

<b>To: Members of the Staffing Committee</b>
<b>Quorum: 3</b>
<b>You are hereby requested to attend a meeting of the Staffing Committee of BERWICK-UPON-TWEED TOWN COUNCIL to be held in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on MONDAY, 02 DECEMBER 2024 AT 6:00 PM.</b>
<b>The Agenda for the meeting is set out below.</b>
<b>Cllr J Robertson</b> <b>Proper Officer</b> <b>27 November 2024</b>

### AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	
1.	<b>ELECTION OF CHAIR</b>	
	That Members of the Committee elect a chair from amongst their number.	
2.	<b>OPEN SESSION</b>	
	Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This is for a period of 15 minutes overall and is limited to 3 minutes per person.	
3.	<b>APOLOGIES FOR ABSENCE</b>	
	To receive apologies for absence.	
4.	<b>MINUTES</b>	
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing Committee meeting held on 17 September 2024.	<b>Draft Minutes</b>
5.	<b>DISCLOSURE OF INTERESTS</b>	
	(i) Unless already entered in the Council's 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.	
<b>6.</b>	<b>ANY OTHER URGENT BUSINES</b>	
	To be agreed by the Chair, open and / or confidential.	
<b>7.</b>	<b>STAFF TRAINING POLICY</b>	
	To consider a draft Staff Training Policy for adoption.	
<b>8.</b>	<b>DATE OF NEXT MEETING</b>	
	The next meeting of the committee will be held on Tuesday, 18 March 2025 at 6:00 pm.	
	<b>The Committee may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.</b>	
<b>9.</b>	<b>CONFIDENTIAL MINUTES</b>	
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Staffing Committee meeting held on 17 September 2024.	<b>Draft Minutes</b>
<b>10.</b>	<b>APPRAISALS / ONE-TO-ONES</b>	
	To receive a verbal report including future arrangements.	
<b>11.</b>	<b>STAFFING ISSUES</b>	
	To confirm current staff hours and pay grades and annual salaries for budget with on costs including back pay issues to be addressed.	
<b>12.</b>	<b>LOCAL SERVICES TEAM</b>	
	Future planning and current performance issues.	
<b>13.</b>	<b>STAFFING REVIEW</b>	
	To consider a review of roles and responsibilities.	
<b>14.</b>	<b>LONE WORKING DEVICES</b>	
	To discuss procurement of loan working devices for staff.	
<b>15.</b>	<b>SLCC MEMBERSHIPS</b>	
	To discuss staff enrolments in SLCC Memberships.	

<b>16.</b>	<b>ITEMS FOR NEXT AGENDA AND ACTIONS ARISING</b>	
	To confirm items for the next agenda and agreed actions.	
	<b>MEMBERS OF THE STAFFING COMMITTEE</b>	
	<b>Councillors: Janice Bowden, Graham Brown, Laura Hawken, Rosemary Mackenzie and Jane Turton.</b>	