

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Staffing Committee Meeting held on Monday, 02 December 2024 at 6.00pm in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

COUNCILLORS PRESENT:

R Mackenzie (Chair up to Item 2)
G Brown (Chair item 3 onwards)
J Bowden

IN ATTENDANCE:

Stephen Robinson, Operations Manager
Stephen Cozens, Finance Officer
Cllr J Robertson
0 members of the public

S040/24 1. ELECTION OF CHAIR

The Committee **RESOLVED** that, in light of Cllr L Hawken's approved leave of absence, Cllr G Brown be appointed Chair of the Staffing Committee.

S041/24 2. OPEN SESSION

There were no members of the public present.

S042/24 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr L Hawken.

S043/24 4. MINUTES

Points and issues raised included:

- I. Cllr R Mackenzie and the Operations Manager to bring updated Terms of Reference regarding Health and Safety to a future meeting which will then be a regular agenda item.
- II. The Volunteer Policy to be deferred until the Chief Officer is in post.
- III. The Operations Manager to explore Town Council part-time staff to act as office cleaners.
- IV. Pension contributions to be reviewed when Chief Officer is in post with the Operations Manager to update staff that they can increase.
- V. Information from ACAS should be followed when dealing with staffing issues.
- VI. All field staff have completed mandatory Health and training.

- VII. Weekly staff meetings are continuing on Wednesdays whilst the Operations Manager has a meeting with field staff on Fridays.
- VIII. The sorting of email addresses deferred until the Chief Officer is in post.
- IX. Drugs tests have now been completed with all passing.
- X. The Operations Manager's mentoring sessions are continuing.

After which, the minutes of the meeting held on 17 September 2024 were agreed and signed as a correct record.

S044/24 5. DISCLOSURE OF INTERESTS

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

S045/24 6. ANY OTHER URGENT BUSINES

- i. The Committee unanimously **RESOLVED** to recommend to Council adoption of the Sickness and Absence Policy, and
- ii. The Committee unanimously **RESOLVED** to recommend to Council adoption of the Flexible and Predictable Working Policy.

The meeting noted that an item will be added to the next Council Agenda regarding Committee Membership to allow any other Councillors to join the Committee.

S046/24 7. STAFF TRAINING POLICY

Those present provided feedback including that page numbering be rectified, that 'Change processes' be 'Managing change', to agree the figure of £2,500 regarding guidance for support, that 20% over 5 years have 'of original cost' added and 'referenced' be changed to 'referenced'.

After which the Committee **RESOLVED** to recommend to Council adoption of the Staff Training Policy.

S047/24 8. DATE OF NEXT MEETING

The date of the next meeting will be Tuesday 18 March 2025 at 6.00 pm.

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.

S048/24 9. CONFIDENTIAL MINUTES

The minutes of the meeting held on 17 September 2024 were agreed and signed as a correct record.

S049/24 10. APPRAISALS / ONE-TO-ONES

The Operations Manager updated Councillors that one-to-ones have been completed for all field staff and these will be completed for everyone in March. Missed pay rises from April 2024 have been investigated. The Operations Manager's one-to-ones will start in December, this is an interim measure until the Chief Officer is in post. After which, the Committee **RESOLVED** to note the updates including that all missed pay rises from April 2024 due to SCP incremental rises be agreed.

S050/24 11. STAFFING ISSUES

The Committee **RESOLVED** to accept the salary figures as presented by the Operations Manager in the background paper with one additional incremental point assigned to a member of staff the Operations Manager omitted until discussion with committee had taken place. A staff member is to be approached to undertake cleaning duties as part of their regular duties to maintain increased hours.

S052/24 13. STAFFING REVIEW

Cllr R Mackenzie updated the meeting that a staffing review would be revisited after the Chief Officer has been in post for a couple of months. The Operations Manager then updated the meeting on the role of the Sergeant-at-Mace and the process of making sure elements of that position are written down.

After which, the Committee **RESOLVED** that the Operations Manager starts the process of working towards a new up-to-date job description for the Sergeant-at-Mace.

S053/24 14. LONE WORKING DEVICES

Councillors noted that a refund would be received from the previously agreed company who had deemed their software, which included elements for payroll, as incompatible.

After which, the Committee **RESOLVED** to approve the quote for lone working devices.

S054/24 15. SLCC MEMBERSHIPS

The Committee **RESOLVED** to approve payment of the Operations Manager's membership of the SLCC and that the Chief Officer's membership be paid for when they are in post.

S055/24 16. ITEMS FOR NEXT AGENDA AND ACTIONS ARISING

The Committee **RESOLVED** to confirm the following agreed actions:

Cllr R Mackenzie:

- To update the Schedule of Policies.

Cllr R Mackenzie and the Operations Manager:

- To bring updated Terms of Reference regarding Health and Safety to a future meeting.

The Finance Officer:

- To remove Cllr J Turton's name from future agendas.