

NORTHSTOWE TOWN COUNCIL	
Report from	Town Clerk
On behalf of	N/A
Date	Last updated, by: Town Clerk, 4 th September 2024
For Meeting of Council/Committee	Personnel Committee
Date of meeting	10 th September 2024
Agenda item no.	16/24-25
Confidentiality	N/A
TITLE OF MOTION	PRIORITISATION COMMITTEE WORK STREAMS - UPDATE
MOTION(S)	<p><i>Further to Personnel Committee 4th June 2024, item 08/24-25:</i></p> <p>1) To receive and consider an updated report with a prioritisation of items for future decision-making by the Personnel Committee (updated report attached).</p>

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 Personnel Committee 5th March 2024, item 36/23-24.; and at Personnel Committee 4th June, item 08/24-25.

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	LEAD	SUPPORT/ INPUT	Comments
STAFF RECRUITMENT				
Recruitment of Market Manager	<p>Winter 2023 – Market Manager starts 1st March 2024</p> <p>Re-recruited following resignation Market Manager (final working day 12th May 2024).</p>	Town Clerk	<p>Deputy Clerk; Recruitment Panel; Personnel Committee; Full Council</p>	<p>Pilot Market Business Plan agreed in March 2023 and pilot market delivered until middle of October 2023. Weekly market, since 16th April 2023, run by volunteers; since late May, due to issues with volunteer availability, new proposal, as approved by Full Council on 25th July to bring in external Events Management Company – Phoenix started on 30th July, until last of weekly pilot markets scheduled for 15th 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 that desirable attributes for the</p>

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	<p>PERSONNEL COMMITTEE 4TH JUNE 2024</p>			<p>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>New Market Manager recruited and started work on 15th August 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>Town Clerk</p>	<p>Personnel Committee; Finance & Governance Committee; Full Council</p>	<p>Staffing structure initially shared by Clerk with Personnel Committee at start of Feb 2023; presented to <u>Personnel Committee on 18th April (item 07/23-24)</u> and subsequently adopted by Full Council (item <u>19/23-24, Full Council, 25th April 2023</u>), 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 <u>Personnel Committee in Sep '23</u>, following which this was presented to <u>Full Council in Sep. '23 – it was there deferred</u>; needs to come back to Full Council.</p> <p>Presented to <u>Personnel Committee meeting 5th March '24 (item 36/23-24)</u> for further discussion – see separate report presented for that committee meeting with updated (draft) 5-year staffing</p>

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				<p>plan. This was thereafter presented to Full Council at its March 2024 meeting – see <u>minutes FC 26th March 2024, item 263/23-24.</u></p> <p>Updated for discussion at September 2024 Personnel Committee meeting.</p>
<p>Assets & Estates Manager</p>	<p>Summer 2024</p> <p>PERSONNEL COMMITTEE 10TH SEPTEMBER 2024</p>	<p>Asset Transfer Working Group</p>	<p>Town Clerk; Personnel Committee; Full Council</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> <p>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.</p> <p>Proposal for recruiting an Assets & Estates Manager presented by the Asset Transfer Working Group to <u>Full Council at its meeting held on 23rd July 2024.</u> Recruitment started since. Review point built I timeline for the 10th September 2024 Personnel Committee meeting.</p>
<p>Recruitment of Engagement Officer (or similar position)</p>	<p>2025?</p> <p>PERSONNEL COMMITTEE 10TH SEPTEMBER 2024</p>	<p>Town Clerk</p>	<p>Personnel Committee; Finance & Governance Committee; Full Council</p>	<p>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.</p>

