

NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE
Tuesday 21st June 2022, 8-9 PM
Northstowe Secondary College, Community Room

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

Signed: *Mark Nokkert* 16th June 2022

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

The public and press are welcome to attend any Council meeting. If you wish to speak, it is advised to email the Town Clerk to register your request before 5 pm on the day of the meeting; you may speak for up to 3 minutes, under the standing item 'Public Participation' in relation to items on the agenda.

Due to ongoing Coronavirus concerns, the Town Council may limit public attendance at the meeting; any restrictions will be made clear on arrival. If you have Covid or any Covid symptoms, please do not attend.

MEMBERS: 5 - Cllr Susarla (Vice-Chair); Cllr Bros Sabria; Cllr Castelino; Cllr Delip; Cllr Nikoro.
QUORUM: 3 Members.

A G E N D A

01/22-23 ELECTION OF CHAIRMAN OF THE COMMITTEE

- 1) To receive nominations for Chairman of the Personnel Committee.
- 2) To elect the Chairman of the Committee for the Civic Year 2022-2023.

02/22-23 APOLOGIES

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

03/22-23 ELECTION OF VICE-CHAIRMAN OF THE COMMITTEE

- 1) To receive nominations for Vice-Chairman of the Personnel Committee.
- 2) To elect the Vice-Chairman of the Committee for the Civic Year 2022-2023.

04/22-23 DECLARATIONS OF INTEREST

- a) Councillors to declare any pecuniary or personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.

05/22-23 PUBLIC PARTICIPATION

- a) To adjourn the meeting for up to 15 minutes to allow members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at this meeting.
- b) To reconvene the meeting.

06/22-23 MINUTES OF PREVIOUS COMMITTEE MEETINGS

- 1) To approve the minutes of the meeting of the Personnel Committee held on 2nd November 2021 as a true record of that meeting (attached).
- 2) To approve the minutes of the meeting of the Personnel Committee held on 24th February 2022 as a true record of that meeting (attached).

To resolve 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 items 07/22-23, 08/22-23 and 09/22-23.

07/22-23 ANNUAL LEAVE ARRANGEMENTS SUMMER 2022

- 1) For information: annual leave arrangements Town Clerk during the summer of 2022.

08/22-23 HOME WORKING ALLOWANCE

- 1) To receive a report from the Town Clerk on proposed change to the conditions of employment (report attached, for Cllrs' information).
- 2) To approve the recommendations made in the report to provide Northstowe Town Council employees with a home working allowance for any periods, or days of the week, when no office accommodation is available.
- 3) To provide the current employee with a variation of contract, reflecting the change in the condition of employment.

09/22-23 RECRUITMENT OF ASSISTANT CLERK

- 1) To receive a report from the Town Clerk on the need to address the growing work load (report attached, for Cllrs' information).
- 2) To discuss the report's recommendations to recruit an Assistant Clerk.
- 3) Decide on a staffing solution and agree on the timeline for recruitment.
- 4) Allocate two Committee members to work with the Clerk to prepare the recruitment documentation, to be brought to an extraordinary Personnel Committee meeting to be held as soon as possible and in line with the agreed recruitment timeline.

10/22-23 DATES OF FUTURE COUNCIL MEETINGS

To note;

Full Council: Wed 22nd June 2022 at 7PM (Pathfinder Primary School)

Personnel Committee: Tue 20th September 2022 at 8PM (Location: TBC)

For all Council meetings, see www.northstowetowncouncil.gov.uk