

**MINUTES OF THE MEETING OF THE
STAFF PANEL HELD IN ARDEN HALL,
CASTLE BROMWICH, ON TUESDAY
7th MARCH AT 7.00 PM**

Those present:

Chairman: Cllr Mrs. Allen

Councillors: Cllr E Knibb Cllr J Riordan
(for part of meeting).

Cllr Mrs Shaikh
Reserve Member (for part of meeting).

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

Public: None

Prior to the Meeting commencing, Cllr Riordan advised that he would have to leave early.

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 in attendance.

5. 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 for items 7, 8 and 9 on the Agenda.

6. Minutes of the Previous Meeting held on 21st December 2016.

Following a discussion over accuracy of the Minutes, **ON THE PROPOSITION** of Cllr Knibb, **SECONDED** by the Chairman, **IT WAS RESOLVED:** that the Minutes of the Meeting held on 21st December 2016 be approved.

7. Revised documentation prepared for Parish Council.

The Chairman closed the meeting and went into confidential session. The Chairman re-opened the meeting.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED:** that the Acting Clerk seek advice from Peninsula with regard to various provisions of the revised staff handbook as discussed during confidential session.

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

The Chairman closed the meeting and went into confidential session. The Chairman re-opened the meeting.

Members discussed various staffing issues, but there were no specific approvals.

9. Staff Vacancies.

The Chairman closed the meeting and went into confidential session. The Chairman re-opened the meeting.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED:** that the Acting Clerk advertise the following positions: Admin Assistant, Hall Manager, Bar Manager for 12 hours plus and Clerk/RFO.

10. Staffing Issues – Update.

Following discussion of various staffing issues, the Acting Clerk was asked to take advice from Peninsula.

The Chairman closed the meeting at 9.00 pm.