



Minutes of the Town Council Staffing and Corporate Resources
Committee Meeting held on Monday, 05 February 2024 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
R Mackenzie
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	Second	Decision
SCR036/23	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllr J Robertson.
SCR037/23	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.	JT	LH	The Committee RESOLVED that the minutes of the meeting held on Monday 04 December 2023, were agreed and signed as a correct record.
SCR038/23	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	N/A	N/A	i. There were no disclosures of interest.

	<p>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>			<p>ii. There were no requests for dispensation.</p>
	<p>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.</p>	<p>Nem con</p>		

SCR039/23	STAFFING REVIEW			
	To receive an update from the Town Clerk.	Nem con		<p>The Town Clerk updated the Committee on recent correspondence with the provider. After which, the Committee RESOLVED that:</p> <ol style="list-style-type: none"> 1. The provider be urged to provide the report within 1 week of the date of this meeting, 2. Following on from this, the provider be given a deadline of 2 weeks of the date of this meeting to provide the report, and 3. If the report is not forthcoming, then the provider be asked to return the evidence they have collated for the Town Council to decide on a way forward.
SCR040/23	HR SERVICES			
	To consider whether to recommend that council renew the ongoing support subscription.	Nem con		The Town Clerk provided an update on alternative options including quotes received for payroll services and the local council association.

				<p>After which, the Committee RESOLVED to recommend that:</p> <ol style="list-style-type: none"> 1. Council does not renew the ongoing support subscription with the current provider, and 2. The Town Clerk start a soft procurement process for HR Services.
SCR041/23	RECRUITMENT			
	<ol style="list-style-type: none"> i. Prepare a job description for an operations manager and undertake an open recruitment process, subject to confirmation of appointment by council. 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. 	Nem con		<ol style="list-style-type: none"> i. The Committee RESOLVED that the process be put on hold until the Staffing Review report or evidence is received from the provider, ii. The Committee RESOLVED that the process for an appointment of a Horticultural Assistant be moved forward and provided guidance on updates to the job description and further RESOLVED that the interview panel include Cllr L Hawken, Cllr J Turton and the Town Clerk.

SCR042/23	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.	Nem con		The Town Clerk introduced the item which included an update on the types of succession planning that may be put into practice. After which, the Committee RESOLVED that: <ul style="list-style-type: none"> 1. The staff appraisals be actioned before a succession plan is agreed, and 2. The criteria for training is set against the outcomes of the appraisals.
SCR043/23	APPRAISAL			
	To receive an update from the Town Clerk	Nem con		The Town Clerk updated the Committee that appraisals will be baselined on current job descriptions and recent one-to-ones. After which, the Committee RESOLVED to note the update of the Town Clerk.
SCR044/23	ACTION PLAN			
	To receive an update.	Nem con		The Town Clerk updated the Committee that a stable staffing structure is needed by May and that the appraisal process should also be started bearing in mind the Parish Council elections to be held in May 2025.

				After which, the Committee RESOLVED to note the update of the Town Clerk.
SCR045/23	DATE OF NEXT MEETING			
	To be confirmed.	Nem con		Members RESOLVED that the next meeting of the committee will be held on Friday 01 March 2024, at 9:30 am. The time was noted as acceptable as the business to be considered at the meeting will be confidential.