

## 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, 8 AUGUST 2016 at 6.00 pm.**

The Agenda for the meeting is set out below.

*Stojens*

Assistant to the Clerk

1 August 2016

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### OPEN SESSION

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.

### 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 23 May 2016.

**3. 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.

**4. 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.

**5. STAFF-MEMBERS RELATIONSHIPS**

Aggressive and bullying emails and pressure to resign directed towards the Acting Town Clerk by two members of the Town Council's Staffing Committee.

**6. REVIEW OF ALL COUNCIL STAFF**

Request by Councillor Georgina Hill to conduct a full review of all Council Staff and to exclude NCC and NEREO from undertaking the review.

**7. TOWN COUNCIL GRIEVANCE PROCEDURE**

Consideration of updated Town Council Grievance Procedure (**Appendix A**).

**8. ACTING TOWN CLERK**

Motion to overturn the decision to terminate the Acting Town Clerk's contract in January 2017 extending the current contract to the end of the Financial year ending March 31st 2017, and the employment of a new Town Clerk starting April 1st 2017 with a 2 week overlap with the Acting Clerk until April 15th ensuring a smooth handover.

**9. TOWN CLERK ADVERTISEMENT**

Firm agreement on the timetable required re the Town Clerk advertisement, qualifications and salary (**Appendix B**).

**10. TOURISM OFFICER**

Request to employ a part time tourism officer - Berwick-Upon-Tweed Town Council (**Appendix C**).

**11. TOWN COUNCIL OFFICE**

Discussion and agreement to move the Town Council Office from The Chandlery to Berwick Workspace by October 1st 2016 (**Appendix D**).

**12. DATE OF NEXT MEETING**

To agree a date for the next meeting.

**Private Session**

**A Formal Resolution is required to exclude the press and public during the discussion of the following agenda item, which includes issues of a personal and confidential nature.**

**13. NEIGHBOURHOOD SERVICES OFFICERS**

Discussion re current Town Council Neighbourhood Services Officers.

**MEMBERS OF THE STAFFING COMMITTEE:**

**Councillors: H Bettison, D Blackburn, I Dixon, A Forbes, A Gibson, K Graham, G Hill,  
P Hodgson, J Lang, G McLean, G Roughead, C Seymour and G Smith**