



Berwick-upon-Tweed Town Council

Minutes of the Town Council Staffing Committee Meeting held on
Tuesday, 07 May 2024 at 6.30pm in The Meeting Room, Berwick-upon-
Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-
Tweed

PRESENT:

Councillors: J Robertson as Town Mayor (Chair up to Item 2)
L Hawken (Chair item 3 onwards)
J Bowden
G Brown
R Mackenzie
J Turton

IN ATTENDANCE:

Gareth Davies, Town Clerk
Stephen Cozens, Assistant to the Clerk
Justine Walker, Administration Assistant
Joyce Benton, Sergeant-at-Mace
Cty Cllr G Hill
3 members of the public

| MINUTE NO. | TITLE AND DESCRIPTION OF ITEM | Mover | Second | Decision |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BA001/24 | APOLOGIES FOR ABSENCE | | | |
| | To receive apologies for absence. | N/A | N/A | There were no apologies for absence. |
| BA002/24 | ELECTION OF CHAIR | | | |
| | The Mayor shall take the chair until the members have elected a chair from amongst their number. | GB | RM | The Committee RESOLVED that Cllr L Hawken be appointed Chair of the Staffing Committee for the year 2024/2025. The Chairman took the Chair for the remainder of the meeting. |
| BA003/24 | DISCLOSURE OF INTERESTS | | | |
| | (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. | N/A | N/A | i. There were no disclosures of interests. |

| | | | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|--------------------------------------------------------------------------------------------------------------------------------------------|
| | (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. | N/A | N/A | ii. There were no requests for dispensation. |
| BA004/24 | ELECTION OF A VICE-CHAIR. | | | |
| | Members shall elect a vice-chair from amongst their number. | GB | JB | The Committee RESOLVED that Cllr R Mackenzie be appointed Vice-Chair of the Staffing Committee for the year 2024/2025. |
| BA005/24 | TERMS OF REFERENCE | | | |
| | Members are invited to note the terms of reference of the committee. | Nem con | | The Committee RESOLVED to note the Terms of Reference of the Staffing Committee, agreed by Council, at Appendix A of these minutes. |
| BA006/24 | DATE OF NEXT MEETING | | | |
| | The next meeting of the committee will be held on Tuesday 18 June 2024, at 6:00 pm. | N/A | N/A | Noted. |

Appendix A

- i A power to act as line manager for the Town Clerk, including conducting their appraisal, and scrutinising their management of the staff teams,
- ii A power to determine complaints from members of the public about any staff, including the Town Clerk, or about services which cannot be determined by the Town Clerk,
- iii A duty to consult with the public on complaints procedures and responses, in order to promote engagement of residents and to build trust in the Council,
- iv A power to consider which complaints or grievances made by staff, including the Town Clerk should be considered by a sub-committee of three or more councillors, and a power to nominate which councillors should consider that complaint or grievance,
- v A duty to consider appeals from members of staff about decisions made by the Town Clerk concerning their employment or performance,
- vi A duty to review the resources available to council, including staffing levels, to determine whether they are appropriate for Council's objectives, and
- vii A power to decide issues covered by Part Two and Three of the NJC single status agreement (the Green Book) which covers staff terms and conditions.