

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Staffing and Corporate Resources Committee Meeting held on Monday, 31 October 2022 at 4.00pm in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: M Greener (Chair)
H Lindsay
A Williams

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Stephen Cozens, Assistant to the Clerk
Cllr T Stewart
0 members of the public

SCR017/22 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Brown.

SCR018/22 2. MINUTES OF THE LAST MEETINGS

- i. On the motion of Cllr H Lindsay, seconded by Cllr A Williams, the minutes of the meeting held on 14 June 2022, were agreed and signed as a correct record.
- ii. On the motion of Cllr A Williams, seconded by Cllr H Lindsay, the minutes of the meeting held on 05 August 2022, were agreed and signed as a correct record.

SCR019/22 3. DISCLOSURE OF INTERESTS

- (i) There were no disclosures of interests.
- (ii) There were no requests for dispensation.

SCR020/22 4. TOWN CLERK'S APPRAISAL

The Committee unanimously **RESOLVED** that:

- i. The document provided as a background paper be used as the Appraisal Form, and
- ii. The appraisal panel consist of Cllrs M Greener, H Lindsay and A Williams.

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.

SCR021/22 5. TOWN CLERK'S WORKING ARRANGEMENTS

The Committee unanimously **RESOLVED** to agree to the working arrangements of the Town Clerk which included working four days a week, this would reduce on the approach of retirement to help with succession planning and a hybrid system of working at home and office.

A review target date of 01 May 2023 was agreed.

SCR022/22 6. STAFF TRAINING

The Town Clerk provided an update on training plans for staff. After which, the Committee unanimously **RESOLVED** to recommend to Council the approval of a virement for the costs of training.

SCR023/22 7. PROBATION ARRANGEMENTS

The Committee unanimously **RESOLVED** to recommend to Council approval of the completion and way forward of probation arrangements.

SCR024/22 8. ON CALL ARRANGEMENTS

The Town Clerk introduced the item as a means for consideration to be given for the requirement of weekend on-call arrangements to deal with any issues as they arise with Town Council assets including playparks.

After which, it was agreed that this item be deferred to the next meeting of Council.

SCR025/22

9. TOWN WARDENS

The Committee unanimously **RESOLVED** to agree that the Town Wardens be paid for additional hours worked.