

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

Report from	Town Clerk
On behalf of	N/A
Date	9th January 2025
For Meeting of Council/Committee	Personnel Committee
Date of meeting	14 th January 2025
Agenda item no.	39/24-25
Confidentiality	N/A
TITLE OF MOTION	5-YEAR STAFFING STRUCTURE PLAN - UPDATE
MOTION(S)	<p><i>Further to Personnel Committee 10th September 2024, item 17/24-25 (and <u>Personnel Committee 5th March 2024, item 35/23-24; Full Council 26th March 2024, item 263/23-24</u>):</i></p> <ol style="list-style-type: none"> 1) To receive and consider renewed 5-year staffing plan proposals (updated proposals and motion paper <u>attached</u>; additional detailed 25-26 spreadsheet details <u>shared with Cllrs.</u>). 2) To recommend to the Finance and Governance Committee that the updated staffing proposals are to be considered as part of the 25-26 Council budget proposals. 3) To decide to recommend to Full Council that the updated five-year staffing plan is adopted by Full Council.
Background	<p>At the 5th September 2023 Personnel Committee meeting an updated version of the <u>adopted (April 2023) 5-year staffing plan</u> was presented, discussed, and - with some minor amendments – approved, to be recommended to Full Council; see <u>minutes, item 16/23-24</u>. This plan was, thereafter, presented to Full Council at its meeting held on 26th September 2023 (see here for the <u>plan, as presented</u>); at that Full Council meeting a decision on the plan was, however, deferred until such time as both the pilot market evaluation and the sports pavilion working group paper were finalised - see: <u>Full Council meeting 26th September 2023, minutes - item 132/23-24</u>.</p> <p>An updated version was presented to the <u>Personnel Committee meeting held on 5th March 2024 (item 35/23-24)</u>. This was thereafter presented to Full Council, to provide an update to all Councillors of the current situation and in order that the changes made and the personnel needs as discussed by the Personnel Committee could be discussed further. At the 26th March 2024 Full Council meeting that <u>updated 5-year staffing plan version</u> was presented and discussed; see <u>minutes, item 263/23-24</u>.</p> <p>Since then, we have seen the first Market Manager (who started on 1st March 2024) hand in their notice with re-recruitment soon after taken place with a new Market Manager having started in their position on 15th August.</p> <p>At the Personnel Committee held on 10th September 2024 (item 17/24-25) an updated 5-year staffing plan was presented and discussed, together with a <u>motion paper</u> (which included justification details for the new Engagement Officer role proposed then for 25-26). 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.</p> <p>The Assets Transfer Working Group presented, at the <u>July 2024 Full Council meeting</u>, a proposal for the recruitment of an Assets & Estates Manager; an Assets and Estates Manager has since started on 14th October 2024, with the immediate focus having been on the preparation of a business case/business plan for the Town Council's potential</p>

	<p>management of the Unity Centre once this opens early 2026; a key part of this work has been looking at staffing needs and management model options, all of which has fed into this new 5-year staffing plan version as well.</p> <p>In light of the latter and the potential options for further future asset transfer to the Town Council, and therefore further staffing needs associated with managing and maintaining those assets, the Clerk recommends that 5-year staffing plan is kept up-to-date and regularly reviewed. The Clerk also recommends that this 5-year staffing plan is to be formally adopted by Full Council to support the Personnel Committee in its next steps regarding staff team shaping, recruitment and management, and also to form the basis for solid budget development going forward.</p>
Issues/items for consideration by the Council	<p>The Personnel Committee is requested to consider the updated forward-looking staffing plans as presented in the attached document, and to discuss this and provide feedback to the clerk/RFO so that he can also take this forward through the Finance & Governance Committee and Full Council as part of the ongoing '25-'26 budget development procedures for and other business planning.</p> <p>Key proposals to be considered are the new roles and other changes being proposed for '25-'26 and '26-'27.</p> <p>See associated presentation/pdf for relevant details as well as the separate spreadsheet, which sets out: staffing FTE allocation 2024-25-26 and descriptions of new roles and further relevant details for the committee's consideration.</p>
Recommendations	<p>For the Town Council;</p> <ul style="list-style-type: none"> ➤ Provide input into plans for Council's work in particular for the '25-'26 financial year. <ol style="list-style-type: none"> 1) To receive and consider renewed 5-year staffing plan proposals (updated proposals and motion paper <u>attached</u>; additional detailed 25-26 spreadsheet details <u>shared with Cllrs.</u>). ➤ See attached report and spreadsheet 2) To recommend to the Finance and Governance Committee that the updated staffing proposals are to be considered as part of the 25-26 Council budget proposals. ➤ It is recommended that the renewed and further detailed information in staffing needs/proposals (both attached documents), to be considered as part of the upcoming 25-26 budget decision-making processes. 3) To decide to recommend to Full Council that the updated five-year staffing plan is adopted by Full Council. ➤ Although the 5-year staffing plan has been discussed several times at Personnel Committee meetings throughout 2023 and 2024, the current version is substantially different from the last one that was brought to Full Council and warrants being recommended for formal adoption (with, of course, regular updates built in to align with changes in opportunities and ambitions of the Council going forward).
Appendices	N/A
Documents:	<ul style="list-style-type: none"> • Updated 5-year staffing plan (attached). • Spreadsheet setting out more detailed information and plans for staffing for 25-26 and (part of) 26-27 staffing (shared with Cllrs.)

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:	Staffing needs to be fulfilled	
Staffing Implications: ⁱⁱ	YES – as per proposals	←

Volunteer need implications:	N/A	
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
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: N/A	
	There will be financial implications; Details: YES: Specifics of staffing costs to be based on approved budgets; future implementation and expenditure are dependent on Council decision-making.	←
	There is provision within the budget. Budget heading & details: N/A	
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: YES: More staffing capacity would give added bonus of providing with potential to explore additional funding opportunities, and to ensure that maximum income streams are obtained whilst managing the Unity Centre.	←
Other Resource implications (besides finance):	Details: YES: Associated costs for office space & office equipment; IT and other equipment; additional HR and line-management needs to be organised.	←
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. General Power of Competence.	√
	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: YES: Delays in recruitment of staff, or decisions not to recruit certain posts, are likely to have a direct impact on the capacity of existing staff to carry out their statutory and other duties to the quality expected; also impact on quality of management of Unity Centre is to be taken into account.	←
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](#).