

## NORTHSTOWE TOWN COUNCIL

Tuesday 02<sup>nd</sup> November 2021, 7-8 pm 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* 27<sup>th</sup> October 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

#### 20/21-22 APOLOGIES FOR ABSENCE

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

#### 21/21-22 DECLARATIONS OF INTEREST

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

#### 22/21-22 PUBLIC PARTICIPATION

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

#### 23/21-22 MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> SEPTEMBER 2021

- 1) To approve the minutes of the meeting of the Personnel Committee held on 22<sup>nd</sup> September 2021 as a true record of that meeting.

#### 24/21-22 MATTERS ARISING

- 1) To consider matters arising from resolutions made at previous Committee meetings.

**To resolve whether to move into 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 25/21-22 and 26/21-22**

#### 25/21-22 PERFORMANCE MANAGEMENT FRAMEWORK

- 1) To receive a report from the Clerk on performance management.
- 2) To discuss and approve proposals for 'Key Principles for Staff Performance Management.'
- 3) To discuss and approve proposals for the current employee's Objectives for the probationary period.

#### 26/21-22 BUDGET FINANCIAL YEAR 2022-23

- 1) To receive a report from the Clerk on budget proposals for the Personnel Committee, for the 2022-23 financial year.
- 2) To consider and discuss the budget proposals.

#### 27/21-22 DATE OF NEXT MEETING

- i) Personnel Committee 24th November 2021, 6-7pm
- ii) For all Council and Committee meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)