

**MINUTES OF THE MEETING OF THE STAFF  
PANEL HELD IN ARDEN HALL,  
CASTLE BROMWICH, ON THURSDAY  
14TH NOVEMBER 2013 AT 5.00 PM**

**Those present:**

**Chairman:** Cllr Mrs. Haywood

**Councillors:** Cllr E Knibb Cllr J Riordan

**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 Riordan, **SECONDED BY** Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Monday 29<sup>th</sup> July, 2013, having been circulated, be signed as a true and correct record of the Meeting.

**5. Questions from the Public.**

None.

**6. Staff Grievance.**

Members noted that the grievance submitted by a member of staff had been withdrawn.

**7. Future Staff Planning.**

The Clerk updated members on the position with regard to the recent vacancy for an Open Spaces Supervisor and the need to re-advertise the previously agreed positions within Arden Hall.

**8. Legislation Updates.**

Members noted NALC guidance and information from the Local Government Pension Scheme and NEST, following recent changes in national legislation. There were complex changes being introduced and the Clerk was awaiting confirmation that the payroll software would provide the necessary tools to comply. Members noted the withdrawal of intended new legislation regarding third party harassment, which could have been problematical for this council to establish.

**9. Staff Matters.**

Members noted that two members of staff had left, one at the end of a fixed term contract. It was difficult for managers to fully undertake some roles when covering customer needs with minimal staff in place. Members noted their responsibility for annual appraisal, which could be arranged separately and attended by two members of the Panel.

ACTION

Panel  
tba