

**MINUTES OF THE MEETING OF THE STAFF
PANEL HELD IN ARDEN HALL,
CASTLE BROMWICH, ON MONDAY
29TH JULY 2013 AT 4.10 PM**

Those present:

Chairman: Cllr Mrs. Haywood

Councillors: Cllr E Knibb Cllr J Riordan

Officers: Mrs. T. Kite, Hall Manager [Items 1-7 only]
Mrs. C Tibbles, Clerk to the Council/RFO

Public: None

1. Election of Chairman.

ON THE PROPOSITION of Cllr Knibb, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs. Haywood be elected as Chairman of the Staff Panel for the civic year 2013-2014.

2. Apologies.

None.

3. Declarations of pecuniary or conflict of interests.

None.

4. Dispensations.

None.

5. 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 Wednesday 6th February, 2013, having been circulated, be signed as a true and correct record of the Meeting.

6. Terms of Reference.

Following consideration and in line with agreed procedures, **ON THE PROPOSITION** of Cllr Knibb, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the terms of reference be approved. The document was duly signed without any changes and recommended to the Council.

7. Future Staff Planning.

At the invitation of the Chairman, members considered the Hall Manager and Clerk's views about future provision of services to customers and outlined the effect of some vacancies that had remained unfilled for some time. The Hall Manager reported there were 35 new regular hirers since her appointment but fewer staff in post than for many years. Following consideration of opportunities for professional development for staff, coupled with the risks of not making changes in some areas, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the Hall Manager and Clerk be duly delegated authority to proceed with staff development plans to consolidate bar services, re-advertise to fill the Caretaker and Cleaner vacancies. The Hall Manager would report back if/when new staff were appointed. Staff provision could then be reviewed by the Hall Manager and Clerk to evaluate the effect of appointments. The option to appoint a Handyman would be pursued by the most cost effective route that the Hall Manager and Clerk could devise.

ACTION

Council
31/7

TK asap

Clerk
Oct 13

TK/Clerk
Dec.13

8. Pension Scheme.

The Clerk reported that with variable hours and seasonal working affecting current staff positions, it was too early to calculate the precise cost implications for the council as she had originally hoped. As the stipulated date for automatic enrolment for parish council staff was July 2016, she planned to re-schedule budget calculations for nearer the relevant budget planning cycle. Pension bulletins were noted and the Clerk would endeavour to keep abreast of initiatives, although the recommended training day was unfortunately too expensive to consider.

Clerk
July '15

9. Staff Matters.

The Clerk thanked members for the flexibility with setting of this meeting date, which had been appreciated when clashing with several other commitments. Feedback was given on prior matters and updates on current issues. Some new initiatives in the park were being trialled, at the request of open space staff and with her authorization. Evaluations would be undertaken and if successful, recommendations made to committees in due course for further trials or changes. Copies of a recent working hours' survey for clerks were tabled for information. Members noted the Clerk needed to take back some of the additional hours owed to her, although she would maintain core office hours whenever possible. Cllr Riordan asked about the implementation of Real Time Information and the Clerk confirmed this was taking place successfully, following thorough and complete information provided by Sage Payroll. She would need to investigate future pension software requirements with Sage. Incremental reviews would take place, as the council was contractually obliged to complete and the Clerk's next appraisal would need to be arranged in the autumn. The Chairman thanked the Clerk for her update on previous topics that she had investigated and satisfactorily clarified.

Clerk
09/13

TBC
10/13