

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

<b>Report from</b>	Cllr Benedicic
<b>On behalf of</b>	Asset Transfer Opportunities Working Group
<b>Date</b>	Thursday 11 <sup>th</sup> July 2024
<b>For Meeting of Council/Committee</b>	Full Council
<b>Date of meeting</b>	Tuesday 23 <sup>rd</sup> July 2024
<b>Agenda item no.</b>	<b>83/24-25</b>
<b>Confidentiality</b>	Assets & Estates Manager Recruitment Report – Confidential Appendix B – Assets & Estates Manager – DRAFT Job Role v2- Confidential
<b>TITLE OF MOTION</b>	<b>Recruitment of Assets &amp; Estates Manager</b>
<b>MOTION(S)</b>	For the Town Council to: <ol style="list-style-type: none"> <li>1. <b>To receive a motion paper and accompanying report on recruitment of an Assets &amp; Estates Manager.</b></li> <li>2. <b>To receive a draft job description and draft recruitment advertisement for position of Assets &amp; Estates Manager</b></li> <li>3. <b>To decide to commence recruitment activities for an Assets &amp; Estates Manager</b></li> <li>4. <b>To delegate to the clerk the task of finalising the job role and advertisements required for the recruitment process</b></li> </ol>
<b>Background</b>	See provided documents
<b>Issues/items for consideration by the Council</b>	See provided documents
<b>Recommendations</b>	See provided documents
<b>Appendices</b>	N/A
<b>Documents:</b>	Assets and Estates Manager Recruitment Report.docx Appendix A – Assets and Estates Manager – DRAFT Job Role v2.docx Appendix B – Assets and Estates Manager – DRAFT Advert v2.docx

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

<b>Input needed from Clerk?</b>	<i>[filled in by clerk, 18<sup>th</sup> July: this documentation and associated papers were first seen by the Clerk on 16<sup>th</sup> July; there has been insufficient time to feed into these fully].</i>
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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 days<sup>i</sup> 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:	Council to ensure sufficient staffing is in place to meet its statutory requirements and to ensure its longer-term ambitions and objectives can be met.	√
Staffing Implications: <sup>ii</sup>	<b>YES:</b> New Member of staff to be recruited.	←
Volunteer need implications:	N/A	
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity <sup>v</sup>	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 <sup>vi</sup>	There are no financial implications at this stage – N/A	
	There will be financial implications; Details: <b>YES</b> – position would increase monthly salary costs.	←
	There is provision within the budget: <b>POSSIBLY</b> Budget heading & details: The position proposed here has been budgeted for, from 1 <sup>st</sup> Sep. 2024 onwards, at wage scale SCP33, thus at the lowest end of the proposed scales SCP33-36.	←
	Decisions may give rise to additional expenditure; Details: <b>YES:</b> <ul style="list-style-type: none"> <li>- New member of staff would also need to be equipped with IT equipment and phone (budgeted for).</li> <li>- The Council may need to spend funds on advertising the position; such costs have not yet been specified.</li> </ul>	←
	Decisions may have potential for income generation; Details: <b>YES</b> – position will be critical in understanding opportunities and viability of different assets/facilities across Northstowe, some of which may have the potential to start generating revenue streams.	←
Other Resource implications (besides finance):	Details: Not foreseen for early stages of this position.	
Health and Safety implications <sup>vii</sup>	Details: N/A	
Legal	Power under which the spend can be actioned: <sup>viii</sup> Local Government Act 1972, s. 112 = Power to appoint staff.	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: Applicants' data to be treated sensitively.	←
	Other considerations: N/A	
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: The key risks in the short- to medium term, as also identified in the paperwork are: <ul style="list-style-type: none"> <li>- Failure to find a suitable candidate for the position in near future;</li> <li>- Lack of sufficient time for the Assets and Estates Manager, once in place, to obtain necessary information within the timeline as set by the District Council, for the Town Council to understand in detail different options for management of the Permanent Community Centre and their business viability, liabilities and risks, and to present a suitable business case on the chosen option to SCDC.</li> </ul>	←
Other Considerations:	N/A	

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<sup>i</sup> Northstowe Town Council's [Standing Order 9 b,d](#).

<sup>ii</sup> The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

<sup>iii</sup> 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.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

<sup>v</sup> The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

<sup>vi</sup> 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.

<sup>vii</sup> See also Town Council's [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council's [Data Protection Policy](#).

<sup>x</sup> See Town Council's [Risk Management Plan](#).