

## NORTHSTOWE TOWN COUNCIL

### Summary of prioritisation of work to be delivered that is within the remit of Northstowe Town Council's Personnel Committee.

Last updated, by: Town Clerk, 7<sup>th</sup> February 2023.

## BACKGROUND

### Northstowe Town Council – Personnel Committee

Meeting held on 31<sup>st</sup> January 2023.

#### Item: 34/22-23 FUTURE ITEMS

[NB: includes items deferred from the non-quorate Personnel Committee meeting held on 24<sup>th</sup> Feb. '22].

To consider the following items to be considered by the Personnel Committee at future meetings:

- a) Review of organisational structure and staffing levels, with development of staffing structure over next five years.
- b) Recruitment of Market Manager.
- c) Recruitment of Facilities Manager.
- d) Review of Performance Management Framework.
- e) Review of Conditions of Service.
- f) Further development of Employment Policies and Procedures, and an Employee/HR Handbook;
- g) Further development of Health and Safety Policies and Procedures.
- h) Development of a Grievance Policy and Procedures; and a Disciplinary Policy and Procedures.
- i) Development of the Council's training policy and needs (staff and Councillors).
- j) Developments of the Council's approach to apprenticeships, job creation and training programmes.

From draft minutes:

The Clerk highlighted that all sub-items listed for this agenda item need doing to fill in gaps in policies and procedures and to ensure timely recruitment of new members of staff when these become needed. As most items would take a certain amount of preparatory time, he requested the Committee's input in identifying items that may need prioritising.

Following a discussion, in which Committee Members agreed that the items on this list are all relevant and needed, the Clerk was **tasked** to organise a meeting with the Chair (and Vice-Chair if available) to discuss the prioritisation needs in more detail.

## ACTION TAKEN

A (virtual) meeting was, subsequently, held on 6<sup>th</sup> February 2023, between the Committee’s Chair (Cllr Pradeep Susarla), Vice-Chair (Cllr Shola Delip) and the Town Clerk, Mark Nokkert, to carry out the task as set by the Personnel Committee.

At this meeting, the above list of items was discussed in detail, and a preferred prioritisation was voiced by both Councillors.

Preference expressed for prioritisation:

Cllr Susarla	Prioritisation in order of: d - e - b - c - g - f - i - h - j - a
Cllr Delip	Prioritisation in order of: d - e - b - f - g - h - i - j - c - a

In subsequent discussions the following key points were also raised:

a: staffing structure review should be an ongoing process; following every key step in e.g. recruitment and process development, the staffing structure for the next five years may need to be reviewed, to keep it in line with changing ambitions and plans.

b: Market Manager position is dependent on the Business Plan for the Pilot Market to be approved by Full Council first, as that would dictate the market management model which may (or may not) include a Market Manager position.

c: The Facilities Manager position is dependent on various factors: the Asset Transfer (Pavilion Working Group, reporting to Full Council is to bring a motion with plans for potential asset transfer of the Phase 1 Sports Pavilion and/or Western Park sports facilities to the Town Council. In addition, this is dependent on the owner of the building, South Cambridgeshire District Council delivering the construction of the pavilion in time via its appointed developer and appointing the Town Council as its preferred manager for the pavilion – the latter will be dependent on a tendering process that SCDC will lead on, with potentially other organisations willing to ‘pitch’ for managing the pavilion as well.

f: Potential for splitting up Employment Policies and Procedures development from a HR Handbook, which would in effect be a combination of all procedures and policies established.

f, g, h: Potential for new member of staff, Deputy Clerk, to research and write some of these policies and procedures, once in place, working closely with the Town Clerk in bringing these together.

## **RECOMMENDATION**

1. With input obtained from the Chair and Vice-Chair of the Personnel Committee, for the foreseeable future the following items are to be prioritised, other Council duties pending:

<b>What</b>	<b>When</b>	<b>Comments</b>
Review of Performance Management Framework.	Spring 2023	Most paperwork already in place; needs to be brought together and presented to Full Council for official adoption procedures.
Review of Conditions of Service.	Spring 2023	Conditions of Service having 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
Review of organisational structure and staffing levels, with development of staffing structure over next five years.	Ongoing	First draft of staffing structure shared by Clerk with Personnel Committee at start of Feb 2023, with input requested.
Recruitment of Market Manager.	Spring-Summer 2023 (TBC)	Were Full Council to agree to Pilot Market Business Plan and to recruiting a Market Manager
Recruitment of Facilities Manager.	Summer 2023 (TBC)	Were Full Council to agree to recruiting a Facilities Manager as part of the management of the Phase 1 Sports Pavilion (and SCDC awarding the management of the pavilion to NTC)
Further development of Health and Safety Policies and Procedures.	Spring-Summer-Autumn 2023	Further procedures and policy needs are being considered already as part of development and delivery of the winter market events and the pilot market – building on this for Council-wide H&S needs. Also widening needs and procedures for when the Town Council has its own dedicated office, potentially in the planned temporary community centre, currently being proposed by SCDC.
Further development of Employment Policies and Procedures	Ongoing - throughout 2023	
Development of a Grievance Policy and Procedures; and a Disciplinary Policy and Procedures.	Late 2023/ early 2024?	The Council's <a href="#">Terms of Reference</a> and <a href="#">Scheme of Delegation</a> 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. Would be good to have these set up before the need is there, with staff team to be expanded.

Development of an Employee/HR Handbook;	Early 2024?	
Development of the Council's training policy and needs (staff and Councillors).	2024?	
Developments of the Council's approach to apprenticeships, job creation and training programmes.	2024?	

2. To ensure that the item of prioritisation is recurring regularly at future Personnel Committee meetings, as and when progress has been made on certain items and/or when it is considered necessary to review the prioritisation for other reasons.