

NORTHSTOWE TOWN COUNCIL
Thursday 24th February 2022, 6-7PM in The Wing, Pathfinder School, Northstowe

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* 17th February 2022

Mark Nokkert, Town Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 07724588949

Public and Press are welcome to attend the meeting. Members of the public wishing to speak, it is appreciated if you could email the Town Clerk to register your request before 5pm on the day of the meeting. You may speak, for a maximum of 3 minutes, under the standing item 'Public Participation' in relation to items on the agenda.

Due to the ongoing Coronavirus situation, the Town Council may limit public attendance at the meeting. Any restrictions at the time of the meeting will be made clear on arrival. If you have any symptoms of Covid-19, please do not attend the meeting. It is recommended that all attending take a Lateral Flow Test beforehand and wear a facemask, unless exempt.

MEMBERS 5 - Cllr Van Der Meijden (Chair); Cllr Susarla (Vice-Chair); Cllr Delip; Cllr Harrison; Cllr Thompson.

QUORUM: 4 Members.

AGENDA

28/21-22 APOLOGIES FOR ABSENCE

- 1) To receive any apologies for absence received prior to the meeting.

29/21-22 DECLARATIONS OF INTEREST

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

30/21-22 PUBLIC PARTICIPATION

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

31/21-22 MINUTES OF THE MEETING HELD ON 2nd NOVEMBER 2021

- 1) To approve the minutes of the meeting of the Personnel Committee held on 2nd November 2021 as a true record of that meeting.

32/21-22 MEETING FREQUENCY

- 1) [Motion Cllr Van der Meijden]: To change the frequency of the committee meetings of the Personnel committee from monthly to quarterly.

To resolve whether to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed under item 33/21-22.

33/21-22 PERFORMANCE MANAGEMENT

- 1) To approve a staff appraisal form, for end-of probation period, as a Town Council form to be used for future staff appraisals.

- 2) To decide on the Town Council's annual appraisals to take place in September or October each year, as this timing would coincide with the start of the budget review (NB: appraisals could potentially lead to job description changes, changes in staff FTEs or staff payment scales, and could help identify training and development needs and opportunities, all of which would normally have an effect on the budget to be set).
- 3) (a) To receive a report on the end-of-probation staff appraisal meeting held between the Clerk and the Vice-Chair of the Committee, held on 8th February 2022.
(b) [Motion Cllr Susarla] - To approve the conclusions made in the report, and let the Clerk & RFO know in writing of the outcomes.
- (4) To approve the current employee's performance management Objectives and Priorities for the period February – October 2022 (see report).

34/21-22 FUTURE ITEMS

- 1) To consider the following items to be brought to future committee meetings:
 - Review of the organisational structure and staffing levels;
 - Recruitment for an Assistant Clerk or other key staffing role;
 - Looking into potential alternative staffing arrangements such as apprenticeships;
 - Further development of Employment Policies and a HR Handbook;
 - Any other item.

35/21-22 DATE OF NEXT MEETING

- i) Personnel Committee 29th June 2022 at 6PM.
- ii) For all Council and Committee meetings, see www.northstowetowncouncil.gov.uk.