

**BERWICK-UPON- TWEED TOWN COUNCIL**



Minutes of the Town Council  
**Staffing Committee Meeting**  
held on  
**Tuesday, 17 September 2024**  
at 3.30pm 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

**IN ATTENDANCE:**

Stephen Robinson, Operations Manager  
Stephen Cozens, Assistant to the Clerk  
0 members of the public

MINUTE NO. AND ITEM	Decision
The written resignation of Cllr J Turton from this Committee was acknowledged by Members.	
<b>S028/24 APOLOGIES FOR ABSENCE</b>	
To receive apologies for absence.	There were no apologies for absence.
<b>S029/24 MINUTES</b>	
i. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing Committee meeting held on 18 June 2024.	i. The Committee <b>RESOLVED</b> that the minutes of the meeting held on 18 June 2024, were agreed and signed as a correct record. (Mv RM Sec – JB)
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.	ii. The Committee <b>RESOLVED</b> that the minutes of the Extraordinary meeting held on 04 July 2024, were agreed and signed as a correct record. (Mv RM Sec – GB)
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	iii. The Committee <b>RESOLVED</b> that the minutes of the Extraordinary meeting held on 29 July 2024, were agreed and signed as a correct record. (Mv JB Sec – GB)
<b>S030/24 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. (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.	i. There were no disclosures of interests.  ii. There were no requests for dispensation.
<b>S031/24 ANY OTHER URGENT BUSINESS</b>	
To be agreed by the Chair, open and / or confidential.	Issues raised by Members included feedback on managing suspensions, which would be the subject of a future agenda item, a fifth member of this Committee and staff social events. The latter of which to be followed-up by the Operations Manager.

MINUTE NO. AND ITEM	Decision
<b>S032/24 DATE OF NEXT MEETING</b>	
The next meeting of the committee will be held on Monday 09 December 2024 at 6:00 pm.	Noted.
<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>	
<b>S033/24 CONFIDENTIAL MINUTES</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>i. The Committee <b>RESOLVED</b> that the minutes of the Extraordinary meeting held on 04 July 2024, were agreed and signed as a correct record. (Mv GB Sec – JB)</li> <li>ii. The Committee <b>RESOLVED</b> that the minutes of the Extraordinary meeting held on 29 July 2024, were agreed and signed as a correct record. (Mv GB Sec – JB)</li> </ul>
<b>S034/24 COMMITTEE TERMS OF REFERENCE</b>	
To recommend to Council an amendment to the Terms of Reference for the Staffing Committee regarding health and safety.	The Committee <b>RESOLVED</b> that: <ul style="list-style-type: none"> <li>i. Health &amp; Safety be a regular item on this Committee, and</li> <li>ii. Cllr L Hawken to produce an update to this Committee's Terms of Reference.</li> </ul>
<b>S035/24 POLICIES</b>	
<ul style="list-style-type: none"> <li>i. To consider a Flexible &amp; Predictable Working Pattern Policy for adoption,</li> <li>ii. To consider a Health and Safety Policy for adoption,</li> <li>iii. To inform the Committee of further HR Policies,</li> </ul>	<ul style="list-style-type: none"> <li>i. The Committee <b>RESOLVED</b> that a draft Flexible &amp; Predictable Working Pattern Policy be distributed to Members and be brought to the next meeting of this Committee.</li> <li>ii. The Committee noted the update that the Operations Manager is awaiting clarification on some points raised, and will circulate to Members when received.</li> <li>iii. Cllr R Mackenzie updated Members on further HR Policies to be considered, which will be compared</li> </ul>

MINUTE NO. AND ITEM	Decision
<p>iv. To consider how HR policies apply to volunteers / councillors,</p> <p>v.</p> <p>vi. Staff Training Policy, and</p> <p>vii. Councillor Training Policy.</p>	<p>with what's in the Staff Handbook, to decide if they are required.</p> <p>iv. An issue had been raised at a staff meeting of lone working by Councillors. The Committee <b>RESOLVED</b> that the Operations Manager would meet with those concerned whilst investigating working devices and risk assessments. Furthermore, Cllr L Hawken would investigate a volunteer policy.</p> <p>v. Cllr R Mackenzie updated Members that they have started to investigate training policies which has been sent to the Operations Manager and needs to be shared with Councillors.</p> <p>vi. The Committee noted that Cllr R Mackenzie will investigate and share.</p>
<b>S036/24 RECRUITMENT PLAN</b>	
<p>To identify 3 Councillors for the interview panel for the Chief Officer position.</p>	<p>Cllr L Hawken update the Committee that interviews are scheduled for the 10<sup>th</sup> and 11<sup>th</sup> October 2024 and that the Council's HR Consultant will be part of the interview panel. After which, the Committee <b>RESOLVED</b> that the interview panel consist of Councillors J Bowden, G Brown and L Hawken.</p>
<b>S037/24 ACTION PLAN</b>	
<p>To receive an update and consider progress on each item.</p>	<p>The Committee <b>RESOLVED</b>:</p> <p>S-43 (Implement Staffing Review Actions) to be removed,</p> <p>S-44 (Targets based on job descriptions for all staff) Operations Manager to do including one-to-ones,</p> <p>S-45 (Report on lessons learnt from staff review) Cllr G Brown provided an update, after which, it was agreed that Cllr L Hawken would provide an update for the next meeting of Council,</p> <p>S-46 (Training plan for all staff) there will be mandatory online training for all staff and play park training for 3 will be discussed.</p>

MINUTE NO. AND ITEM	Decision
	<p>S-47 (Orientation plan for new Ops Manager) the Operations Manager updated the meeting that this is quite organic and is still ongoing,</p> <p>S-48 (Complete CILCA) the Committee noted the Operations Manager desire to complete ILCA, FILCA and CILCA, and</p> <p>S-49 (On call arrangements) to be part of the Community Emergency Plan.</p>
<b>S038/24 ITEMS FOR NEXT AGENDA AND ACTIONS ARISING</b>	
<p>To confirm items for the next agenda and agreed actions.</p>	<p>The Committee <b>RESOLVED</b> to confirm the following agenda items and agreed actions.</p> <ul style="list-style-type: none"> <li>• A Volunteer Policy be brought to the next meeting of this Committee,</li> <li>• A cleaner be engaged for the office,</li> <li>• Understanding what can be done with pensions to be considered,</li> <li>• Managing suspensions to be considered, and</li> <li>• Training Policies for staff and Councillors to be investigated.</li> </ul>
<b>S039/24 STAFFING ISSUES</b>	
<p>i. To receive a verbal report from the Operations Manager,</p>	<p>i. The Ops Manager (SR) reported:</p> <ul style="list-style-type: none"> <li>• He is focussing on updating Health &amp; Safety protocols, risk assessments, and training.</li> <li>• There is a weekly staff meeting and defined daily tasks for the warden team. The whole team are working hard and efficiencies being sought with, clear roles and responsibilities being identified.</li> <li>• E mail addresses need rationalising &amp; the telephone headsets may not be needed.</li> <li>• Drugs testing has been commissioned.</li> <li>• Mentoring from the HR Consultant is proving to be very useful.</li> </ul>