



Minutes of the Town Council Staffing and Corporate Resources  
Committee Meeting held on Monday, 18 March 2024 at 10.00am  
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 Robertson  
T Stewart  
J Turton

**IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
0 members of the public

<b>MINUTE NO.</b>	<b>TITLE AND DESCRIPTION OF ITEM</b>	<b>Mover</b>	<b>Seconded</b>	<b>Decision</b>
<b>SCR046/23</b>	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	None received
<b>SCR047/23</b>	<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 05 February 2024.	Nem con		The Committee <b>RESOLVED</b> that the minutes of the meeting held on 05 February 2024, were agreed and signed as a correct record.
<b>SCR048/23</b>	<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	N/A	N/A	i. There were no disclosures of interest.

	<p>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>			<p>ii. There were no requests for dispensation.</p>
	<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>SCR049/23</b>	<b>STAFFING REVIEW</b>			
	To receive an update from the Chair.			<p>The Chair reported the conclusions of the review and it was agreed that Cllr G Brown and Cllr L Hawken would meet with individual staff members. Members voted against option A and it was otherwise agreed to go ahead with the recommendations. It was <b>RESOLVED</b> to re-engage with James Corrigan as HR consultant continuing the existing contract. The Town Clerk will advise James Corrigan.</p> <p>It was <b>RESOLVED</b> that the Town Clerk would resolve the payment due with James Corrigan for the work carried out on the review acknowledging that James Corrigan had offered discount on the work due to its late delivery.</p>

<b>SCR050/23</b>	<b>STATUS OF ADMIN STAFF</b>			
	To consider the report.			It was <b>RESOLVED</b> that the posts should be set at 20 hours p.w. with overtime available when required. Potential loss of pay would in some part be offset by accepting the revised salary scale for the posts detailed in James Corrigan's Job Evaluation report.
<b>SCR051/23</b>	<b>ACTION PLAN</b>			
	To receive an update.			All actions relating to the Staffing Committee were up to date and current.
<b>SCR052/23</b>	<b>DATE OF NEXT MEETING</b>			
	To be confirmed.			It was <b>RESOLVED</b> that the next meeting will be Wednesday 10 April 2024 at 2.30 p.m..