

BERWICK-UPON-TWEED TOWN COUNCIL

To: **Members of the Town Clerk / RFO Sub-Committee**

You are hereby requested to attend a meeting of the Town Clerk / RFO Sub-Committee of **BERWICK-UPON-TWEED TOWN COUNCIL** to be held in the Ante-Room, The Town Hall, Marygate, Berwick-upon-Tweed, on **TUESDAY 5 DECEMBER 2017 AT 6:30 PM.**

The Agenda for the meeting is set out below.



Town Clerk

29 November 2017

EXTRACT FROM STANDING ORDERS

- 1(o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation that relates directly to new information concerning the member that was introduced during the debate, in which case they shall with the chair's consent offer their explanation after all other members who wish to do so have spoken, or
 - v. in exercise of a right of reply as the mover of the motion before a vote.
- 1(p) During the debate of a motion, a councillor may interrupt only on a point of order and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1(t) Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

A G E N D A

1. ELECTION OF CHAIR

Members shall elect a chair from amongst their number.

2. **OPEN SESSION**

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. **TERMS OF REFERENCE AND MEMBERSHIP OF THE COMMITTEE**

Minute **BA013/17** of the Budget and Administration Committee, 12/06/17, as approved by council.

“It was proposed by Cllr Roughead, seconded by Cllr Bruce, and **RESOLVED** by three votes to none that the line management committee for the Town Clerk be comprised of the Chair and Vice-Chair of the Budget and Administration Committee, and the Mayor.”

The advice of the Town Clerk is that line management should be given its ordinary meaning, and that members may consider any issues germane to the performance of the Town Clerk’s duties under the existing contract of employment.

4. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

5. **MINUTES**

There are no minutes to be approved since this is the first formal committee meeting of the council year.

6. **DISCLOSURE OF INTERESTS**

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.

7. **REQUEST FOR DISPENSATION**

(i) To receive 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 (pro-forma attached).

(ii) To consider requests for dispensation.

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.

8. COMPLAINT FROM A LOCAL RESIDENT

To decide how to proceed with a complaint from a local resident.

9. PROBATIONARY REVIEW - TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER

To consider the outcome of the Town Clerk's Probationary Review, and to decide either

- a. To confirm the successful completion of the Town Clerk's probation period, or
- b. To extend, for specified reasons, with agreed performance indicators, the probationary period, or
- c. To terminate, for specified reasons that amount to a failure to achieve the standards required within the probationary period, the employment of the Town Clerk / Responsible Financial Officer.

10. DATE OF NEXT MEETING

Members are reminded that an appraisal for the Town Clerk will need to be conducted by mid June 2018, and that they may wish to hold a meeting in Jan – March 2018 to take advice and make a decision as to the form of that appraisal.

MEMBERS OF THE TOWN CLERK / RFO SUB-COMMITTEE:

Councillors: R Bruce, A Forbes and G Roughead