

## 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, 17 JULY 2023 AT 6:00 PM.**

**The Agenda for the meeting is set out below.**



**Town Clerk**

**12 July 2023**

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.

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### 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 31 May 2023 (**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.

**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.**

### **4. STAFF HANDBOOK**

To consider the implementation of the Staff Handbook (**Appendix A**).

### **5. DISCIPLINARY PROCESSES**

To receive an update from the Town Clerk.

### **6. INVESTIGATION**

To consider the attached report.

### **MEMBERS OF THE STAFFING AND CORPORATE RESOURCES COMMITTEE:**

**Councillors: Graham Brown, Rosemary Mackenzie, John Robertson, Thomas Stewart and Jane Turton**