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				<p>Not included in the approved '24-'25 budget – to be included in '25-'26?</p> <p>To be discussed again by Personnel Committee as part of input into 2025-2026 budget proposals in autumn of 2024. Added as such to agenda for September 2024 Personnel Committee meeting.</p>
DEVELOPMENT OF POLICIES AND PROTOCOLS				
Development of the Council's training policy and needs (staff and Councillors).	<p>Spring – Summer 2024</p> <p>PERSONNEL COMMITTEE 10TH SEPTEMBER 2024?</p>	Town Clerk	<p>Deputy Clerk; Personnel Committee; Finance & Governance Committee; Full Council.</p>	<p>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.</p> <p>This policy has been drafted by the Town Clerk – will be presented also to the Finance and Governance Committee and then Full Council in near future.</p>
Development of a Grievance Policy and Procedures; and a Disciplinary Policy and Procedures.	<p>2024</p> <p>PERSONNEL COMMITTEE 14th JANUARY 2025?</p>	Town Clerk	<p>Personnel Committee; Finance and Governance Committee; Full Council</p>	<p>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.</p> <p>Both policies were highlighted by internal auditor in May 2024 report.</p> <p>Consideration to be given to outsource the development of this as part of a contract with a HR Service Provider.</p>
Review of Performance Management Framework.	<p>Summer-Autumn 2024</p>	Town Clerk	<p>Personnel Committee; Finance and Governance Committee; Full Council</p>	<p>Most paperwork is already in place; needs to be brought together and presented to Personnel Committee and then to Full Council for official adoption procedures.</p>

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	PERSONNEL COMMITTEE 14 th JANUARY 2025?			Consideration to be given to obtain input for the further development of this as part of a contract with a HR Service Provider.
Review of Conditions of Service.	Summer-Autumn 2024 PERSONNEL COMMITTEE 14 th JANUARY 2025?	Town Clerk	Personnel Committee; Full Council	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. Consideration to be given to outsource the development of this as part of a contract with a HR Service Provider.
Further development of Health and Safety Policies and Procedures.	2024 PERSONNEL COMMITTEE 14 th JANUARY 2025?	Town Clerk	Personnel Committee; Finance and Governance Committee; Full Council. Consideration to be given to getting a third party consultancy to develop this on NTC's behalf.	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. Consideration to be given to outsource the development of this as part of a contract with a HR Service Provider.
Development of a Lone Working Policy	2024? PERSONNEL COMMITTEE 14 th JANUARY 2025?	Town Clerk	Personnel Committee; Finance and Governance Committee; Full Council.	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. Related to Market work Lone Working Policy draft has been started internally. Consideration to be given to getting a third party consultancy to develop this further on NTC's behalf.
Development of a Volunteer Policy	2024? PERSONNEL COMMITTEE 14 th JANUARY 2025?	Town Clerk	Personnel Committee; Finance and Governance Committee; Full Council.	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.

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				Consideration to be given to getting a third party consultancy to develop this on NTC's behalf.
Further development of Employment Policies and Procedures	2024? PERSONNEL COMMITTEE 14 th JANUARY 2025?	Town Clerk	Personnel Committee; Finance and Governance Committee; Full Council. Consideration to be given to getting a third party consultancy to develop this on NTC's behalf.	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? PERSONNEL COMMITTEE 14 th JANUARY 2025?	Town Clerk	Personnel Committee; Finance and Governance Committee; Full Council. Consideration to be given to getting a third party consultancy to develop this on NTC's behalf.	Important to work towards the creation of a comprehensive HR Handbook, which can then be kept- up-to-date regularly. Discussed at 4 th June 2024 Committee meeting: <ul style="list-style-type: none"> - HR Handbook is also to include processes & procedures around exit interviews (who does this; how is this done; how recorded and presented back to Council to have 'lessons learned') - Consideration to be given to outsource the development of an HR Handbook (by e.g. CAPALC), to relieve pressure on existing staff with limited current capacity.
Developments of the Council's approach to apprenticeships, job creation and training programmes.	2025? PERSONNEL COMMITTEE 13 th MAY 2025?	Town Clerk	Personnel Committee; Full Council	To also consider work placement opportunities (e.g. Year 10s in May-July period).