

BERWICK-UPON-TWEED TOWN COUNCIL



To: Members of the Staffing Committee

Quorum: 3

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, 17 SEPTEMBER 2024 AT 3:30 PM.

The Agenda for the meeting is set out below.

Cllr J Robertson

Proper Officer

12 September 2024

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.

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

ITEM NO.	TITLE AND DESCRIPTION OF ITEM		APPS
1.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	

2.	MINUTES	<ul style="list-style-type: none"> i. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing Committee meeting held on 18 June 2024. ii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Extraordinary Staffing Committee meeting held on 04 July 2024. iii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Extraordinary Staffing Committee meeting held on 29 July 2024. 	
3.	DISCLOSURE OF INTERESTS	<ul style="list-style-type: none"> (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. (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. 	
4.	ANY OTHER URGENT BUSINESS	To be agreed by the Chair, open and / or confidential.	
5.	DATE OF NEXT MEETING	The next meeting of the committee will be held on Monday 09 December 2024 at 6:00 pm.	
	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.		

6.	CONFIDENTIAL MINUTES	<ul style="list-style-type: none"> i. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Extraordinary Staffing Committee meeting held on 04 July 2024. ii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Extraordinary Staffing Committee meeting held on 29 July 2024. 	<p>Draft Minutes</p> <p>Draft Minutes</p>
7.	COMMITTEE TERMS OF REFERENCE	To recommend to Council an amendment to the Terms of Reference for the Staffing Committee regarding health and safety.	
8.	POLICIES	<ul style="list-style-type: none"> i. To consider a Flexible & Predictable Working Pattern Policy for adoption, ii. To consider a Health and Safety Policy for adoption, iii. To inform the Committee of further HR Policies, iv. To consider how HR policies apply to volunteers / councillors, v. Staff Training Policy, and vi. Councillor Training Policy. 	
9.	RECRUITMENT PLAN	To identify 3 Councillors for the interview panel for the Chief Officer position.	
10.	STAFFING ISSUES	<ul style="list-style-type: none"> i. To receive a verbal report from the Operations Manager, ii. To consider the extension of a temporary contract, and iii. To inform Committee of progress on a return-to-work programme. 	
11.	ACTION PLAN	To receive an update and consider progress on each item.	
12.	ITEMS FOR NEXT AGENDA AND ACTIONS ARISING	To confirm items for the next agenda and agreed actions.	
	MEMBERS OF THE STAFFING COMMITTEE:		
	Councillors: Janice Bowden, Graham Brown, Laura Hawken, Rosemary Mackenzie and Jane Turton.		