

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, 23 MAY 2016 at 6.00 pm.**

The Agenda for the meeting is set out below.

Stojens

Assistant to the Clerk

16 May 2016

OPEN SESSION

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.

A G E N D A

1. ELECTION OF CHAIRMAN

To elect a Chairman of the Committee for the 2016-17 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 ensuing Municipal Year.

4. MINUTES OF THE LAST MEETING

Minutes of the meeting held on 29 March 2016.

5. 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.

6. 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.

7. ACTING TOWN CLERK

Termination of the Acting Clerk's Contract and the recruitment of a new Town Clerk.

8. DATE OF NEXT MEETING

To agree a date for the next meeting.

Private Session

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. STAFFING REVIEW

To consider a staffing review (**Appendix A**).

10. STAFF APPRAISALS

To consider a staff appraisals (**Appendix B**).

11. STAFF TIME SHEETS

To note the Staff Time Sheets (**Appendix C**).

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