

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Staffing and Corporate Resources Committee meeting held on Tuesday, 15 March 2022 at 6.15pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	M Greener (Chair)	H Lindsay
	A Forbes	C Raybould
	A Gibson	

### **IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
Steve Cozens, Assistant to the Clerk  
0 members of the public

#### **SCR018/21 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr A Bowlas.

#### **SCR019/21 2. MINUTES OF THE LAST MEETING**

On the motion of Cllr H Lindsay, seconded by Cllr C Raybould, the minutes of the meeting held on 07 September 2021, were agreed and signed as a correct record.

#### **SCR020/21 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests

#### **SCR021/21 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

#### **SCR022/21 5. DATE OF NEXT MEETING**

To be confirmed.

**Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following items of business on the basis that public discussion might prejudice the Council's position and staffing or personal issues might be discussed.**

**SCR023/21**

## **6. REVIEW OF PROCEDURES**

The Town Clerk introduced the report and, after discussion, the Committee

**RESOLVED** to recommend to Council:

1. A procedure be finalised for approving pro-forma statements / devising a method for approval of one-off statements,
2. Advice be sought from the HR Consultant on how to support staff when required,
3. That the social media policy be issued to Councillors and confirmation be sought that the policy has been read,
4. That the Staffing and Corporate Resources Committee have noted that staff have made representation regarding the content of the report, and
5. That training be sought to address issues raised in Paragraph 6(iii).

**SCR024/21**

## **7. STAFF HEALTH**

The Committee unanimously **RESOLVED** to note the update of the Town Clerk concerning long-term issues.