

**MINUTES OF THE MEETING OF THE STAFF
PANEL HELD IN ARDEN HALL,
CASTLE BROMWICH, ON TUESDAY
29TH FEBRUARY 2016 AT 7.05 PM**

Those present:

Chairman: Cllr Mrs. Allen

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

Guest: Cllr M Hayes, Chairman of the Council [Part Item 7 only]

Officers: Mrs. C Tibbles, Clerk to the Council/RFO [except part of Item 7.1]

Public: None

1. Apologies for absence.

Cllr High and Cllr Horne-MacDonald had been appointed as additional members after this meeting was arranged but had declared they were unable to attend.

2. Declarations of pecuniary or conflict of interests.

None declared.

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.

Prior to consideration, members discussed which of the agenda items should be taken under confidential terms. **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 for Items 6, 7 and 10.

6. Panel Discussion – Guest Cllr Hayes.

Due to the late arrival of Cllr Hayes, the discussion was deferred to later in the meeting. However, under confidential terms, the Chairman was able to confirm she had spoken to a member of staff and emailed information to panel members accordingly. Information was tabled by the Chairman and she had an additional update that she would give later in the meeting

7. Minutes of the previous Meeting.

Cllr Hayes arrived at 7.12 pm and apologised for his late arrival due to work.

7.1 Following deferment at the last meeting a discussion began, under confidential terms, regarding the minutes and confidential notes of the meeting held on 19th January, 2016. After a brief discussion at 7.18 pm Cllr Hayes left the meeting, asking for the time of his departure to be recorded.[The meeting was temporarily suspended while the Clerk printed copies for members of the Council Complaints policy and the meeting then resumed.]Following sensitive and careful discussion of procedures, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Miss Ward, **IT WAS**

ACTION

UNANIMOUSLY RESOLVED that the Council was unable to conclude these matters without independent professional support; that the Staff Panel was completely out of its depth and that there was no merit in meeting on 16th March as scheduled by council; that the Clerk seek the Council Chairman's advice on holding a full Council meeting on 16th March; that the Clerk seek the same procedural advice on how to conclude the two (interlinked) matters from WALC, SLCC and ACAS seeking their recommendations for outside, independent advice on a free or paid basis. The Chairman then urged members to find a way forward on matters that could be agreed. **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Miss Ward, **IT WAS RESOLVED** that the Minutes of the Meeting held on Tuesday, 19th January, 2016 having been circulated, be signed as a true and correct record of the meeting. Acceptance of the confidential notes was deferred pending decision of the council on correct procedural action.

ACTION

EK
8/3

7.2 The Clerk had withdrawn from part of the last meeting on 9th February but, contrary to her advice, notes had not been kept by members of the confidential discussions. The draft minutes reflected what she had been informed - that all items had been discussed - but members now **AGREED** this was incorrect. Subject to the amendment that Items 9, 10, 11, 12 and 13 be shown as deferred and not discussed, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Tuesday 9th February, 2016 having been circulated, be signed as a true and correct record of the meeting. As the Clerk had been informed that these items had been dealt with, they had not been brought forward to this agenda. The Clerk said that future agenda items should be submitted using the forms agreed by the council. She additionally advised that notes should be kept by the Panel in the secure cabinet on agreed points of research, showing clear agreed action (who by/when due). Sufficient and appropriate detail needed to be recorded in the minutes and on agendas and failure to do this could put the council at risk of breaching transparency guidelines.

MH
asap
Clerk
asap

Panel
20/4

8. Procedural Advice.

8.1 The council had instructed additional meetings be held by the Panel and this was noted (although temporarily deferred for March in light of the above decision).

8.2 Members considered the revised terms of reference, and **AGREED** that future meetings should take place in the Spencer Lounge due to the expanded size of the Panel and commence at 7 pm. The Clerk pointed out that as a standing committee with additional members that it was advisable to appoint a Vice-Chairman at the next meeting and that options could in future now include appointing a sub-Committee if necessary.

Clerk
asap

Panel
20/4

ON THE PROPOSITION of the Chairman, **SECONDED BY** Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the revised Terms of Reference be signed for submission to the council. Members then discussed the potential opportunity that the two new members of the Panel may be able to form part of a new Grievance Panel as they had no prior knowledge or involvement in the matters that had to be considered.

Council
30/3

9. Panel Chairman's Report.

No report was given.

10. To consider request for information from employee.

The Clerk again requested this item be deferred.

11. Review of outstanding Panel Action points.

Deferred.