

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

Report from	Town clerk
On behalf of	N/A
Date	11 th April 2023
For Meeting of Council/Committee	Personnel Committee
Date of meeting	18 th April 2023
Agenda item no.	41/22-23
Confidentiality	N/A
TITLE OF MOTION	FUTURE COMMITTEE ITEMS - PRIORITISATION
MOTION(S)	<ol style="list-style-type: none"> 1) To receive a report, setting out a proposal to prioritise items for future decision-making by the committee (report and motion paper attached). 2) To adopt the prioritisation overview for the committee's purposes. 3) To agree to have this item reappear every six months on committee meeting agendas, together with an updated prioritisation list, to ensure the prioritisation list is kept up-to-date and refreshed where needed.
Background	<p>A discussion was held at the last Personnel Committee meeting on 31st January 2023, Item: 34/22-23, about future agenda items for the Personnel Committee.</p> <p>Thereafter, the clerk held a meeting with the committee's Chair and Vice-Chair on 6th February, discussing these items and their prioritisation needs in more detail (see associated paper for further details on this).</p> <p>Following this, a report was prepared (see separate report), setting out a proposal for prioritisation of the items and an initial timeline to implement these.</p> <p>This paper was shared, on 27th February 2023, with all Councillors on the Personnel Committee for any further input, in advance of this being brought to the next committee meeting.</p> <p>No further input was received and the report has been included with this paper with its contents unchanged.</p>
Issues/items for consideration by the Council	To consider the contents of the associated report and the prioritisation as proposed.
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To receive a report, setting out a proposal to prioritise items for future decision-making by the committee (report and motion paper attached). 2) To adopt the prioritisation overview for the committee's purposes. 3) To agree to have this item reappear every six months on committee meeting agendas, together with an updated prioritisation list, to ensure the prioritisation list is kept up-to-date and refreshed where needed.
Appendices	N/A
Documents:	Pdf file: 41_Prioritisation_Personnel Committee_Paper_2023Feb07

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:	Forward Planning	√
Staffing Implications: ⁱⁱ	YES: - most items will need to be prepared by staff and staffing capacity is to be taken into account; - includes references to staffing needs.	√
Volunteer need implications:	YES: Councillor input will be needed for many of the items listed.	√
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 – some items listed will take a considerable amount of staffing resources to prepare.	√
	There is provision within the budget Budget heading & details: YES – comes under budget for staff time	√
	Decisions may give rise to additional expenditure; Details: N/A	√
	Decisions may have potential for income generation; Details: N/A	√
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 (LGA) 1972, s. 111 and s. 112.	√
	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 - staff time is probably the key limiting resource – risk of timeline to be put back in time as a result of other staffing demands taking priority.	√
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).

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- 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](#).