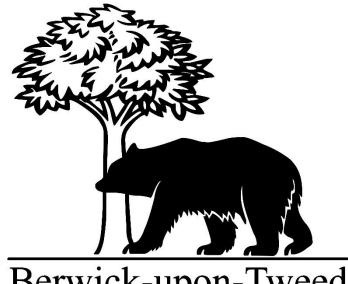
## BERWICK-UPON-TWEED TOWN COUNCIL

Council Appendix D Monday, 24 July 2023



Berwick-upon-Tweed Town Council

Minutes of the Town Council Staffing and Corporate Resources
Committee Meeting held on Monday, 17 July 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 (Chair)

R Mackenzie

J Robertson

T Stewart

J Turton

## **IN ATTENDANCE:**

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

MINUTE	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Decision
NO.				
SCR013/23	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence.
SCR014/23	MINUTES			
	To sign as a correct record the minutes of the	JT	TS	Cllr G Brown raised a concern that Item 5 doesn't
	Berwick-upon-Tweed Town Council Staffing and			make reference that the arrangements agreed
	Corporate Resources Committee meeting held on			were temporary. The Town Clerk replied that the
	Monday, 31 May 2023.			forthcoming Staffing Review would review working
				conditions including the arrangements for the Town
				Clerk, which the Committee accepted as a way
				forward.
				After which, the Committee RESOLVED that the
				minutes of the meeting held on Wednesday 31
				May 2023, were agreed and signed as a correct
				record.
SCR015/23	DISCLOSURE OF INTERESTS			
	(i) Unless already entered in the Council's	N/A	N/A	There were no disclosures of interest.
	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.			
	(ii)	To receive and consider requests from			There were no requests for dispensation.
		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.			
	Comm	ittee RESOLVED that under the Public	JR	JT	
	Bodies	s (Admission to Meetings) Act 1960 it was			
	approp	oriate to exclude the media and public			
	from th	he discussion of the following items of			
	busine	ess on the basis that public discussion			
	might	prejudice the Council's position and			
	staffin	g or personal issues might be discussed.			
SCR016/23	STAFF	HANDBOOK			
	To con	sider the implementation of the Staff	Nem		The Town Clerk introduced the item and provided
	Handbo	ook.	con		narratives on sections including Council Code of
					•

			Conduct, Joining the Council, Absence,
			Management / Flexible Working, Supervision and
			Appraisal and Performance and Behaviour at
			Work.
			After which, the Committee RESOLVED to
			recommend to Council they adopt the handbook
			subject to an amendment to paragraph 11.18.1.
SCR017/23	DISCIPLINARY PROCESSES		
	To receive an update from the Town Clerk.	Nem	The Committee unanimously RESOLVED to note
		con	the update of the Town Clerk regarding an
			envisaged disciplinary process and agreed a way
			forward regarding correspondence.
			After which, the Committee further RESOLVED to
			agree a way forward regarding the use of
			contractors where necessary until the Staffing
			Review has been completed.
SCR018/23	INVESTIGATION		
	To consider the attached report.	Nem	The Town Clerk provided a response, to be filed
		con	with these minutes. After which the Committee
			RESOLVED to accept the 5 recommendations
			within the report and further RESOLVED to agree
			an action plan with the Town Clerk as a way
			forward.