

**MINUTES OF THE MEETING OF THE STAFF
PANEL HELD IN ARDEN HALL,
CASTLE BROMWICH, ON MONDAY
2ND MARCH 2015 AT 2.00 PM**

Those present:

- Chairman:** Cllr J Riordan
- Councillors:** Cllr Mrs. Allen Cllr E Knibb
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO
- Public:** None

1. Apologies for absence.

None.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Knibb, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on 1st November, 2014, having been circulated, be signed as a true and correct record of the Meeting.

5. 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.

6. Review of Appraisal Policy and Training Needs.

Following consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the WALC Model Appraisal Scheme be adopted with timing of introduction being subject to further consideration of outstanding issues. In order for the Panel to gain experience a date was set for the first staff appraisal so that a review of the operation of the Scheme could be considered.

7. Employment Training Workshop.

Members commended the excellent recent training and confirmed they had read “Being a Good Employer” booklet, although noting that some legislation had changed since the 2010 publication. **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the Panel should review, compare and adapt the WALC Model Staff Handbook after studying the existing Handbook that was outdated in parts. The Clerk undertook to send electronic versions to Panel members. The Clerk tabled recent employment advice for inclusion if considered appropriate. .

8. Absence Triggers.

Following consideration, the Clerk was asked to investigate if short-term absence policies were operated by other parish/town councils.

9. NALC note on LGPS Funding Deficit.

Members noted the information from NALC (F12-14).

10. Staff Issues.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that under Section 100A of the Local Government Act

ACTION

Panel as agreed

Panel tbc

Clerk 9/3

Clerk 9/3

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.

ACTION

10.1 Following confirmation to members that the trial of a changed working pattern had been successful, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** the Clerk confirm acceptance to the member of staff concerned, noting the conditions to be applied.

Clerk
asap

10.2 Members noted that the matter being submitted by the Clerk had been resolved and the original request withdrawn. In the view of the Staff Panel, the Line Manager was responsible for approving holiday requests in line with the council policy and therefore not within their remit to consider.

Clerk
asap

10.3 Other staff matters noted were as follows: the HMRC clarification of penalties for failing to send Real Time Information if there were technical failures of software/internet access; investigation and resolution of HMRC arrears from November 2013, as reported to council the previous week; successful response to Gazette advertisement for job vacancy, which members endorsed as the future media to use; repeat the request for outstanding paperwork from previous meetings to be brought to the Council Office to ensure correct closure of procedures; update on potential National Minimum Wage for October 2015; holiday request forms for the Clerk were approved; TOIL records scrutinized and approved; HMRC bulletin notifying changes that were due to be implemented/absorbed.

Clerk
asap