



**PRESENT:**

Councillors: L Hawken (Chair)  
J Bowden  
G Brown  
R Mackenzie  
J Turton

**IN ATTENDANCE:**

Cllr J Robertson  
0 members of the public

Minutes of the Town Council Staffing Committee Meeting held on Thursday, 04 July 2024 at 10.00am in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Notes and Decisions
<b>S015/24</b>	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence.
<b>S016/24</b>	<b>DISCLOSURE OF INTERESTS</b>			
	(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.
	<b>Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following items of business on the basis that public discussion might prejudice the Council's position and staffing or personal issues might be discussed.</b>	Nem con		

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Notes and Decisions
S017/24	<b>STAFFING ISSUES</b>			
	To follow-up confidential issues initially raised at the previous Staffing Committee meeting on 18 June 2024	Nem Con	LH	<p>The Committee <b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• To call an Extraordinary Full Council Meeting to appoint a Proper Officer. This Committee recommends that the Mayor takes on this role.</li> <li>• The Mayor and Chair of Staffing Committee will meet weekly with the staff to provide guidance and support to the staff. E-mail with key points if relevant to be circulated to all Councillors. Councillors can be asked for Outstanding Issues to be raised.</li> <li>• Authorising Finance - As the Mayor is expected to take on the role of Proper Officer, he will authorise payments in the interim whilst options are investigated.</li> <li>• The Assistant to the Clerk to be asked to find out who else can be added, Councillors and Staff.</li> <li>• Internal Auditor to be consulted about an appropriate route going ahead.</li> <li>• Schedule of Delegation to be amended to include who becomes the Proper Officer in the absence of the Town Clerk.</li> </ul>

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Notes and Decisions
	Appeals & Issues Arising	Nem con		<p>The Committee <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• Point 10 on the Spinal Point (LC7-12) with effect from the 1st July 2024 – agreed,</li> <li>• Ex gratia payment of £500 – agreed,</li> <li>• Job Title will be Administrative Officer,</li> <li>• There will be a further Job Evaluation review in January,</li> <li>• Lone working policy to be adopted. In the meantime, no public to be admitted to the office when staff are in the building on their own. Text or phone call if lone working – specify location and when leave premises / location. Insurance cover for lone working to be checked,</li> <li>• Hours – after some debate the majority view was that the 28 hours continue especially as there are less staff in the office, and</li> <li>• Cleaning – contractor to be identified.</li> </ul>
<b>S018/24</b>	<b>DATE OF NEXT MEETING</b>			
	The next meeting of the committee will be held on Tuesday 17 September 2024, at 6:00 pm.	N/A	N/A	Noted.