

## 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 **TUESDAY 9 JUNE 2015 at 6.15 pm.**

The Agenda for the meeting is set out below.

*Stogens*

Assistant to the Clerk

2 June 2015

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### A G E N D A

**1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the 2015-16 municipal year.

**2. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**3. APPOINTMENT OF VICE CHAIRMAN**

To appoint a Vice-Chairman of the Committee for the 2015-16 municipal year.

**4. MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 25 March 2015.

**5. MINUTES OF THE MEETING OF THE STAFFING SUB-COMMITTEE**

Minutes of the meeting held on 30 March 2015.

**6. 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.

**7. 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.

**8. 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.

**9. APPOINTMENT OF STAFFING SUB-COMMITTEE**

To consider appointing a Staffing Sub-Committee. The Sub-Committee would comprise 3 members of the Staffing Committee including the Chair of the Staffing Committee.

**10. OFFICE CLEANER**

To engage an office cleaner for up to 1/1.5 hours at a cost of up to £15 per hour – Total £15/£22.50 per week.

**11. NEW COUNCILLORS**

To consider whether new Councillors should join all committees.

**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 items, which include issues of a personal and confidential nature.**

**13. INTERIM TOWN CLERK**

To approve the appointment of the Interim Town Clerk and that the salary be paid through the Northumberland County Council payroll system (**Appendix A**).

**14. JOB EVALUATIONS**

To consider the job evaluation for Assistant to the Clerk, Steve Cozens.

**15. RESIGNATION OF HALBADIER**

To note and discuss the resignation of the Halbadier.

**16. NCC HOURLY CHARGES**

To discuss the NCC hourly charges.

**17. PUBLICATION OF STAFF SALARIES**

To consider the publication of individual staff salaries.

**MEMBERS OF THE STAFFING COMMITTEE:**

**Councillors: H Bettison, I Dixon, A Gibson, G Hill, J Lang and C Seymour**