N.B. All Minutes are deemed as draft until formally approved and signed.

MINUTES OF THE MEETING OF THE STAFF PANEL HELD IN ARDEN HALL, CASTLE BROMWICH, ON WEDNESDAY9TH JANUARY 2013 AT6.30 PM

Those present:

Chairman: Cllr Mrs. Haywood

Councillors: Cllr E Knibb Cllr J Riordan

Officer: Mrs. C Tibbles

Public: None

ACTION

1. Apologies.

None.

2. Declarations of personal or other interests.

None.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Riordan, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Monday 10th December, 2012 having been circulated, be signed as a true and correct record of the Meeting.

4. Confirming Personal Identity.

Following consideration of recent advice, **ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the Clerk should be authorized, in a personal capacity only, to vouch for the identity of individuals at her discretion. The Clerk added that she would not seek any personal reward for this but would invite a donation from any parishioners that requested her assistance to be made to the Chairman's Charity Fund.

5. Social Media Policy.

Members discussed the draft document, previously circulated, and **ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the wording be included in the existing IT Policy and issued to every member of staff in future, rather than just computer users (see attached). The Clerk was aware that the email discloser statement regarding 'personal views of sender' was not always used and would alert staff that this was important. Feb '13

6. Staff Update.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that this item be considered under confidential terms, as the discussion of staff grievances was exempt under Schedule 12A of the Local Government Act 1972. Members formally noted that the two grievances from staff had been withdrawn.

7. Staff Matters.

Members **AGREED** that the information on the Living Wage (previously circulated) should be placed on a future agenda. Following discussion and minor amendment to the circulated information, **ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the new job vacancy be advertised for an Open Spaces Supervisor for a fixed period of six months. The Clerk would make the necessary arrangements, meet relevant staff and contact the Job Centre as a matter of urgency. Clerk 10/1

DRAFT