

**MINUTES OF THE MEETING OF THE STAFF  
 PANEL HELD IN ARDEN HALL,  
 CASTLE BROMWICH, ON TUESDAY  
 19TH JANUARY 2016 AT 10.00 AM**

**Those present:**

**Chairman:** Cllr Mrs. Allen

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

**Officers:** Mrs. C Tibbles, Clerk to the Council/RFO

**Public:** None

Prior to the start of the meeting, a minutes silence was held in respect for Cllr B Upton who had recently died.

**1. Apologies for absence.**

None.

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

None declared.

**3. Dispensations.**

None requested.

**7. Employee Meetings.**

At the request of the Clerk, members **AGREED** that items 7 and 8 be considered next. **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Knibb, **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. At the request of the Clerk, the Chairman explained to members that meetings had taken place with an employee and two councillors on three occasions in recent weeks and the confidential records were made available for all members to read. Explanations were given, with a full and frank explanation by the Clerk, which was welcomed by members, who had previously been unaware of the details.

**6. Procedural Advice.**

6.1 Following discussion and shared concerns of the Panel and the Clerk, **ON THE PROPOSITION** of Cllr Riordan, **SECONDED BY** Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the Panel felt an unsound decision had been taken by the council on 16<sup>th</sup> December, without advice on changes to the quorum, and changing reserve Panel members was not on the agenda. The Clerk explained the NALC guidance booklet had now been supplied to Panel members but due to restricted working there had been a delay in advice being sought. She undertook to seek procedural advice for members, which had been planned but delayed by other priority work.

6.2 In the absence of clarification of the council resolution, the Clerk had been unable to prepare the revised Terms of Reference – matter deferred.

ACTION

Clerk  
asap

Clerk  
asap

**8. To consider request for information from employee.**

Members were informed that clarification was being sought on the expectation of the Council in regard to staffing and if changes had been agreed to working practices and monitoring. Members responded to questions that were asked. Due to the complexity of the discussions, there was insufficient time to conclude matters while the meeting was quorate. Cllr Miss Ward apologized and left the meeting to go to work. Information was shared by remaining members.

**ACTION**

**4. Minutes of the previous Meeting.**

Guidance was welcomed by the Clerk on the draft Minutes she had prepared from notes taken of the Meeting held on 14<sup>th</sup> December. Confirmation of two sets of minutes was deferred to the next meeting.

Members  
29/2

**5. Questions from the Public.**

Deferred to the next meeting.

**9. Review of outstanding Panel Action points.**

Deferred to the next meeting.

Members  
29/2