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 TUESDAY 9TH FEBRUARY 2016AT7.05PM

Those present:

Chairman: Cllr Mrs. Allen

Councillors: Cllr E Knibb Cllr J Riordan Cllr J MacDonald

Guest: Cllr M Hayes, Chairman of the Council Officers: Mrs. C Tibbles, Clerk to the Council/RFO

[except part of Item 7 and Items 9,10,11,12,13,6]

Public: None

Prior to the start of the meeting, the Chairman reminded members that the meeting was a formal event, not just a talking shop. It had a clear purpose to make decisions. In order that this meeting ran smoothly, that all business was properly considered and that all members who wished to speak could do so, that all discussion would take place via the Chair. She asked members to keep their contributions short, precise and to the point and avoid personalization of issues and point scoring.

Cllr Riordan asked to register his objection that he believed a quorum of 4 members was unsound and he objected to any decisions being made, because a quorum should be an odd number. Cllr Hayes undertook to request this be placed on the next council agenda, in light of the decision being made before professional advice was received, which was now available.

1. Apologies for absence.

Cllr Miss J Ward was absent.

2. Declarations of pecuniary or conflict of interests.

None declared. Cllr Riordan found it difficult to fulfil this responsibility as it was not clear at all from the agenda what Items 9, 10, 11, 12 and 13 related to. Cllr Hayes asked why this was so? With the permission of the Chairman, the Clerk clarified that she also had this difficulty when compiling the agenda but the Chairman had endeavoured to assist as much as possible in the absence of the appropriate forms being used.

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 attending.

5. Exclusion of the public.

ON THE PROPOSITION of the Chairman, SECONDED BY Cllr Riordan, IT WAS UNANIMOUSLY RESOLVED 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.

Cllr Hayes asked members to explain what this meant as he had received information on confidential matters from others showing business was being discussed before it had been

ACTION

Members 9/2/16

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 5th 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 Meetingheld on Monday, 5thOctober, 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 Meetingheld on Monday, 14th 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 Meetingheld on Tuesday, 19th 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 forMonday, 29th February (as set at a previous Panel meeting). The attendance of Cllr Miss Ward was required as she had been present on 19th 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.

Council 24/2

MH

EK asap

Clerk asap

Council 24/2

Clerk 9/2 PA 9/2

ACTION

- 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 thataction as outlined during discussions should be taken by the Chair of the Staff Panel who should then liaise with the Council Chairman.

PA/MH asap

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.

Members 29/2