

BERWICK-UPON-TWEED TOWN COUNCIL

To: **ALL MEMBERS OF THE STAFFING COMMITTEE**

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held in the Ante-Room, Town Hall, Marygate, Berwick-Upon-Tweed, on **MONDAY, 3 NOVEMBER 2014 at 6.00 pm.**

The Agenda for the meeting is set out below.



Town Clerk

27 October 2014

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES OF THE LAST MEETING

Minutes of the meeting held on 24 September 2014.

3. MINUTES OF THE MEETING OF THE STAFFING SUB-COMMITTEE.

Minutes of the meeting held on 9 October 2014.

4. STATEMENTS BY THE PUBLIC

The Chairman to invite members of the public present, to put questions to, or draw relevant matters to the attention of, the Council, prior to commencement of business. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

5. DISCLOSURE OF INTERESTS

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.

6. REQUEST FOR DISPENSATION

(i) To receive 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 (pro-forma attached).

(ii) To consider requests for dispensation.

A Formal Resolution is required to exclude the press and public during the discussion of the following agenda items, which include issues of a personal and confidential nature

7. STAFFING ISSUES

To receive an update on current staffing matters.

8. STAFFING REVIEW

- i. To consider and review staffing structure and levels.
- ii. In accordance with Standing Order 14, review the pay and conditions of existing employees, which should be undertaken annually in advance of agreeing estimates for the following year.

A Formal Resolution is required to re-open the meeting to the press and public for the remainder of the meeting.

9. DATE OF NEXT MEETING

To agree a date for the next meeting.

MEMBERS OF THE STAFFING COMMITTEE:

Councillors: I Hunter, G Jones, J Lang, G Roughead, C Seymour and F Simpson.