



---

# Berwick-upon-Tweed Town Council

Minutes of the Town Council Staffing and Corporate Resources  
Committee Meeting held on Monday, 02 October 2023 at 6.00pm in The  
Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 –  
88 Marygate, Berwick-upon-Tweed

**PRESENT:**

Councillors: R Mackenzie (Chair)  
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	Seconder	Decision
SCR019/23	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllrs G Brown, L Hawken and J Robertson.
SCR020/23	<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, 17 July 2023.	TS	JT	The Committee <b>RESOLVED</b> that the minutes of the meeting held on Monday 17 July 2023, were agreed and signed as a correct record.
SCR021/23	<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 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.	N/A	N/A	i. There were no disclosures of interest.

	(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.			ii. There were no requests for dispensation.
	<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>	<b>TS</b>	<b>JT</b>	
<b>SCR022/23</b>	<b>APPRAISAL CYCLE</b>			
	To agree a pattern for the appraisal cycle.	Nem con		Members agreed that the Chair / Vice-Chair liaise with the Town Council's HR Consultant regarding the forms to be used and <b>RESOLVED</b> to recommend to Council that a February and August cycle be adopted in order that appraisals and any appeals be completed by the end of the financial year.

<b>SCR023/23</b>	<b>LOCAL SERVICES TEAM</b>			
	To consider current arrangements.	Nem con		Members noted the update that the Town Council is under budget capacity and that the number and leadership of the team will be subject to the staffing review.
<b>SCR024/23</b>	<b>FUTURE PLANNING</b>			
	To consider the progress of Committee actions as per the Strategic Plan spreadsheet.	Nem con		Members instructed Officers that information regarding the staffing review be made available as soon as possible in November to this Committee and that staff are made aware by mid-December the course the review is taken.  Members also noted that an extraordinary meeting of this Committee may be needed.
<b>SCR025/23</b>	<b>INVESTIGATION</b>			
	To receive a verbal update.	Nem con		The Town Clerk provided a verbal update on the closure of this matter.
<b>SCR026/23</b>	<b>PENSIONS</b>			
	To receive a verbal update.	Nem con		The Town Clerk provided an update on progress made, and on the proposals to close off the remaining issues.
<b>SCR027/23</b>	<b>DATE OF NEXT MEETING</b>			
	The next meeting of the committee will be held on Monday 04 December 2023, at 6:00 pm.	N/A	N/A	Noted.