

## SECTION 1A - To be filled in by submitter of the Motion:

<b>Report from</b>	Town clerk
<b>On behalf of</b>	N/A
<b>Date</b>	19 <sup>th</sup> April 2023
<b>For Meeting of Council/Committee</b>	<b>Full Council</b>
<b>Date of meeting</b>	<b>25<sup>th</sup> April 2023</b>
<b>Agenda item no.</b>	<b>19/23-24</b>
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	<b>ORGANISATIONAL FIVE-YEAR STAFFING STRUCTURE PLAN</b>
<b>MOTION(S)</b>	<ol style="list-style-type: none"> <li>1) To receive a report, setting out a proposed plan for staffing structure for the next five years (attached).</li> <li>2) To adopt the organisational five-year staffing structure plan, with this structure to be reviewed by the Personnel Committee every year in or around Sep/Oct to ensure the staffing structure plan is kept up-to-date, with updated versions presented after each review to Full Council for adoption, and to feed into the processes for budget development for the next financial year.</li> </ol>
<b>Background</b>	<p>With an ongoing growth and diversification of Council activities being embarked on, the Council logically also will need sufficient staffing to be able to manage all processes involved.</p> <p>Staffing needs have been discussed at several Personnel Committee meetings, most recently as part of the prioritisation discussions at the 31<sup>st</sup> January 2023 committee meeting, item 34/22-23 where the following was part of the discussions; <i>Review of organisational structure and staffing levels, with development of staffing structure over next five years.</i></p> <p>At the most recent Personnel Committee, held on 18<sup>th</sup> April 2023 (item 07/23-24), the following motions were presented and which were all passed by resolutions:</p> <ol style="list-style-type: none"> <li>1) To receive a report, setting out a proposed plan for staffing structure for the next five years (report and motion paper attached).</li> <li>2) To consider and agree to the organisational staffing structure plan for the committee's purposes.</li> <li>3) To recommend the staffing structure to Full Council for Council adoption.</li> <li>4) To agree to have this item reappear every year on committee meeting agendas, in or around Sep/Oct, to ensure its 5-year staffing structure is kept up-to-date, with updated versions presented each year to Full Council for adoption.</li> <li>5) To agree to review the 5-year staffing structure every year in September/October (starting in 2023), to ensure an updated staffing structure plan can feed into the processes for budget development for the next financial year, taking place in Oct – Dec each year.</li> </ol>
<b>Issues/items for consideration by the Council</b>	<p>The associated document is a first attempt to consider staffing needs &amp; growth over the next five years.</p> <p>As a result of sub-items 3, 4 and 5 as approved at the 18<sup>th</sup> April 2023 Personnel Committee, this item has now been brought to Full Council, with a recommendation for adoption by the Council.</p>

<b>Recommendations</b>	<p>1) To receive a report, setting out a proposed plan for staffing structure for the next five years (attached).</p> <ul style="list-style-type: none"> <li>➤ See separate document for the proposals.</li> </ul> <p>2) To adopt the organisational five-year staffing structure plan, with this structure to be reviewed by the Personnel Committee every year in or around Sep/Oct to ensure the staffing structure plan is kept up-to-date, with updated versions presented after each review to Full Council for adoption, and to feed into the processes for budget development for the next financial year.</p> <ul style="list-style-type: none"> <li>➤ To recommend that the Council adopts the five-year staffing plan proposal as presented.</li> <li>➤ To ensure that this plan is regularly reviewed and updated.</li> <li>➤ To ensure that any updates can feed directly into the budget needs for the next financial year, also reducing the risks that unnecessary delays in recruitment would be occurring.</li> </ul>
<b>Appendices</b>	N/A
<b>Documents:</b>	'Staffing structure_five year plan_2023Apr_proposal'

**SECTION 1B - To be filled in by submitter of the Motion:**

<b>Input needed from Clerk?</b>	N/A
---------------------------------	-----

**PLEASE NOTE:** Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear days<sup>i</sup> before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

**SECTION 2 - To be filled in by the Clerk:**

Meets/links with Council objectives:	Forward Planning Staffing Needs	√
Staffing Implications: <sup>ii</sup>	<b>YES</b> – changes to current staffing structure are part of proposals	√
Volunteer need implications:	N/A	√
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A	√
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: N/A	√
Biodiversity <sup>v</sup>	There are no (negative) bio-diversity implications Details, where relevant: N/A	√
Sustainability	Is in line with the Council's Plastic-Free Pledge – N/A	√
Financial <sup>vi</sup>	There are no financial implications at this stage – N/A	√
	There will be financial implications; Details: <b>YES</b> – staffing increase/changes will have financial implications	√
	There is provision within the budget Budget heading & details: <b>PARTLY</b> – Budget is set aside within the agreed '23-'24 annual budget for salaries and other costs associated with: Town Clerk; Deputy Clerk; Market Manager; Facilities Manager – all four posts are listed in the associated document for '23-'24.	√
	Decisions may give rise to additional expenditure; Details: Not at this stage, as this is a plan.	√
	Decisions may have potential for income generation; Details:	√

	<b>YES</b> - Staffing increase could potentially result in freeing up time for bringing in grant funding and other sources of income.	
Other Resource implications (besides finance):	Details: <b>YES</b> - Member of staff will need equipment and usually also office space and additional storage space to carry out their work	√
Health and Safety implications <sup>vii</sup>	Details: N/A	√
Legal	Power under which the spend can be actioned: <sup>viii</sup> LGA 1972, s. 112 (Power to appoint staff)	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: N/A	√
	Other considerations: N/A	√
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: N/A	√
Other Considerations:	N/A	√

<sup>i</sup> Northstowe Town Council's [Standing Order 9 b,d](#).

<sup>ii</sup> The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

<sup>iii</sup> The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

<sup>v</sup> The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

<sup>vi</sup> It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

<sup>vii</sup> See also Town Council's [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council's [Data Protection Policy](#).

<sup>x</sup> See Town Council's [Risk Management Plan](#).