

**MINUTES OF THE MEETING OF THE STAFF  
PANEL HELD IN ARDEN HALL,  
CASTLE BROMWICH, ON MONDAY  
14TH DECEMBER 2015 AT 7.00 PM**

**Those present:**

**Chairman:** Cllr Mrs. Allen

**Councillors:** Cllr E Knibb Cllr B Upton Cllr Miss J Ward

**Notetaker:** Cllr J MacDonald

**Public:** None

**1. Apologies for absence.**

The apologies from Cllr J Riordan were noted.

**2. Appointment of Notetaker.**

Cllr J MacDonald was appointed to take notes of the meeting (copy circulated to all members and the Clerk).

**3. Declarations of pecuniary or conflict of interests.**

None declared.

**4. Dispensations.**

None requested.

**5. Notes of the previous Meeting.**

The notes of the Working Party Meeting held on 30<sup>th</sup> November, which had been circulated to Panel members and two members of staff, were noted. **ON THE PROPOSITION** of Cllr Knibb, **SECONDED BY** Cllr Upton, **IT WAS RESOLVED** that the Panel recommend to council that mediation assistance for two staff be sought from Solihull MBC HR Department and that the Chairman of the Staff Panel contact Solihull MBC to verify details of this free arrangement immediately.

**6. 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 in attendance.

**7. Terms of Reference.**

Following changes to the Panel, members considered a review of the terms of reference and a recommendation would be made to Council on 16<sup>th</sup> December.

**8. To consider note and recommendation received from employee's doctor.**

In respect of staff confidentiality, the Chairman reported that a further update meeting was planned with an employee later in the week.

ACTION

PA  
asap

PA/EK