

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 18 FEBRUARY 2013 at 6 pm.**

The Agenda for the meeting is set out below.



Town Clerk

11 February 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 15 October 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

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. EQUAL OPPORTUNITIES POLICY

To review and up-date the Council's Equal Opportunities Policy (**Appendix A**).

7. WORK EXPERIENCE PLACEMENTS

To receive a verbal up-date on opportunities for offering work experience to young people.

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

8. STAFFING ARRANGEMENTS

To consider staffing arrangements for 2013-14 (**Appendix B** to follow).

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

9. 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.