

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Staffing and Corporate Resources Committee Meeting held on Tuesday, 10 September 2019 at 6.45pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: A Forbes (Chair)
T Forrester
A Gibson
K Graham

IN ATTENDANCE:

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

OPEN SESSION

There were no members of the public present.

SCR016/19 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs R Bruce and G Roughead.

SCR017/19 2. MINUTES OF THE LAST MEETING

On the motion of Cllr K Graham, seconded by Cllr A Gibson, the minutes of the meeting held on 19 August 2019, were agreed and signed as a correct record.

SCR018/19 3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

SCR019/19 4. REQUEST FOR DISPENSATION

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.

At this point the Public withdrew.

SCR020/19

5. TOWN CLERK'S APPRAISAL

After explaining the process by which this point had been reached, the Town Clerk withdrew from the meeting.

- i. The Town Clerk's appraisal having been accepted as successfully completed, members **RESOLVED** to recommend to Council the increase of the Town Clerk's salary by one increment, as of 1st June 2019.

The Town Clerk returned to the meeting to further discuss the issue of staff training, and potential training needs that were likely to arise as a consequence of the staffing review, which included a gap analysis of skills and competencies across the team.

- ii. Members further **RESOLVED** to recommend to Council a virement of £10,000 from reserves for a training and development plan for the Town Clerk as discussed during the appraisal process.

SCR021/19

6. DATE OF NEXT MEETING

The date of the next meeting would be Monday, 23 September 2019 at 6.30 pm.