

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 Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on **MONDAY, 31 OCTOBER 2022 AT 4:00 PM.**

The Agenda for the meeting is set out below.



Town Clerk

25 October 2022

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 council's 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

- i. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing and Corporate Resources Committee meeting held on 14 June 2022 (**Draft Minutes**).
- ii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing and Corporate Resources Committee meeting held on 05 August 2022 (**Draft Minutes**).

3. DISCLOSURE OF INTERESTS

- (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.

4. TOWN CLERK'S APPRAISAL

To consider the form of the Town Clerk's appraisals and the appointment of elected members to undertake it.

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.

5. TOWN CLERK'S WORKING ARRANGEMENTS

To agree a way forward on current working arrangements.

6. STAFF TRAINING

To agree a way forward regarding staff training.

7. PROBATION ARRANGEMENTS

To consider confirming the successful completion of probation arrangements.

8. ON CALL ARRANGEMENTS

To consider on call arrangements for weekend cover.

9. TOWN WARDENS

To consider arrangements for additional hours worked by the Town Wardens.

MEMBERS OF THE STAFFING AND CORPORATE RESOURCES COMMITTEE:

Councillors: Graham Brown, Mike Greener, Homer Lindsay and Anne Williams.