



# AGENDA

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1st March 2017

To:

Councillors Mrs. P Allen, E. Knibb, J Riordan, and reserve member Cllr Mrs R Shaikh  
(copied to councillors for information).

You are hereby summoned to attend a Meeting of the Staff Panel to be held in the **SPENCER LOUNGE** at Arden Hall, Castle Bromwich, on **TUESDAY, 7<sup>TH</sup> MARCH 2017 at 7.00 pm** for the transaction of the following business, viz: -

## **BUSINESS TO BE TRANSACTED**

### **1. Apologies for absence.**

### **2. Declarations of pecuniary or conflict of interests.**

Members are asked to declare interests in items on the agenda, in accordance with Section 94 of the Local Government Act 1972, Section 106 of the Local Government Finance Act 1992 and Section 27 of the Localism Act 2011.

### **3. Dispensations.**

Consideration of any requests for a dispensation in accordance with the provisions of S.33 of the Localism Act 2011 with regard to any item on the Agenda – requests for a dispensation to be submitted to the Assistant Clerk in advance (form previously supplied).

### **4. Questions from the public.**

In accordance with normal practice, Standing Orders are temporarily suspended to allow an opportunity for members of the public to ask questions. The Council will endeavour to provide feedback on matters raised previously by members of the public during this item. At the end of this item, the suspension of Standing Orders is concluded.

### **5. Exclusion of the public.**

Members to consider that, 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 excluded and they are instructed to withdraw for the remainder of the meeting.

### **6. Minutes of the last Meeting.**

### **7. Revised documentation prepared for Parish Council.**

Members to consider recommendation to Full Council on proposals for revised Employee's handbook, Contracts of Employment, deductions from Pay Agreement, Employers Guidelines – Management Guide and Training Agreement.

### **8. Proposed Changes to Job Descriptions / terms and conditions.**

### **9. Staff Vacancies.**

### **10. Staffing Issues – Update.**

Yours faithfully,

### **NOTE TO THE PUBLIC:**

**Members of the Public are most welcome to attend Meetings of the Parish Council. The Council set aside a period during the Meeting when the public are invited to ask questions. However, public participation must be confined to this section of the meeting only.**

Diane Weir (Mrs.)  
Acting Clerk