

8. To Consider : Staffing Issues – advice

The Chairman re-opened the Meeting. Members noted that an update was awaited from Peninsula.

9. Staffing Issues – Update

Members noted the position with regard to the Assistant Hall Manager and requirement for maternity cover.

The Chairman closed the Meeting at 8.20pm.

ACTION