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**MINUTES OF THE MEETING OF  
THE STAFFING PANEL  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON THURSDAY 6TH DECEMBER 2007  
AT 6.30 PM**

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**Those present:**

**Chairman:** Cllr Mrs. A. Haywood

**Councillors:**

Cllr J Riordan

Cllr A Terry

**Officer:** Mrs C Tibbles

**Public:** None.

**1. Apologies.**

None

**2. Declarations of Pecuniary or other interests.**

There were no interests declared.

**3. Minutes of the previous Meeting.**

**ON THE PROPOSITION OF** Cllr Riordan, **SECONDED** by Cllr Terry, **IT WAS RESOLVED** that the Minutes of the Meeting held on 11<sup>th</sup> October, 2007 be accepted as a true and correct record of the Meeting.

**4. Terms of Reference.**

Members signed the Terms of Reference as endorsed by the Parish Council.

**5. Review of Staff Policies and documents.**

Members provisionally agreed to replace the phrase 'Staff Discipline Committee' with 'Staffing Panel' in the Discipline and Grievance policy. The Chairman commended the policy and, as it was based on the NALC recommended model, members agreed it would be sensible to limit any other alterations. The Clerk was aware of revised model letters issued by ACAS for disciplinary procedures which she undertook to investigate. She also undertook to contact NALC/ACAS for clarification on who was acceptable as the 'accompanying person' during procedures. **IT WAS UNANIMOUSLY RESOLVED** to hold a working party meeting to review the Staff Handbook.

**6. Staff Matter.**

Under confidential terms, a staff matter was discussed and advice given to the Clerk. A plan of future action to be taken by the Clerk was agreed. A further Panel meeting would be called by the Clerk when new information was available for consideration.

ACTION

Clerk  
20/12

Date TBA