

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Staffing and Corporate Resources Committee Meeting held on Tuesday, 02 May 2023 at 6.30pm in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: J Robertson (Chair up to Item 2)  
G Brown (Chair item 3 onwards)  
R Mackenzie  
T Stewart  
J Turton

**IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
Steve Cozens, Assistant to the Clerk  
Justine Walker, Administration Assistant  
Joyce Benton, Sergeant-at-Mace  
Cty Cllr G Hill  
Cty Cllr C Seymour  
4 members of the public

**SCR001/23 1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**SCR002/23 2. ELECTION OF CHAIR**

On the motion of Cllr T Stewart, seconded by Cllr J Robertson, the Committee **RESOLVED** that Cllr G Brown be appointed Chair of the Staffing and Corporate Resources Committee for the year 2023/2024.

The Chairman took the Chair for the remainder of the meeting.

**SCR003/23 3. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interests.
- ii. There were no requests for dispensation.

**SCR004/23 4. ELECTION OF A VICE-CHAIR**

On the motion of Cllr J Robertson, seconded by Cllr T Stewart, the Committee **RESOLVED** that Cllr R Mackenzie be appointed Vice-Chair of the Staffing and Corporate Resources Committee for the year 2023/2024.

**SCR005/23 5. TERMS OF REFERENCE**

The Committee unanimously **RESOLVED** to note the Terms of Reference of the Staffing and Corporate Resources Committee, agreed by Council, at Appendix A of these minutes.

**SCR006/23 6. DATE OF NEXT MEETING**

The date of the next meeting will be Monday, 03 July 2023 at 6.00 pm.

**Appendix A**

- i. To line manage the Town Clerk, including conducting their appraisal,
- ii. To determine complaints from members of the public about the Town Clerk, or about other staff or services which cannot be determined by the Town Clerk,
- iii. A power to consider which complaints or grievances made by staff, including the Town Clerk should be considered by a sub-committee of three or more councillors, and a power to nominate which councillors should consider that complaint or grievance,
- iv. To consider appeals from members of staff about decisions made by the Town Clerk concerning their employment or performance,
- v. To review the resources available to council, including staffing levels, to determine whether they are appropriate for council's ambitions, and
- vi. To decide issues covered by Part Two and Three of the NJC single status agreement (the Green Book) which covers staff terms and conditions.