

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, 05 FEBRUARY 2024 AT 6:00 PM.

The Agenda for the meeting is set out below.



Town Clerk

31 January 2024

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.

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.

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM		APPS
1.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	
2.	MINUTES	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing and Corporate Resources Committee meeting held on 04 December 2023.	Minutes

3.	DISCLOSURE OF INTERESTS	<p>(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.</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>	
	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.	STAFFING REVIEW	To receive an update from the Town Clerk.	
5.	HR SERVICES	To consider whether to recommend that council renew the ongoing support subscription.	
6.	RECRUITMENT	<p>i. Prepare a job description for an operations manager and undertake an open recruitment process, subject to confirmation of appointment by council.</p> <p>ii. Prepare a job description for a seasonal post of Horticultural Assistant and to undertake a recruitment process with authority being delegated to the Town Clerk to make the appointment.</p>	

7.	SUCCESSION PLAN	Prepare a succession plan and to discuss with staff including the Town Clerk changes to contracts of work that will enable or reflect the need to have a succession plan.	
8.	APPRAISAL	To receive an update from the Town Clerk.	
9.	ACTION PLAN	To receive an update.	
10.	DATE OF NEXT MEETING	To be confirmed.	
	MEMBERS OF THE STAFFING AND CORPORATE RESOURCES COMMITTEE:		
	Councillors: Graham Brown, Laura Hawken, Rosemary Mackenzie, John Robertson, Thomas Stewart and Jane Turton.		