

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Staffing and Corporate Resources Committee Meeting held on Wednesday, 31 May 2023 at 6.00pm in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: G Brown  
R Mackenzie  
J Robertson  
T Stewart  
J Turton

**IN ATTENDANCE:**

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

**SCR007/23 1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**SCR008/23 2. MINUTES OF THE LAST MEETING**

On the motion of Cllr J Turton, seconded by Cllr J Robertson, the minutes of the meeting held on 02 May 2023, were agreed and signed as a correct record.

**SCR009/23 3. DISCLOSURE OF INTERESTS**

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

**The 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.**

**SCR010/23**

**4. STAFF HANDBOOK**

The Town Clerk updated Councillors that consent was being sought from the Committee to circulate the handbook to all members of staff for comment. After which, the Committee noted that comments on the first draft of the handbook be provided to the Town Clerk in time for an item to be included at the next meeting of this Committee.

**SCR011/23**

**6. CORRESPONDENCE FROM STAFF MEMBER**

It was **RESOLVED** to delegate authority to the Town Clerk to accept the request for flexible working arrangements on a temporary basis pending a more permanent solution.

**SCR012/23**

**5. CORRESPONDENCE FROM THE TOWN CLERK**

It was **RESOLVED** to agree to the Town Clerk adopting a hybrid form of remote working where up to 40% of their working time could be home based and up to 60% at workplaces under the Town Council's direction.