



Minutes of the Town Council Staffing and Corporate Resources  
Committee Meeting held on Wednesday, 10 April 2024 at 2.30pm  
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 (minutes)  
J Turton

**IN ATTENDANCE:**

Gareth Davies, Town Clerk (online)  
0 members of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Decision
SCR053/23	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	None received.
	<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>Nem con</b>		
SCR054/23	<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 18 March 2024.	Nem con		Subject to additions outlined by Cllr R Mackenzie and agreed by all those who attended (noted here), the Committee <b>RESOLVED</b> that the minutes of the meeting held on 18 March 2024, should be agreed and signed as a correct record.

				<p>(all within item ref <b>SCR049/23</b>)</p> <ul style="list-style-type: none"><li>• Thanks were expressed to Cllrs G Brown and L Hawken for their work on the Staffing Review to date.</li><li>• The Town Clerk advised that the Committee has delegated responsibility, and doesn't need agreement of Full Council, or an extra-ordinary meeting of Full Council, to move forward at this stage.</li><li>• Of the options presented to the committee for a new staff structure, members voted to accept Option B, and against Option A.</li><li>• The Town Clerk advised that he will discuss the proposed changes to the structure with staff in the immediate future, and agreed that Cllrs G Brown and L Hawken would also initiate discussions with staff regarding the changes, including initiating discussion issues arising from the proposed structure, and would take advice from James Corrigan.</li></ul>
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SCR055/23	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>	N/A	N/A	<p>i. There were no disclosures of interest.</p> <p>ii. There were no requests for dispensation.</p>

SCR056/23	STAFFING REVIEW			
	To receive a verbal update from the Chair.			<p>Cllr G Brown gave a verbal update as follows:</p> <ol style="list-style-type: none"> <li>a. Council has re-engaged James Corrigan of CHRGS, to complete his work in relation to the staffing review. James Corrigan has discounted his fees for work on the Review by £1000.</li> <li>b. Cllrs G Brown and L Hawken have led the review, and have engaged with all staff members as part of that.</li> <li>c. The previous meeting had agreed the new structure and, as part of that, have discussed potential impacts on individuals.</li> <li>d. Cllr L Hawken had drafted updated job descriptions for all roles (including the newly-created post): comments are requested from other committee members by Friday 12<sup>th</sup> April, after which the job descriptions will be sent to the Town Clerk for agreement.</li> <li>e. The Town Clerk will issue the relevant job description to each existing staff member with a covering letter/email, confirming:</li> </ol>

				<ul style="list-style-type: none"><li>i. Their salary,</li><li>ii. That the job evaluation process will be repeated for all roles, to reflect the updated job descriptions, and</li><li>iii. That the staff have a right to appeal against the outcome of that evaluation.</li></ul> <p>Council will issue equivalent information to the Town Clerk regarding his own post.</p> <ul style="list-style-type: none"><li>f. The repeat of the job evaluation process will be carried out by James Corrigan: Cllr G Brown is to contact him without delay to set this up, and to confirm the cost (the first round of evaluation cost £800). This evaluation will be “light touch” and based on the updated job descriptions, once those have been agreed by the Town Clerk.</li><li>g. The aim is to complete all work on the Staffing Review, including the letters to staff referred to above, by the end of April.</li></ul>
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				<p>Following the Chair's verbal report, the Town Clerk outlined that the Full Council meeting on 22<sup>nd</sup> April will include seeking the following decisions in relation to the Staffing Review:</p> <ul style="list-style-type: none"><li>i. Issues arising from the proposed structure,</li><li>ii. Continuation of delegation of the Staffing Review to the Staffing Committee,</li><li>iii. Council's preferred route of any appeal against Job Evaluations.</li></ul> <p>The Town Clerk advised that appeals could be dealt with by two members of the Staffing Committee (but excluding Cllrs G Brown and L Hawken as having led the Review); alternatively two councillors who do not sit on the Staffing Committee could hear the appeal, though they may be less familiar with the context.</p>
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<b>SCR057/23</b>	<b>ACTION PLAN</b>			
	To receive an update (referring to the version dated 6 <sup>th</sup> February 2024).			<ul style="list-style-type: none"> <li>a. Item 1 to be removed as completed. The Town Clerk confirmed that the new post of Seasonal Horticultural Assistant has been filled to commence on 22<sup>nd</sup> April</li> <li>b. Item 2 done, pending use. The Town Clerk has held regular 1-to-1 meetings with staff, and advised that all are comfortable with the appraisal process as set out; he also reported that the process will commence in May, and outline 6-month targets towards the next appraisal in November 2024.</li> <li>c. Item 3 in its implementation phase, with full implementation by the end of April 2024.</li> </ul>
<b>SCR058/23</b>	<b>DATE OF NEXT MEETING</b>			
	The next meeting of the committee will be held on 7 May 2024 (as part of the Annual Meeting of the Council, to elect chair & vice-chair)	N/A	N/A	Noted. The Town Clerk also requested a further meeting of the Staffing Committee in May, either before or after his booked annual leave.