

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, 12 DECEMBER 2016 at 6.00 pm.**

The Agenda for the meeting is set out below.



Interim Town Clerk

5 December 2016

A G E N D A

1. ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman of the Committee for the remainder of the 2016-17 municipal year.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. MINUTES OF THE LAST MEETING

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing Committee meeting held on 8 August 2016.

4. 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.

5. 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.

(ii) To consider requests for dispensation.

6. TOWN CLERK

To consider the recruitment process for a Town Clerk (**Appendix A**).

7. STAFFING REVIEW

To consider the process for a Staffing Review subsequent to the receipt of the Hoey Report (**Appendix B**).

8. APPRENTICE OR SHORT TERM ADMINISTRATION ASSISTANT

To consider employment of either an apprentice or short term administration assistant and for the committee to make recommendations to council (**Appendix C**).

9. DATE OF NEXT MEETING

To agree a date for the next meeting.

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