

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

Report from	Town Clerk
On behalf of	N/A (but with input from Councillors on Recruitment Panel)
Date	22 nd February 2024
For Meeting of Council/Committee	Full Council
Date of meeting	27 th February 2024.
Agenda item no.	234/23-24
Confidentiality	N/A – for this motion paper (although item itself- with associated documents - is proposed to be discussed in a closed session)
TITLE OF MOTION	RECRUITMENT OF MARKET MANAGER
MOTION(S)	<p>[Further to item 196/23-24, Full Council meeting 19th December 2023]:</p> <ol style="list-style-type: none"> 1) To receive a recommendation from the Recruitment Panel (Clerk and Councillors) to appoint the preferred candidate as Market Manager (motion paper <u>attached</u>; report <u>shared with Cllrs.</u>). 2) To approve the draft employment contract (draft contract <u>shared with Cllrs.</u>). 3) To approve recommendation of appointment of Market Manager. 4) To delegate to the Clerk to finalise any remaining arrangements on behalf of the Council, for the new member of staff to be able to start work on 1st March 2024.
Background	<p>Recruitment for the Market Manager position and the associated paperwork were approved at the Full Council meeting held on 19th December 2023, following a recommendation stemming from the Personnel Committee meeting held earlier that month.</p> <p>Advertising has taken place thereafter, following the agreed advertising proposals and recruitment timeline (as amended, see FC minutes).</p> <p>Following the application window, the applications received have been processed by the Recruitment Panel.</p> <p>Interviews with selected prospective candidates were held on 31st January 2024.</p> <p>The panel convened and selected their preferred candidate; this is being recommended to Full Council for formal approval.</p> <p>Further details of the steps in the recruitment process can be found in attached document 'Write up post interviews_Market Manager'</p>
Issues/items for consideration by the Council	
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To receive a recommendation from the Recruitment Panel (Clerk and Councillors) to appoint the preferred candidate as Market Manager (motion paper <u>attached</u>; report <u>shared with Cllrs.</u>). ➤ This motion paper and associated report, shared with Cllrs. 2) To approve the draft employment contract (draft contract <u>shared with Cllrs.</u>). ➤ Draft contract shared with Cllrs. 3) To approve recommendation of appointment of Market Manager. ➤ To approve the recommendations made by the Interview Panel (Clerk with Cllrs.) 4) To delegate to the Clerk to finalise any remaining arrangements on behalf of the Council, for the new member of staff to be able to start work on 1st March 2024

	➤ To ensure the candidate can start on the 1 st of March.
Appendices	N/A
Documents:	This motion paper is accompanied by two confidential papers (shared with Cllrs.): <ul style="list-style-type: none"> - 'Write up post interviews_Market Manager'; - 'Draft contract_Market Manager'

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

Input needed from Clerk?	N/A
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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 daysⁱ 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:	Council to ensure sufficient staffing is in place to meet its statutory requirements and to ensure its objectives can be reached.	√
Staffing Implications: ⁱⁱ	YES: Deputy Clerk and Clerk to be involved in handing over market-related work stream in March – April 2024. Clerk will need to set aside time, in particular in the period March – May 2024, for induction and introduction to Council procedures and administrative methods, plus ongoing regular performance management duties especially during six months of probationary period. Once settled in, the Market Manager position should nevertheless result in significant time need reduction related to market work, especially for the Deputy Clerk; financial work related to the market invoicing system will be gradually (partially) passed on from the Clerk to the Market Manager once settled in properly.	←
Volunteer need implications:	YES: Having a dedicated Market Manager in place may possibly reduce some need for Councillor and resident volunteers at weekly and monthly markets, but some level of additional volunteer time input is likely to still be needed – TBC.	←
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A – appointment is being made on merits alone.	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity ^v	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 ^{vi}	There are no financial implications at this stage	
	There will be financial implications; Details: YES: Salary to be paid on a monthly basis, from 1 st of March onwards, thereby increasing central staffing costs.	←
	There is provision within the budget. Budget heading & details: YES: Salary, as is being recommended in the associated document and draft contract, has been budgeted for. There is sufficient underspend in the	←

	<p>'Market Manager' budget set aside for '23-'24; and the '24-'25 budget calculations (as approved by the Town Council at its December '23 Full Council meeting) have been budgeted based on the top end of the scales as advertised. Relevant budget headings: 'Market Manager Salary'; 'Employer NIC Contributions'; 'Employer Pension Contributions'.</p> <p>In addition to those costs, there are likely to also be some costs under budget headings 'Employee Expenses' and 'Staff Training', as well as costs for equipment and running costs, to come from headings 'Telephone & Internet'; 'IT Hardware, Software and Support' and 'Office Equipment', all of which have been included in the '24-'25 budget.</p>	
	Decisions may give rise to additional expenditure; Details: N/A	
	<p>Decisions may have potential for income generation; Details:</p> <p>YES:</p> <p>With a dedicated Market Manager in place, the Town Council is likely to start saving on expenditure and thus reduce its percentage it is currently subsidising the market development and delivery – no (or significantly reduced) need for an external event management company; additional traders can also be attracted and retained thus growing income.</p>	←
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: N/A	
Legal	Power under which the spend can be actioned: ^{viii} Local Government Act 1972, s. 112 = Power to appoint staff.	√
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

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

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

ⁱⁱⁱ 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.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

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

^{vi} 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.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).