

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 JUNE 2012 at 6.30 pm.**

The Agenda for the meeting is set out below.



Town Clerk

11 June 2012

A G E N D A

1. ELECTION OF CHAIRMAN

To elect a Chairman of the Committee for the 2012-13 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 2012-13 municipal year.

4. MINUTES OF THE LAST MEETING

Minutes of the meeting held on 19 October 2011.

5. 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.

6. 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.

7. AMENDMENT TO MEMBERSHIP OF COMMITTEE

To consider revising membership of the Staffing Committee.

8. COMPLAINTS PROCEDURE

To consider and agree a Complaints Procedure to be commended to the Full Council at its meeting on 9 July (**Appendix A**).

A Formal Resolution is required to exclude the press and public during the discussion of the following two agenda items, which include issues of a personal and confidential nature

9. REVIEW OF CURRENT STAFF STRUCTURE

To consider and review staffing structure and levels (**Appendix B**).

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

10. DATE OF NEXT MEETING

To agree a date for the next meeting.

MEMBERS OF THE STAFFING COMMITTEE:

Councillors: B Douglas, P Herdman MBE, G Hill, I Hunter, J Robertson and F Simpson.