

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:

**NORTHSTOWE TOWN COUNCIL - Extraordinary PERSONNEL COMMITTEE**  
**Tuesday 4<sup>th</sup> October 2022, 7-8 PM**  
**Northstowe Secondary College, Library Room**

Signed: *Mark Nokkert*                      *29<sup>th</sup> September 2022*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
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The public and press are welcome to attend any Council meeting. If you wish to speak under the standing item 'Public Participation', 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 in relation to any item(s) 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 Covid symptoms, please do not attend.

**MEMBERS:**    6 - Cllr Susarla (Chair); Cllr Delip (Vice-Chair); Cllr Bros Sabria; Cllr Castelino; Cllr Kinnera; Cllr Nikoro.

**QUORUM:**     3 Members.

**A G E N D A**

*NB: This meeting was postponed from 8<sup>th</sup> September (which was cancelled out of respect for the Queen).*

**17/22-23        APOLOGIES**

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

**18/22-23        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.

**19/22-23        PUBLIC PARTICIPATION**

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

**20/22-23        MINUTES OF PREVIOUS COMMITTEE MEETINGS**

- 1) (*decision item*) To approve the minutes of the meeting of the Personnel Committee held on 21<sup>st</sup> June 2022 as a true record of that meeting (attached) (*item deferred from non-quorate 18<sup>th</sup> July 2022 committee meeting*).
- 2) (*decision item*) To approve the minutes of the (non-quorate) meeting of the extraordinary Personnel Committee held on 18<sup>th</sup> July 2022 as a true record of that meeting (attached).

**21/22-23        PERFORMANCE REVIEW**

To receive an update from the Clerk or Chair on plans for the Annual Performance Review (*as per resolutions passed at item 12/22-23, Full Council meeting on 27<sup>th</sup> April 2022 and item 25/21-22(2) of the Personnel Committee meeting on 2<sup>nd</sup> November 2021*).

**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 sensitive or commercial nature of business to be discussed under item 22/22-23 and 23/22-23.**

## **22/22-23 CILCA QUALIFICATION**

- 1) To receive a report from the Clerk ('CiLCA Action Plan'; shared with Cllrs), on plans how to finalise the CiLCA portfolio and implications for Clerk's work streams, with an update from the Clerk on progress towards CiLCA qualification, and next steps beyond portfolio deadline 3rd Dec 2022.
- 2) To discuss the report.

## **23/22-23 RECRUITMENT OF DEPUTY CLERK**

*[Following resolution and tasks stemming from item 09/22-23(3)(4), Committee meeting held on 21<sup>st</sup> June 2022]. (Item deferred from non-quorate 18<sup>th</sup> July 2022 Committee meeting).*

- 1) To receive a recruitment pack, containing drafts of recruitment documentation, previously considered by Cllrs Delip, Nikoro and Susarla (*as per item 09/22-23 (4)*) – *note that the document under subitem 2(i) was prepared afterwards, by the Clerk.*
- 2) (*decision item*) To approve the following documents;
  - a) Business Case.
  - b) Job Description
  - c) Person Specification.
  - d) Application Form.
  - e) Equality and Diversity Monitoring Form.
  - f) Job Advert.
  - g) Recruitment Timetable.
  - h) Recruitment Pack.
  - i) Proposal for advertising the position.
- 3) (*decision item*) To approve for the Recruitment Panel to make a decision on recruitment, on behalf of the Personnel Committee, and for the Panel to consist of four people: three Councillors from the Personnel Committee, together with the Town Clerk.
- 4) (*decision item*) To allocate Committee Members who wish to form part of the recruitment panel, with the Clerk to contact Members not present to finalise the formation of the panel, where needed.
- 5) (*decision item*) To approve for the Town Clerk to lead on preparing paperwork (in particular: interview questions and/or tasks; candidate sift form) and logistics for the interviews to be held, working in this with the panel members.
- 6) (*decision item*) To approve for the Town Clerk to lead on updating paperwork needed to offer a position following recruitment (in particular: employment contract; terms and conditions of employment), working in this with the panel members.
- 7) (*decision item*) To decide to present all recruitment paperwork (under sub-item 23/22-23 (2)) to the next Full Council meeting, with a recommendation to approve all paperwork and to start recruiting as per the proposed Recruitment Timetable.

**To resolve to end the closed session.**

## **24/22-23 BUDGET FINANCIAL YEAR 2023-'24**

To consider budget needs for the Personnel Committee for the financial year 2023-'24.

## **25/22-23 DATES OF FUTURE COUNCIL MEETINGS**

To note;

- a) Personnel Committee: Tue 13<sup>th</sup> December 2022 at 8PM, Pathfinder Primary School *[Finalised motions by 03/12]*.
  - b) Full Council: Tue 25<sup>th</sup> October 2022 at 7PM, Pathfinder Primary School *[Finalised motions by 15/10]*.
- For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)