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# Berwick-upon-Tweed Town Council

Minutes of the Town Council Staffing and Corporate Resources  
Committee Meeting held on Monday, 17 July 2023 at 6.00pm in The  
Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 –  
88 Marygate, Berwick-upon-Tweed

**PRESENT:**

Councillors: G Brown (Chair)  
R Mackenzie  
J Robertson  
T Stewart  
J Turton

**IN ATTENDANCE:**

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

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Decision
SCR013/23	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence.
SCR014/23	<b>MINUTES</b>			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing and Corporate Resources Committee meeting held on Monday, 31 May 2023.	JT	TS	<p>Cllr G Brown raised a concern that Item 5 doesn't make reference that the arrangements agreed were temporary. The Town Clerk replied that the forthcoming Staffing Review would review working conditions including the arrangements for the Town Clerk, which the Committee accepted as a way forward.</p> <p>After which, the Committee <b>RESOLVED</b> that the minutes of the meeting held on Wednesday 31 May 2023, were agreed and signed as a correct record.</p>
SCR015/23	<b>DISCLOSURE OF INTERESTS</b>			
	(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	N/A	N/A	There were no disclosures of interest.

	<p>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.</p> <p>(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.</p>			There were no requests for dispensation.
	<p><b>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.</b></p>	<b>JR</b>	<b>JT</b>	
<b>SCR016/23</b>	<b>STAFF HANDBOOK</b>			
	To consider the implementation of the Staff Handbook.	Nem con		The Town Clerk introduced the item and provided narratives on sections including Council Code of

				<p>Conduct, Joining the Council, Absence, Management / Flexible Working, Supervision and Appraisal and Performance and Behaviour at Work.</p> <p>After which, the Committee <b>RESOLVED</b> to recommend to Council they adopt the handbook subject to an amendment to paragraph 11.18.1.</p>
<b>SCR017/23</b>	<b>DISCIPLINARY PROCESSES</b>			
	To receive an update from the Town Clerk.	Nem con		<p>The Committee unanimously <b>RESOLVED</b> to note the update of the Town Clerk regarding an envisaged disciplinary process and agreed a way forward regarding correspondence.</p> <p>After which, the Committee further <b>RESOLVED</b> to agree a way forward regarding the use of contractors where necessary until the Staffing Review has been completed.</p>
<b>SCR018/23</b>	<b>INVESTIGATION</b>			
	To consider the attached report.	Nem con		<p>The Town Clerk provided a response, to be filed with these minutes. After which the Committee <b>RESOLVED</b> to accept the 5 recommendations within the report and further <b>RESOLVED</b> to agree an action plan with the Town Clerk as a way forward.</p>