

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 Town Council office, 5 The Chandlery, Quayside, Berwick-Upon-Tweed, on **WEDNESDAY 13 NOVEMBER 2013 at 6 pm.**

The Agenda for the meeting is set out below.



Town Clerk

6 November 2013

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 1 July 2013.

3. 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.

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 (pro-forma attached).

(ii) To consider requests for dispensation.

6. AMENDMENT TO MEMBERSHIP OF COMMITTEE

To consider revised membership of the Staffing Committee.

7. APPOINTMENT OF STAFFING SUB-COMMITTEE

To consider the appointment of a Staffing Sub-Committee (**Appendix A**).

8. GRIEVANCE PROCEDURE

To review the Council's grievance procedure. (**Appendix B**).

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

9. REVIEW OF COUNCIL STAFF PROFILE

To consider the report on the staff profile provided by NEREO following the meeting on 1 July 2013 (**Appendix C**).

10. REVIEW OF CURRENT STAFF STRUCTURE AND OF TERMS AND CONDITIONS

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 (**Appendix D**).

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

11. DATE OF NEXT MEETING

To agree a date for the next meeting.

Members of Staffing Committee: Councillors H Bettison, G Hill, I Hunter, G Roughead, C Seymour, F Simpson and J Stephenson.