

<b>NORTHSTOWE TOWN COUNCIL</b>	
<b>Report from</b>	Town Clerk
<b>On behalf of</b>	N/A
<b>Date</b>	Last updated, by: Town Clerk, 6 <sup>th</sup> January 2025
<b>For Meeting of Council/Committee</b>	Personnel Committee
<b>Date of meeting</b>	14 <sup>th</sup> January 2025
<b>Agenda item no.</b>	<b>32/24-25</b>
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	<b>PRIORITISATION COMMITTEE WORK STREAMS - UPDATE</b>
<b>MOTION(S)</b>	<p><i>Further to Personnel Committee 10<sup>th</sup> September 2024, item 16/24-25:</i></p> <p>1) To receive and consider a report with an updated prioritisation of work streams for future decision-making by the Personnel Committee (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 18<sup>th</sup> April 2023, item 06/23-24. Subsequently updated and discussed at Personnel Committee 5<sup>th</sup> March 2024, item 36/23-24 ; Personnel Committee 4<sup>th</sup> June, item 08/24-25; and Personnel Committee 10<sup>th</sup> September 2024, item 16/24-25.*

NB: Scheduled Personnel Committee meetings in Civic Year 2024-25:  
 Tuesday 14<sup>th</sup> January 2025; Tuesday 13<sup>th</sup> May 2025.

Note: In red = latest updates

What	When	LEAD	SUPPORT/ INPUT	Comments
<b>STAFF RECRUITMENT</b>				
Recruitment of Market Manager	Market Manager started 1 <sup>st</sup> March 2024  Re-recruited following resignation Market Manager (final working day 12 <sup>th</sup> May 2024).  <b>PERSONNEL COMMITTEE 4<sup>TH</sup> JUNE 2024</b>	Town Clerk	Deputy Clerk; Recruitment Panel; Personnel Committee; Full Council	Pilot Market Business Plan was agreed in March 2023 and pilot market delivered until middle of October 2023. Weekly market, since 16 <sup>th</sup> April 2023, run by volunteers; since late May, due to issues with volunteer availability, new proposal, as approved by Full Council on 25 <sup>th</sup> July to bring in external Events Management Company – Phoenix started on 30 <sup>th</sup> July, until last of weekly pilot markets scheduled for 15 <sup>th</sup> 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 Engagement Officer role ('24-'25 proposed) are built in the job specifications, to keep open an option for both roles to be combined.

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				<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 1<sup>st</sup> March 2024.</p> <p>Re-recruitment needed following resignation of Market Manager (final working day 12<sup>th</sup> May 2024). In-principle re-recruitment approved at Full Council meeting held on 28<sup>th</sup> May 2024.</p> <p><b>New Market Manager recruited and started work on 15<sup>th</sup> August 2024.</b></p>
Assets & Estates Manager	Summer 2024 <b>PERSONNEL COMMITTEE 10<sup>TH</sup> SEPTEMBER 2024</b>	Asset Transfer Working Group	Town Clerk; Personnel Committee; Full Council	<p>Recruitment of an in-house Community Assets Manager (other working job titles being considered are: 'Facilities &amp; 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 1<sup>st</sup> 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. Proposal for recruiting an Assets &amp; Estates Manager presented by the Asset Transfer Working Group to <u>Full Council at its meeting held on 23<sup>rd</sup> July 2024.</u> Recruitment started since. Review point built in timeline for the 10<sup>th</sup> September 2024 Personnel Committee meeting.</p> <p><b>Assets and Estates Manager recruited and started work on 14<sup>th</sup> October 2024.</b></p>
Review of organisational structure and staffing levels, with development of staffing structure over next five years.	Annually in Sep/Oct period/ Ongoing <b>PERSONNEL COMMITTEE 10<sup>TH</sup> SEPTEMBER 2024</b>	Town Clerk	Personnel Committee; Finance & Governance Committee; Full Council	<p>Staffing structure initially shared by Clerk with Personnel Committee at start of Feb 2023; presented to <u>Personnel Committee on 18<sup>th</sup> April (item 07/23-24)</u> and subsequently adopted by Full Council (<u>item 19/23-24, Full Council, 25<sup>th</sup> April 2023</u>), with tasks set to provide further details and have updated annually by Personnel Committee, and then</p>

