

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.	42/22-23
Confidentiality	N/A
TITLE OF MOTION	ORGANISATIONAL 5-YEAR STAFFING STRUCTURE PLAN
MOTION(S)	<ol style="list-style-type: none"> 1) To receive a report, setting out a proposed plan for staffing structure for the next five years (report and motion paper attached). 2) To consider and agree to the organisational staffing structure plan for the committee's purposes. 3) To recommend the staffing structure to Full Council for Council adoption. 4) To agree to have this item reappear every year on committee meeting agendas, in or around Sep/Oct, to ensure its 5-year staffing structure is kept up-to-date, with updated versions presented each year to Full Council for adoption. 5) To agree to review the 5-year staffing structure every year in September/October (starting in 2023), to ensure an updated staffing structure plan can feed into the processes for budget development for the next financial year, taking place in Oct – Dec each year.
Background	<p>With an ongoing growth and diversification of Council activities being embarked on, the Council logically also will need sufficient staffing to be able to manage all processes involved.</p> <p>Staffing needs have been discussed at several committee meetings, most recently as part of the prioritisation discussions at the 31st January 2023 committee meeting, item 34/22-23 where the following was part of the discussions; <i>Review of organisational structure and staffing levels, with development of staffing structure over next five years.</i></p>
Issues/items for consideration by the Council	The associated document is a first attempt to consider staffing needs & growth over the next five years.
Recommendations	<ol style="list-style-type: none"> 1) To receive a report, setting out a proposed plan for staffing structure for the next five years (report and motion paper attached). <ul style="list-style-type: none"> ➤ See separate document for the proposals. 2) To consider and agree to the organisational staffing structure plan for the committee's purposes. <ul style="list-style-type: none"> ➤ To consider the proposals and consider how this plan can be discussed and enacted upon through the committee's work. 3) To recommend the staffing structure to Full Council for Council adoption. <ul style="list-style-type: none"> ➤ To recommend that the Council adopts the five-year staffing plan proposal as presented. 4) To agree to have this item reappear every year on committee meeting agendas, in or around Sep/Oct, to ensure its 5-year staffing structure is kept up-to-date, with updated versions presented each year to Full Council for adoption. <ul style="list-style-type: none"> ➤ This, to ensure that this plan is regularly reviewed and updated.

	<p>5) To agree to review the 5-year staffing structure every year in September/October (starting in 2023), to ensure an updated staffing structure plan can feed into the processes for budget development for the next financial year, taking place in Oct – Dec each year.</p> <p>➤ To ensure that any updates can feed directly into the budget needs for the next financial year, also reducing the risks that unnecessary delays in recruitment are happening.</p>
Appendices	N/A
Documents:	Pdf file: 42_Staffing structure_five year plan_2023Apr_proposal

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 Needs	√
Staffing Implications: ⁱⁱ	YES – changes to current staffing structure are part of 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 – staffing increase/changes will have financial implications	√
	There is provision within the budget Budget heading & details: PARTLY – Budget is set aside within the agreed '23-'24 annual budget for salaries and other costs associated with: Town Clerk; Deputy Clerk; Market Manager; Facilities Manager – all four posts are listed in the associated document for '23-'24.	√
	Decisions may give rise to additional expenditure; Details: Not at this stage, as this is a plan.	√
	Decisions may have potential for income generation; Details: YES - Staffing increase could potentially result in freeing up time for bringing in grant funding and other sources of income.	√
Other Resource implications (besides finance):	Details: YES - Member of staff will need equipment and usually also office space and additional storage space to carry out their work	√
Health and Safety implications ^{vii}	Details: N/A	√
Legal	Power under which the spend can be actioned: ^{viii} LGA 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](#).