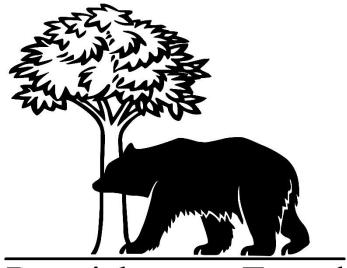
### BERWICK-UPON-TWEED TOWN COUNCIL

Council Appendix O Monday, 24 June 2024



# 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	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Decision
NO.				
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	GB	RM	The Committee RESOLVED that Cllr L
	elected a chair from amongst their number.			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	N/A	N/A	i. There were no disclosures of
	Register of Members' interests, members are			interests.
	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.			

	(ii) To receive and consider requests from	N/A	N/A	ii. There were no requests for
	members who have a Disclosable Pecuniary			dispensation.
	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.			
BA004/24	ELECTION OF A VICE-CHAIR.			
	Members shall elect a vice-chair from amongst their	GB	JB	The Committee RESOLVED that Cllr R
	number.			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	Nem con		The Committee <b>RESOLVED</b> to note the
	the committee.			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	N/A	N/A	Noted.
	Tuesday 18 June 2024, at 6:00 pm.			

## 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 subcommittee 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.