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	Again 14 <sup>th</sup> January 2025			<p>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 Full Council in Sep. '23 – it was there deferred; needs to come back to Full Council.</p> <p>Presented to <u>Personnel Committee meeting 5<sup>th</sup> March '24 (item 36/23-24)</u> for further discussion – see separate report presented for that committee meeting with updated (draft) 5-year staffing plan. This was thereafter <u>presented to Full Council at its March 2024 meeting</u> – see <u>minutes FC 26<sup>th</sup> March 2024, item 263/23-24.</u></p> <p>Updated for discussion at September 2024 Personnel Committee meeting. <i>From the meeting minutes: 'The updated five-year staffing plan proposals and associated motion paper were discussed. The Committee agreed with the Clerk's assessment that a shift of focus towards more time input for developing the Council's strategic direction, vision development and longer term planning would be important. The Committee agreed with the Clerk's proposal for a new member of staff, a Community Engagement Officer, to be brought in at the start of the '25-'26 financial year, to enable the Clerk to focus on more strategic and finance work in particular and to support the Clerk and Deputy Clerk in their various work duties, whilst the new person can deal with a growth in queries from residents and be involved in cross-partner reporting systems to tackle issues reported across Northstowe. The Committee also discussed proposals for '26-'27 and beyond but commented that these plans may need to be reviewed regularly, depending on the outcomes and Council decision-making following recommendations to be made by the new Assets and Estates Manager being recruited.'</i></p> <p>Updated again for 14<sup>th</sup> January 2025 Personnel Committee meeting.</p>
Recruitment of Engagement Officer (or similar position)	PERSONNEL COMMITTEE 10 <sup>TH</sup> SEPTEMBER 2024  Again 14 <sup>th</sup> January 2025	Town Clerk	Personnel Committee; Finance & Governance Committee; Full Council	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.

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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> <p>See details about discussion at the Personnel Committee meeting of 10<sup>th</sup> September on this post in previous line. Since then budget with this proposal has been presented to the Finance &amp; Governance Committee – Clerk been tasked to provide additional justification for this position to be included in the 25-26 budget</p>
<b>DEVELOPMENT OF POLICIES AND PROTOCOLS</b>				
Development of the Council's training policy and needs (staff and Councillors).	PERSONNEL COMMITTEE 10 <sup>TH</sup> SEPTEMBER 2024 – presented again at 14 <sup>th</sup> January 2025 meeting as not covered in SEP 24 meeting.	Town Clerk	Deputy Clerk; Personnel Committee; Finance & Governance Committee; Full Council.	<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>
Review of Performance Management Framework.	PERSONNEL COMMITTEE 14 <sup>th</sup> JANUARY 2025	Town Clerk	Personnel Committee; Finance and Governance Committee; Full Council	<p>Most paperwork is already in place; it needs to be brought together and presented to Personnel Committee and then to Full Council for official adoption procedures.</p> <p>Consideration to be given to obtain input for the further development of this as part of a contract with an HR Service Provider.</p>
Development of an Employee/HR Handbook.	PERSONNEL COMMITTEE 13 <sup>th</sup> MAY 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.	<p>Important to work towards the creation of a comprehensive HR Handbook, which can then be kept- up-to-date regularly.</p> <p>Discussed on 4<sup>th</sup> June 2024 Committee meeting:</p> <ul style="list-style-type: none"> <li>- HR Handbook is also to include processes &amp; procedures around exit interviews (who does this; how is this done; how recorded and presented back to Council to have 'lessons learned')</li> <li>- 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.</li> </ul>

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				Consideration is to be given to outsource the development of this as part of a contract with a HR Service Provider.
Review of Conditions of Service.	PERSONNEL COMMITTEE 13 <sup>th</sup> MAY 2025?	Town Clerk & Deputy Clerk	Personnel Committee; Full Council	Conditions of Service have 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.  Assistance with developing this further is to be provided by the HR Service Provider WorkNest.
Development of a Lone Working Policy	PERSONNEL COMMITTEE 13 <sup>th</sup> MAY 2025?	Town Clerk & Deputy Clerk & Market Manager	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.
Further development of Employment Policies and Procedures	PERSONNEL COMMITTEE 13 <sup>th</sup> MAY 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.  Consideration is 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.	PERSONNEL COMMITTEE 13 <sup>th</sup> MAY 2025?	Town Clerk & Deputy 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.  Assistance with developing this further is to be provided by the HR Service Provider WorkNest.

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Development of a Grievance Policy and Procedures; and a Disciplinary Policy and Procedures.	PERSONNEL COMMITTEE 13 <sup>th</sup> MAY 2025?	Town Clerk	Personnel Committee; Finance and Governance Committee; Full Council	<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. It 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>Assistance with developing this is to be provided by the HR Service Provider WorkNest.</p>
Developments of the Council's approach to apprenticeships, job creation and training programmes.	PERSONNEL COMMITTEE 13 <sup>th</sup> MAY 2025?	Town Clerk	Personnel Committee; Full Council	<p>To also consider work placement opportunities (e.g. Year 10s in May-July period).</p> <p>At the 10<sup>th</sup> of September 2024 Personnel Committee meeting it was considered that this item could be brought forward and could potentially start being discussed at the January 2025 Committee meeting; with this consideration is to be given whether creating stronger links with schools including the new Sixth Form may be feasible.</p>
Development of a Volunteer Policy	PERSONNEL COMMITTEE 13 <sup>th</sup> MAY 2025?	Town Clerk & Deputy Clerk	Personnel Committee; Finance and Governance Committee; Full Council.	<p>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.</p> <p>Consideration to be given to getting a third party consultancy to develop this on NTC's behalf.</p>