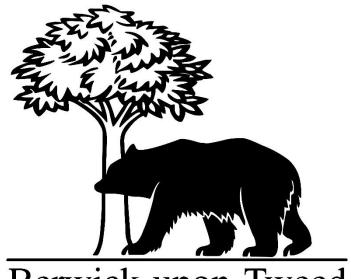
BERWICK-UPON-TWEED TOWN COUNCIL

Council
Appendix M
Monday, 30 September 2024



Berwick-upon-Tweed Town Council

Minutes of the Town Council Staffing Committee Meeting held on Monday, 29 July 2024 at 4.00pm in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: L Hawken (Chair)

J Bowden

G Brown

R Mackenzie

J Turton

IN ATTENDANCE:

0 members of the public

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Notes and Decisions
S019/24	OPEN SESSION			
	Members of the public may make representations, ask	N/A	N/A	There were no members of the public present.
	questions and give evidence at a meeting which they			
	are entitled to attend in respect of the business on the			
	agenda.			
	This is for a period of 15 minutes overall and is limited			
	to 3 minutes per person.			
S020/24	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence.
S021/24	DISCLOSURE OF INTERESTS			
	(i) Unless already entered in the Council's Register of	N/A	N/A	i. There were no disclosures of interests.
	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	N/A	N/A	ii. There were no requests for dispensation.
	who have a Disclosable Pecuniary Interest in any			

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Notes and Decisions
	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.			
S022/24	ANY OTHER URGENT BUSINES			
	To be agreed by the Chair, open and / or confidential.	N/A	N/A	There were no items of urgent business raised.
S023/24	OPERATION'S MANAGER			
	To confirm the appointment of an Operation's Manager.	Nem		The Committee RESOLVED:
		con		 Approval of Steven Robinson as Operations Manager, To confirm that employment will commence on Monday 26th August 2024 with the first day at work being Tuesday 27th August 2024 due to the Monday being a Bank Holiday. It was noted that one reference has been received by Cllr L Hawken. To note that Cllr L Hawken had prepared an induction pack for the new post and the Committee thanked her for her work. Also noted was that any further ideas should be emailed to Cllr L Hawken, To approve the purchase the induction mentoring programme from the Town

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Notes and Decisions
				To note that Cllr L Hawken contact the HRC
				for a contract for the new post to be signed
				with immediate effect when his employment
				commences.
S024/24	STAFF APPRAISALS			
	To consider timings in reference to the new Operation's	Nem		It was decided to ask staff to complete a Self-
	Manager starting.	con		Appraisal, related to their Job Description and set 3
				targets for 31 March 2025 Completed forms to be
				sent to Cllr L Hawken.
				The Committee RESOLVED
				To ask staff to complete a Self-Appraisal
				form, related to their Job Description and set
				3 targets for 31 March 2025 with completed
				forms to be sent to Cllr L Hawken,
				That the forms be reviewed by Cllr L Hawken
				and Cllr R Mackenzie to see if staff needed
				further advice noting that this will help the
				new Operations Manager as he picks up the
				Appraisal Process, and
				That Cllr L Hawken confirm the
				documentation process with the Town
				Council's HR Consultant.

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Notes and Decisions
	Committee RESOLVED that under the Public Bodies	Nem		
	(Admission to Meetings) Act 1960 it was	con		
	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.			
S025/24	PENSIONS			
	To discuss the rates of pensions paid by different	Nem		The HRC had advised that the organisation move to
	organisations.	con		the Local Government Pension Scheme (LGPS) to
				attract the best staff moving forward. There were
				concerns around the full cost to the Council of all
				staff joining the LGPS pension scheme.
				After which, it was RESOLVED to instruct the
				Assistant to the Clerk to check if the pension scheme
				can pay at a higher rate and to defer this back to the
				Staffing Committee initially.
S026/24	STAFFING ISSUES			
	To consider confidential staffing matters.	Nem		The Committee RESOLVED to agree the following
		con		updates:
				The Town Clerk leaves their post on 31st July
				2024. An agreed statement to be published
				on 1st August 2024, and

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Notes and Decisions
				Recruitment – The Committee agreed to the
				HRC's suggestion that the post is called
				Chief Officer as this should attract a wider
				field of applicants. The Gold Recruitment
				package was approved. Interview allowance
				of up to £200 per candidate. Relocation
				allowance of up to £5000 to be returned if the
				appointed person is no longer in post after a
				specified time (The Town Council's HR
				Consultant to advise on appropriate time
				scale.). Advert late August/ early September
				 advertisement costs approximately £1700
				approved.
S027/24	DATE OF NEXT MEETING			
	The next meeting of the committee will be held on	N/A	N/A	Noted.
	Tuesday 17 September 2024, at 6:00 pm.			