

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 15 OCTOBER 2012 at 6 pm.**

The Agenda for the meeting is set out below.



Town Clerk

10 October 2012

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 18 June 2012.

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

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial interests.

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

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

- (i) To consider and review staffing structure and levels (**Attachment A**).
- (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 (**Attachment B**).

6. DELEGATED DECISION

To note any agreement made under delegated authority (**Appendix C** to be tabled).

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

7. DATE OF NEXT MEETING

To agree a date for the next meeting.

Members of Staffing Committee: Councillors B Douglas, P Herdman MBE, G Hill, I Hunter, J Robertson, F Simpson and J Waterhouse.