

NORTHSTOWE TOWN COUNCIL	
Report from	Town Clerk
On behalf of	N/A
Date	Last updated, by: Town Clerk, 29 th May 2024.
For Meeting of Council/Committee	Personnel Committee
Date of meeting	4 th June 2024
Agenda item no.	08/24-25
Confidentiality	N/A
TITLE OF MOTION	PRIORITISATION COMMITTEE WORK STREAMS - UPDATE
MOTION(S)	<i>Further to item 18/23-24, Personnel Committee 5th September 2023:</i> 1) To receive, and discuss, an updated report with a prioritisation of items for future decision-making by the Personnel Committee (updated report attached).

OVERVIEW OF ITEMS, IN ORDER OF PRIORITISATION, TO BE TARGETED BY THE PERSONNEL COMMITTEE
Updated since [first version](#) (& associated [motion paper](#)), as discussed and approved at the [Personnel Committee held on 18th April 2023, item 06/23-24](#).
Subsequently updated and discussed at the [Personnel Committee held on 5th March 2024, item 36/23-24](#).

NB: Scheduled Personnel Committee meetings in Civic Year 2024-25:
Tuesday 4th June 2024;
Tuesday 10th September 2024;
Tuesday 14th January 2025;
Tuesday 13th May 2025.

Note: In red = latest updates

What	When	Comments
STAFF RECRUITMENT		
Recruitment of Market Manager	Winter 2023 – Market Manager starts 1 st March 2024 DONE – re-recruitment needed following resignation Market	Pilot Market Business Plan agreed in March 2023 and pilot market delivered until middle of October 2023. Weekly market, since 16 th April 2023, run by volunteers; since late May, due to issues with volunteer availability, new proposal, as approved by Full Council on 25 th July to bring in external Events Management Company – Phoenix started on 30 th July, until last of weekly pilot markets scheduled for 15 th October. Market Development Working Group, reporting back to Events and Markets Committee, developed proposals for a longer-run market after the pilot in which the original plan for an in-house Market Manager is taken up. To ensure

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	<p>Manager (final working day 12th May 2024.</p> <p>PERSONNEL COMMITTEE 4TH JUNE 2024</p>	<p>that desirable attributes for the Engagement Officer role ('24-'25 proposed) are built in the job specifications, to keep open an option for both roles to be combined.</p> <p>Proposals were approved by Full Council at its Oct. '23 meeting for continuation of the market for at least another year. <u>Recruitment of Market Manager was approved by Full Council in Dec. '23 – following recommendation from the Personnel Committee Dec. '23.</u></p> <p>Recruitment took place in Dec. '23 – Jan. '24. Market Manager appointed and started 1st March 2024.</p> <p>Re-recruitment needed following resignation Market Manager (final working day 12th May 2024). In-principle re-recruitment approved at Full Council meeting held on 28th May 2024.</p>
<p>Review of organisational structure and staffing levels, with development of staffing structure over next five years.</p>	<p>Annually in Sep/Oct period.</p> <p>ONGOING</p> <p>PERSONNEL COMMITTEE 10TH SEPTEMBER 2024</p>	<p>Staffing structure initially shared by Clerk with Personnel Committee at start of Feb 2023; presented to Personnel Committee on 18th April (item 07/23-24) and subsequently adopted by Full Council (item 19/23-24, Full Council, 25th April 2023), with tasks set to provide further details and have updated annually by Personnel Committee, and then presented to Full Council for adoption and to feed into budget development process.</p> <p>Discussed by Personnel Committee in Sep '23, following which this was presented to Full Council in Sep. '23 – it was there deferred; needs to come back to Full Council.</p> <p>Presented to Personnel Committee meeting 5th March '24 (item 36/23-24) for further discussion – see separate report presented for that committee meeting with updated (draft) 5-year staffing plan. This was thereafter presented to Full Council at its March 2024 meeting – see minutes FC 26th March 2024, item 263/23-24.</p>
<p>Community Assets Manager</p>	<p>Summer 2024</p> <p>PERSONNEL COMMITTEE 10TH SEPTEMBER 2024</p>	<p>Recruitment of an in-house Community Assets Manager (other working job titles being considered are: 'Facilities & Assets (Development) Manager' and 'Development Manager') is being considered by the Asset Transfer Opportunities Working Group, to help prepare Business Plans and Delivery Plans for future Asset Transfer opportunities including the Phase 1 Sports Pavilion, Permanent Community Centre and Open spaces.</p> <p>Included in approved '24-'25 budget, with budget allocated for a starting date of 1st September 2024.</p>

