



released. The Chairman replied that discussions at the meeting were not to be discussed outside at all.

## 6. Panel Discussion – Guest Cllr Hayes.

The Chairman asked if members objected to this item being taken after Item 7. Cllr Riordan invoked Standing Order 3u and requested a recorded vote, which was as follows: **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that Item 6 be considered later in the meeting.

In favour: Cllr Mrs P Allen, Cllr E Knibb, Cllr J MacDonald

Against: Cllr J Riordan

Abstained: None

[Clerk's Note: Cllr Hayes was attending as a guest and not a voting member of the Panel.]

## 7. Minutes of the previous Meeting.

7.1 Following a meeting the previous day with the Clerk and Cllr Knibb, the Chairman proposed an amendment to the minutes of 5<sup>th</sup> October, 2015, which the Clerk clarified as being a change of one word on page 2, item 10, last sentence to insert "Concern" and delete "Criticism". Cllr Hayes suggested that each set of minutes be voted upon separately in future. With the above amendment, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Knibb, **IT WAS RESOLVED** that the Minutes of the Meeting held on Monday, 5<sup>th</sup> October, 2015 having been circulated, be signed as a true and correct record of the meeting.

**ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Knibb, **IT WAS RESOLVED** that the Minutes of the Meeting held on Monday, 14<sup>th</sup> December, 2015 having been circulated, be signed as a true and correct record of the meeting.

7.2 Cllr Riordan **PROPOSED** that the Minutes of the Meeting held on Tuesday, 19<sup>th</sup> January, 2016 and the confidential notes having been circulated, be signed as a true and correct record of the meeting. There was no seconder for this and following discussion of suggestions from a member, which had been circulated to Panel members, and consideration of the Clerk's clarification of NALC procedural advice [Local Councils Explained publication], this item was deferred to the next meeting of the Staff Panel, scheduled for Monday, 29<sup>th</sup> February (as set at a previous Panel meeting). The attendance of Cllr Miss Ward was required as she had been present on 19<sup>th</sup> January. Cllr Hayes was invited to attend the next meeting again, as a guest. The meeting time would be changed to 7 pm and the venue would be the Meeting Room in the Council Offices. The Clerk requested full details of the suggested corrections to the draft minutes and appendix that were being requested by a member so that she could check the contemporaneous notes she had taken prior to the next meeting. [Clerk's note: with the permission of members discussion was adjourned briefly whilst she left the room to lock the outer office door.]

## 8. Procedural Advice.

8.1 Members noted the valuable advice now duly received from WALC, which the Clerk clarified had included sample terms of reference as councils could choose which format suited their functions. Further clarification on qualification of advice was requested.

8.2 Members **AGREED** that the draft terms of reference, reflecting the December council decision was not workable for the Panel and it was therefore referred back to Council, with suggestions being welcome on what would work. In the meantime, it was **SUGGESTED** that any information from the Clerk for the Panel as her Line Manager should be emailed to the Panel Chair as a single point of contact, copied to the Council Chairman as a back-up. The Panel Chair would then disseminate information to other Panel members by email.

ACTION  
Members  
9/2

Council  
24/2

MH  
29/2

EK  
asap

Clerk  
asap

Council  
24/2

Clerk  
9/2  
PA  
9/2

9. To consider correspondence and request(s) from employee(s) AND
10. Documentation AND
11. Review of outstanding matters AND
12. Conflicts of interest AND
13. Clarification of issues from employee AND.
6. Panel Discussion – Guest Cllr Hayes.

At 8.41 pm, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Knibb, **IT WAS RESOLVED** that the Clerk be requested to withdraw from the meeting. In the absence of the Clerk, all items were jointly discussed by members. At 9.37 pm, the Chairman invited the Clerk to rejoin the meeting. Members were requested to disclose the resolution to the clerk for inclusion in the minutes. The Clerk was requested to withdraw briefly whilst members clarified their earlier discussions. At the invitation of the Panel, the Clerk rejoined the meeting. **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that action as outlined during discussions should be taken by the Chair of the Staff Panel who should then liaise with the Council Chairman.

14. To consider request for information from employee.

The Clerk requested this item be deferred.

15. Review of outstanding Panel Action points.

As the meeting had exceeded 2 ½ hours, the last item was deferred to the next meeting.

ACTION

PA/MH  
asap

Members  
29/2