



**Berwick-upon-Tweed  
Town Council**

Minutes of the Town Council Staffing and Corporate Resources  
Committee Meeting held on Monday, 04 December 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)  
L Hawken  
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	Seconder	Decision
SCR028/23	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllr R Mackenzie.
SCR029/23	<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, 02 October 2023.	TS	JT	The Committee <b>RESOLVED</b> that the minutes of the meeting held on Monday 02 October 2023, were agreed and signed as a correct record.
SCR030/23	<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>JR</b>	<b>GB</b>	
<b>SCR031/23</b>	<b>APPRAISAL</b>			
	To consider the forms for Officers appraisals.	Nem con		Councillors provided guidance to Officers regarding an update to the wording for the appraisal. After which the Committee <b>RESOLVED</b> to accept the updated wording.  It was further <b>RESOLVED</b> to nominate Cllr T Stewart as the Town Council representative to Northumberland ALC.

<b>SCR032/23</b>	<b>PAY POLICY</b>			
	To provide guidance to the Town Clerk about whether research is required into alternative pay structures for a future report.	Nem con		The Committee <b>RESOLVED</b> to instruct the Town Clerk to research alternative pay structures and, after a consultation with staff, to make recommendations to either this Committee or Council in January.
<b>SCR033/23</b>	<b>STAFFING REVIEW</b>			
	To receive an update on the Staffing Review.	Nem con		The Town Clerk updated Members that a first draft is expected before Christmas and they provided guidance as to options and contract types for potential additional employees. Members also noted that an extraordinary meeting of this Committee may be needed.
<b>SCR034/23</b>	<b>CULTURE AND CREATIVE ZONE (CCZ)</b>			
	To consider a proposal regarding future activities.			The Committee <b>RESOLVED</b> to instruct the Town Clerk to liaise with the CCZ and further <b>RESOLVED</b> that recommendations are made to Council to defer the project to the Communities & Local Services Committee.
<b>SCR035/23</b>	<b>DATE OF NEXT MEETING</b>			
	The next meeting of the committee will be held on Monday 05 February 2024, at 6:00 pm.	N/A	N/A	Noted.