

BERWICK-UPON-TWEED TOWN COUNCIL

To: **Members of the Staffing and Corporate Resources Committee**

You are hereby requested to attend a meeting of the Staffing and Corporate Resources Committee of **BERWICK-UPON-TWEED TOWN COUNCIL** to be held in The Town Hall, Marygate, Berwick-upon-Tweed, on **TUESDAY, 07 SEPTEMBER 2021 AT 5:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk

02 September 2021

Members are reminded that the Standing Orders of council apply to this meeting, and that in staffing matters, they should consider their duties as employers including the duties to consult staff and to give due account to councils equalities duties towards employees.

A G E N D A

Since the business of the committee is usually confidential, and the public session is described as concerning items on the agenda, no public session is offered at Staffing and Corporate Resources meetings except where open items are considered.

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES OF THE LAST MEETING

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing and Corporate Resources Committee meeting held on Monday, 19 July 2021 (**Draft Minutes**).

3. DISCLOSURE OF INTERESTS

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.

4. REQUEST FOR DISPENSATION

(i) To receive 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 (pro-forma attached).

(ii) To consider requests for dispensation.

5. DATE OF NEXT MEETING

To be confirmed.

The Committee may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.

Item 7 is confidential because Occupational Health updates inevitably involve discussing personal circumstances.

Item 8 is confidential because discussion of individual circumstances is likely to arise.

6. UPDATE ON OCCUPATION HEALTH

To receive a verbal update from the Town Clerk.

7. GOVERNMENT GUIDANCE ON STAFFING CONSULTATION

Subsequent to discussions at council, committee is invited to provide guidance to the Town Clerk as to the form and timing of consultation on the issue of workplace safety (with regard to COVID-19) and where staff undertake their work.

MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE:

Councillors: Alan Bowlas, Anne Forbes, Mike Greener, Homer Lindsay and Clare Raybould.