

## 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, 29 MARCH 2016 at 6.00 pm.**

The Agenda for the meeting is set out below.

*Stogens*

Assistant to the Clerk

22 March 2016

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### 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. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2. MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 1 February 2016.

**3. 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.

**4. 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.

**5. APPRAISALS**

Update by the Clerk (**Appendix A**).

**6. EMPLOYMENT OF AN APPRENTICE**

To discuss the employment of an office apprentice (**Appendix B**).

**7. SLCC**

To approve the SLCC membership renewal of the Assistant to the Clerk (£167) and Finance Officer (£131) (**Appendix C**).

**8. STAFF PERFORMANCE MANAGEMENT**

Adoption of Human Resources Policy, Staff Annual Performance Appraisal and Review Policy and Capability Procedures (**Appendix D**).

**9. WEEKLY TIME SHEET**

Approval of weekly time sheet (**Appendix E**).

**10. 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.**

**11. SERGEANT-AT-MACE'S JOB EVALUATION**

To discuss and agree the Sergeant at Mace's Job Evaluation (**Appendix F**).

**12. ACTING TOWN CLERK**

Acting Town Clerk's short-term contract.

**13. MEMBER OBLIGATIONS – STAFF**

Code of Conduct / Member obligations (**Appendix G**).

**14. EMPLOYMENT ADVICE**

Mr Mick Brodie (NEREO)

**MEMBERS OF THE STAFFING COMMITTEE:**

**Councillors: H Bettison, D Blackburn, I Dixon, A Forbes, A Gibson, K Graham, G Hill, P Hodgson, J Lang, C Seymour and G Smith**