

**MINUTES OF THE MEETING OF THE
STAFF PANEL
HELD IN ARDEN HALL,
CASTLE BROMWICH ON
THURSDAY, 18TH JUNE 2009
AT 7.30 PM**

Those present:

Chairman: Cllr Mrs. A Haywood
Councillors: Cllr R Amos Cllr A Terry
[Reserve Member]
Officers: Mrs. C Tibbles, Clerk to the Council

1. Apologies.

The apologies from Cllr J Riordan were accepted for the reason given.

2. Declarations of pecuniary or other interests.

None declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of the Cllr Terry, **SECONDED** by the Chairman, 2 votes in favour, none against, 1 abstention, **IT WAS RESOLVED** that the Minutes of the Meeting held on Thursday, 26th February, 2009, having been circulated, be signed as a true and correct record of the Meeting.

4. Staff Appraisal Scheme.

The draft policy and sample appraisal which had been circulated were discussed in full by members. **ON THE PROPOSITION** of Cllr Terry, **SECONDED** by Cllr Amos, 3 votes in favour, none against, no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the draft policy, with minor amendments to headings, be recommended to full Council for adoption and that when adopted arrangements be put in place for its implementation.

5. Correspondence.

Members discussed the revised risk assessment for lone workers. It was noted that the Hall Manager had begun updating the health and safety policy and that risk assessments would be reviewed accordingly by her team. The Clerk informed members that the reply was still awaited from NALC in regard to possible uses for unused parts of Arden Hall, as recently inspected by members. When advice was received it would be promptly referred to the Buildings Working Party. Under confidential terms, the Clerk reported she was also awaiting written legal confirmation on an employment matter.

6. Staff Matters.

Under confidential terms, members were updated on the current staffing position and recent changes reported by the Clerk. Members approved the Clerk's application for leave.

ACTION