What	When	Comments
		Focus is now on Permanent Community Centre and potential for NTC to manage this building once it is delivered by SCDC. Awaiting wider business proposal paper from the Working Group to be discussed first at Full Council before feeding into recruitment aspects.
Recruitment of Engagement Officer	2025? PERSONNEL COMMITTEE 10 TH SEPTEMBER 2024	New role to support engagement with the growing community (potential to be combined with Market Manager role? – see note on this with Market Manager position). Role also to support Clerk and Deputy Clerk in office admin tasks and support for event management. Not included in the approved '24-'25 budget – to be included in '25-'26? To be discussed again by Personnel Committee as part of input into 2025-2026 budget proposals in autumn of 2024.
DEVELOPMENT OF POLICIES AND PROTOCOLS		
Development of the Council's training policy and needs (staff and Councillors).	Spring – Summer 2024 PERSONNEL COMMITTEE 10 TH SEPTEMBER 2024	To encourage uptake of training amongst Councillors and staff, to have clearer policies and understand needs. Recent considerations for training needs include safeguarding training; code of conduct training. This policy has been drafted by the Town Clerk – will be presented to the Finance and Governance Committee and then Full Council in near future.
Development of a Grievance Policy and Procedures; and a Disciplinary Policy and Procedures.	2024 PERSONNEL COMMITTEE 10 TH SEPTEMBER 2024?	The Council's <u>Terms of Reference</u> and <u>Scheme of Delegation</u> include a Grievance Committee and an Appeals Committee, but the Town Council has not set those up – at its May 2021 Council meeting it passed a resolution to set these up, with accompanying policies, once there is a need for this. Would be good to have these set up before the need is there, with staff team to be expanded. Both policies highlighted by internal auditor in May 2024 report.
Review of Performance Management Framework.	Summer-Autumn 2024 PERSONNEL COMMITTEE 14 TH JANUARY 2025?	Most paperwork already in place; needs to be brought together and presented to Personnel Committee and then to Full Council for official adoption procedures.
Review of Conditions of Service.	Summer-Autumn 2024 PERSONNEL COMMITTEE 14 TH JANUARY 2025?	Conditions of Service having been reviewed as part of process for Deputy Clerk procedures and associated paperwork; items for change/additional items for adoption by Council to be brought together in one, more comprehensive 'Conditions of Service' document, for current and future employees.

What	When	Comments
Further development of Health and Safety Policies and Procedures.	2024 PERSONNEL COMMITTEE 14th JANUARY 2025?	Further procedures and policy needs are being considered as part of delivery of winter market events and the pilot market, as well as for delivery of the Community Lounge, ParkPlay and events – building on this for Council-wide H&S needs. Also widening needs and procedures for the Town Council as it has started using its own dedicated office in the Temporary Community Centre.
Development of a Lone Working Policy	2024? PERSONNEL COMMITTEE 14th JANUARY 2025?	Such a policy is also relevant for the Council as a whole and are not strictly to focus on staff only. Thus also Finance and Governance and Full Council to be involved.
Further development of Employment Policies and Procedures	2024?	All protocols, procedures and policies to be developed piecemeal are eventually to find their way into a HR Handbook.
Development of an Employee/HR Handbook.	2024?	Important to work towards the creation of a comprehensive HR Handbook, which can then be kept- up-to-date regularly.
Developments of the Council's approach to apprenticeships, job creation and training programmes.	2025?	
Development of a Volunteer Policy	2025?	Such a policy is also relevant for the Council as a whole and are not strictly to focus on staff only. Thus also Finance and Governance and Full Council to be involved.