


**BERWICK-UPON-TWEED TOWN COUNCIL**

<b>To: Members of the Staffing Committee</b>
<b>You are hereby requested to attend a meeting of the Staffing Committee of BERWICK-UPON-TWEED TOWN COUNCIL to be held in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on TUESDAY, 18 JUNE 2024 AT 6:00 PM.</b>
<b>The Agenda for the meeting is set out below.</b>
 <b>Town Clerk</b> <b>13 June 2024</b>

Members are reminded that the Standing Orders of council apply to this meeting, and that in staffing matters, they should consider their duties as employers including the duties to consult staff and to give due account to council's equalities duties towards employees.

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Since the business of the committee is usually confidential, and the public session is described as concerning items on the agenda, no public session is offered at Staffing Committee meetings except where open items are considered.

**AGENDA**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF ITEM</b>		<b>APPS</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	To receive apologies for absence.	
<b>2.</b>	<b>MINUTES</b>	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing Committee meeting held on 07 May 2024.	<b>Draft Minutes</b>

3.	<b>DISCLOSURE OF INTERESTS</b>	<p>(i) Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.</p> <p>(ii) To receive and consider requests from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.</p>	
	<b>The Committee may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.</b>		
4.	<b>ACTION PLAN</b>	To receive an update.	
5.	<b>HOME WORKING</b>	To review policy and existing arrangements.	
6.	<b>EXTERNAL WORKING</b>	To review contracts and existing arrangements for all staff as relevant.	
7.	<b>OTHER STAFFING ISSUES</b>		
	<b>Operations Manager post</b>	<p>i. Review and agree on the salary scale for the Operations Manager post, and</p> <p>ii. Note the recruitment timeline and interim arrangements.</p>	<b>App A</b>
	<b>Job role difficulties</b>	Consider the problems expressed and possible interim solutions.	
	<b>Appeals process</b>	Update on the ongoing appeals process.	
	<b>Confidential staffing issues</b>	Consider problems experienced and possible interim solutions.	

8.	<b>DATE OF NEXT MEETING</b>	The next meeting of the committee will be held on Tuesday 17 September 2024 at 6:00 pm.	
	<b>MEMBERS OF THE STAFFING COMMITTEE:</b>		
	<b>Councillors: Janice Bowden, Graham Brown, Laura Hawken, Rosemary Mackenzie and Jane Turton.</b>		