

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 **WEDNESDAY, 24 SEPTEMBER 2014 at 6.00 pm.**

The Agenda for the meeting is set out below.

Suea V. D. C.

Town Clerk

17 September 2014

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 7 July 2014.

3. MINUTES OF THE MEETINGS OF THE STAFFING SUB-COMMITTEE.

Minutes of the meetings held on 4 July 2014, 16 July 2014 and 24 July 2014.

4. 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.

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. MEMBERSHIP OF COMMITTEE

(i) To record the passing away of Councillor John Stephenson

(ii) To note the resignation of Councillor Hazel Bettison from the Committee

8. REVIEW OF POLICIES AND PROCEDURES

To consider the following documents which have been revised in the light of suggestions made by Mr Norman Dunn, Span Consultancy:

(i) Staff employment contract (new staff only)

(ii) Equalities Statement

(iii) Complaints Policy

(Appendix A).

9. ANNUAL LEAVE

To confirm the Staffing Sub-Committee's recommendation that any untaken annual leave from 2013-14 should be carried into the current leave year.

10. JOB EVALUATION

To note the completed job evaluation questionnaire for the Town Clerk (to be forwarded).

11. DATE OF NEXT MEETING

To agree a date for the next meeting.

MEMBERS OF THE STAFFING COMMITTEE:

Councillors: I Hunter, G Jones, J Lang, G Roughead, C Seymour and F Simpson.