

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 - PERSONNEL COMMITTEE**

**Tuesday 31st January 2023, 7-8 PM**

**Northstowe Secondary College, Community Room (downstairs)**

*(Postponed from meeting originally scheduled for 13<sup>th</sup> December 2022)*

Signed: *Mark Nokkert*

*26<sup>th</sup> January 2023*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) 07724588949

\* The public and press are welcome to attend any Council meeting. If you wish to speak under the standing item 'Public Participation' it is appreciated if you 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**

**26/22-23 APOLOGIES** (Standing Item)

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

**27/22-23 DECLARATIONS OF INTEREST** (Standing Item)

- 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.

**28/22-23 PUBLIC PARTICIPATION** (Standing Item)

- 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.

**29/22-23 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

- 1) To approve the minutes of the meeting of the Personnel Committee held on 4<sup>th</sup> October 2022 as a true record of that meeting (attached).

**30/22-23 UPDATES ON ITEMS FROM PREVIOUS MEETINGS**

To receive an update from the Clerk on previous resolutions and tasks:

- i) 21/22-23, Performance Review: Update on:
  - Performance Review meeting held on 12<sup>th</sup> October 2022;
  - Steps taken thereafter.

*[NB: see also item 31/22-23 on this agenda].*

- ii) 22/22-23, CiLCA Qualification (Committee meeting 4<sup>th</sup> Oct. '22): Update on:
  - CiLCA Portfolio progress made to date;
  - Steps taken regarding portfolio submission deferral sought as a result of ongoing work requirements having taken priority;
  - Impact of ongoing limited staffing capacity to address Council work requirements (further to report shared with Cllrs. at 4<sup>th</sup> Oct. '22 Committee meeting).
- iii) 23/22-23, Recruitment of Deputy Clerk (committee meeting 4<sup>th</sup> Oct. '22): Update on:

- Progress made regarding recruitment procedures, further to information provided at the 24th January 2023 Full Council meeting.

*[NB: see also item 33/22-23 on this agenda].*

- iv) 24/22-23, Budget financial year 2023-'24 (Committee meeting 4th Oct. '22): Update on:
  - Relevant budget items included in the approved annual budget for '23-'24 (Approved at the Full Council meeting held on 20<sup>th</sup> Dec. '22), regarding new staffing positions, staff training and staff equipment costs.

**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.**

### **31/22-23 PERFORMANCE REVIEW**

- 1) To receive a report on the Annual Performance Review that took place on 12<sup>th</sup> October 2022 between the Chair of the Personnel Committee and the Town Clerk (document shared with Cllrs.).

*[NB: this document is in draft form and had, therefore, not yet been shared with the committee, as awaiting finalisation and return of section 2 of the document, to be completed by the appraiser; the report's conclusions can, therefore, also not yet be approved by resolution].*

### **32/22-23 EMPLOYEE ACTION PLAN OCTOBER '22 – SEPTEMBER '23**

- 1) To receive a report setting out an Action Plan for the period Oct. 2022 – Sep. 2023, which includes Objectives and Priorities for the Town Clerk for this period and which, in addition, includes recommendations for increased Council/Councillors' involvement in Council work (as per the Committee's recommendation made under item 22/22-23(2), Committee meeting 4<sup>th</sup> October 2022). (document shared with Cllrs.).

*[NB: this report was finalised following the Annual Performance Review that took place on 12<sup>th</sup> October 2022].*

- 2) To approve the employee's Objectives and Priorities for the period Oct. 2022 – Sep. 2023, as detailed in the Action Plan.

### **33/22-23 RECRUITMENT OF DEPUTY CLERK – EMPLOYMENT CONTRACT**

*[Following resolutions passed at Full Council meeting held on 24<sup>th</sup> January 2023, item 224/22-23(5), and resolution passed at the 4<sup>th</sup> October 2022 Personnel Committee meeting, item 23/22-23(6)].*

- 1) To receive a draft employment contract, which includes terms of conditions of employment (shared with Cllrs; developed with input from the interview panel).
- 2) To approve the employment contract as prepared.
- 3) To refer the employment contract to Full Council for final approval.

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

### **34/22-23 FUTURE ITEMS**

*[NB: includes items deferred from the non-quorate Personnel Committee meeting held on 24<sup>th</sup> Feb. '22].*

To consider the following items to be considered by the Personnel Committee at future meetings:

- a) Review of organisational structure and staffing levels, with development of staffing structure over next five years.
- b) Recruitment of Market Manager.
- c) Recruitment of Facilities Manager.
- d) Review of Performance Management Framework.
- e) Review of Conditions of Service.
- f) Further development of Employment Policies and Procedures, and an Employee/HR Handbook;
- g) Further development of Health and Safety Policies and Procedures.
- h) Development of a Grievance Policy and Procedures; and a Disciplinary Policy and Procedures.
- i) Development of the Council's training policy and needs (staff and Councillors).
- j) Developments of the Council's approach to apprenticeships, job creation and training programmes.

**35/22-23 DATES OF NEXT COUNCIL MEETINGS** (Standing Item)

To note;

- a) Personnel Committee: Tue 21<sup>st</sup> March 2023, 8-9PM, at Pathfinder Primary School  
*[Finalised motions to be received by 11/03].*
- b) Full Council: Tue 28<sup>th</sup> February 2023, 7-9PM, Pathfinder Primary School (Main Hall).  
*[Finalised motions to be received by 18/02].*

For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)