

NORTHSTOWE TOWN COUNCIL
Wednesday 22nd September 2021, 6-7pm in The Wing.

To all members of the **Personnel Committee**, you are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Signed: *Mark Nokkert*

16th September 2021

Mark Nokkert, Town Clerk & RFO
townclerk@northstowetowncouncil.gov.uk 07724588949

Public and Press are welcome. Members of the public wishing to speak during the item of 'Public Participation', please email the Clerk to register your request before 5pm on the day of the meeting. Please note you may only speak, for a maximum of 3 minutes, in relation to an item on the agenda.

Due to ongoing Coronavirus restrictions, and the capacity of the venue, it may mean that public attendance at the meeting is limited. Any restrictions (at the time of the meeting) will be in place. If you have any symptoms of Covid-19, please do not attend the meeting. It is recommended that facemasks must be worn by all members of the public.

MEMBERS Cllr Van Der Meijden (Chair), Cllr Susarla (Vice-Chair), Cllr Delip, Cllr Thompson
QUORUM: 4 Members

A G E N D A

11/21-22 To receive apologies for absence

12/21-22 Declarations of Interest

- 1) To receive any declarations of interest relating to any items on the agenda.

13/21-22 Public Participation

- 1) To adjourn the meeting to allow members of the public to speak.
- 2) To reconvene the meeting.

14/21-22 Minutes of the Meeting of 28th July 2021

- 1) To approve the minutes of the meeting of the Personnel Committee held on 28th July 2021 as a true record of that meeting.

15/21-22 Frequency of meetings

- 1) To discuss and decide on the frequency of Committee meetings to be held.

16/21-22 TPT Retirement Solutions – change in Employee Pension offer

- 1) To receive the report setting out the change proposed (attached).
- 2) To approve the change in pension provider.
- 3) To approve a variation in contract for the Northstowe Town Council employee, reflecting the change made.

17/21-22 Performance Management of staff

- 1) To discuss what the focus should be in monitoring and appraising staff performance.

2) To decide on steps towards a staff performance management framework.

18/21-22

Budget Financial year 2022-23

- 1) To provide an understanding of the timeline for budget development for the next financial year.
- 2) To discuss budget needs for the Personnel Committee for 2022-23; and consider how best to define the Committee's budget needs.

19/21-22

Date of next meeting

Personnel Committee 24th November 2021, 6-7pm

For all Full Council and Committee meetings, see www.northstowetowncouncil.gov.uk