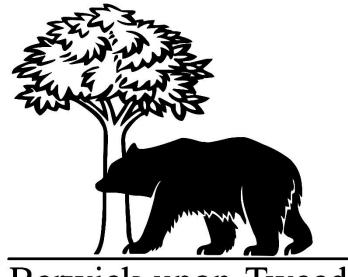
BERWICK-UPON-TWEED TOWN COUNCIL

Council
Appendix E
Monday, 18 December 2023



Berwick-upon-Tweed Town Council

Minutes of the Town Council Staffing and Corporate Resources
Committee Meeting held on Monday, 04 December 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)

L Hawken

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.				
SCR028/23	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllr R
				Mackenzie.
SCR029/23	MINUTES			
	To sign as a correct record the minutes of the	TS	JT	The Committee RESOLVED that the minutes of
	Berwick-upon-Tweed Town Council Staffing and			the meeting held on Monday 02 October 2023,
	Corporate Resources Committee meeting held on			were agreed and signed as a correct record.
	Monday, 02 October 2023.			
SCR030/23	DISCLOSURE OF INTERESTS			
	(i) Unless already entered in the Council's	N/A	N/A	i. 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 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.			ii. There were no requests for dispensation.
	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.	JR	GB	
SCR031/23	APPRAISAL			
3CKU31/23	To consider the forms for Officers appraisals.	Nem con		Councillors provided guidance to Officers regarding an update to the wording for the appraisal. After which the Committee RESOLVED to accept the updated wording. It was further RESOLVED to nominate Cllr T Stewart as the Town Council representative to Northumberland ALC.

SCR032/23	PAY POLICY			
	To provide guidance to the Town Clerk about	Nem		The Committee RESOLVED to instruct the Town
	whether research is required into alternative pay	con		Clerk to research alternative pay structures and,
	structures for a future report.			after a consultation with staff, to make
				recommendations to either this Committee or
				Council in January.
SCR033/23	STAFFING REVIEW			
	To receive an update on the Staffing Review.	Nem		The Town Clerk updated Members that a first draft
		con		is expected before Christmas and they provided
				guidance as to options and contract types for
				potential additional employees.
				Members also noted that an extraordinary meeting
				of this Committee may be needed.
SCR034/23	CULTURE AND CREATIVE ZONE (CCZ)			
	To consider a proposal regarding future activities.			The Committee RESOLVED to instruct the Town
				Clerk to liaise with the CCZ and further
				RESOLVED that recommendations are made to
				Council to defer the project to the Communities &
				Local Services Committee.
SCR035/23	DATE OF NEXT MEETING			
	The next meeting of the committee will be held on	N/A	N/A	Noted.
	Monday 05 February 2024, at 6:00 pm.			