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# 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

<b>Minute No.</b>	<b>TITLE AND DESCRIPTION OF ITEM</b>	<b>Mover</b>	<b>Second</b>	<b>Notes and Decisions</b>
<b>S019/24</b>	<b>OPEN SESSION</b>			
	Members of the public may make representations, ask 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.	N/A	N/A	There were no members of the public present.
<b>S020/24</b>	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence.
<b>S021/24</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	N/A	N/A	ii. There were no requests for dispensation.

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.			
<b>S022/24</b>	<b>ANY OTHER URGENT BUSINES</b>			
	To be agreed by the Chair, open and / or confidential.	N/A	N/A	There were no items of urgent business raised.
<b>S023/24</b>	<b>OPERATION'S MANAGER</b>			
	To confirm the appointment of an Operation's Manager.	Nem con		<p>The Committee <b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• Approval of Steven Robinson as Operations Manager,</li> <li>• 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.</li> <li>• 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,</li> <li>• To approve the purchase the induction mentoring programme from the Town Council's HR Consultant (HRC), and</li> </ul>

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconders	Notes and Decisions
				<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>S024/24</b>	<b>STAFF APPRAISALS</b>			
	To consider timings in reference to the new Operation's Manager starting.	Nem con		<p>It was decided to ask staff to complete a Self-Appraisal, related to their Job Description and set 3 targets for 31 March 2025 Completed forms to be sent to Cllr L Hawken.</p> <p>The Committee <b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>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,</li> <li>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</li> <li>That Cllr L Hawken confirm the documentation process with the Town Council's HR Consultant.</li> </ul>

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Notes and Decisions
	Committee <b>RESOLVED</b> 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.	Nem con		
<b>S025/24</b>	<b>PENSIONS</b>			
	To discuss the rates of pensions paid by different organisations.	Nem con		The HRC had advised that the organisation move to 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 <b>RESOLVED</b> 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.
<b>S026/24</b>	<b>STAFFING ISSUES</b>			
	To consider confidential staffing matters.	Nem con		The Committee <b>RESOLVED</b> to agree the following updates: <ul style="list-style-type: none"> <li>The Town Clerk leaves their post on 31st July 2024. An agreed statement to be published on 1st August 2024, and</li> </ul>

Minute No.	TITLE AND DESCRIPTION OF ITEM	Mover	Secunder	Notes and Decisions
				<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>S027/24</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.