

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 18th April 2023, 8-9 PM**  
**Pathfinder Primary School, Northstowe** (classroom in old 'Wing')  
(Postponed from meeting originally scheduled for 21<sup>st</sup> March 2023)

Signed: *Mark Nokkert* *12<sup>th</sup> April 2023*  
Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
Email: [townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) Text: 077245 88949

We welcome the public and press attending any Council meeting.  
If you wish to speak at the 'Public Participation' item please email the Clerk to register your request before 5 pm on the day of the meeting; you may speak for up to 3 mins. in relation to any item(s) on this agenda.

**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**

**36/22-23 APOLOGIES** (Standing Item)

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

**37/22-23 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.

**38/22-23 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.

**39/22-23 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

To approve the minutes of the meeting of the Personnel Committee held on 31st January 2023 as a true record of that meeting (attached).

**40/22-23 UPDATES ON ITEMS & ACTIONS FROM PREVIOUS MEETINGS**

To receive an update from the Clerk and/or relevant Councillor(s) on resolutions and tasks, where not already covered by other items on this agenda, on:

- a) Items 21/22-23, 30/22-23 and 31/22-23; Performance Review: Update on finalisation of Annual Performance Review Form following performance review meeting held on 12th October 2022.
- b) Items 23/22-23 and 33/22-23 (as well as Full Council meeting items 245/22-23 (28th Feb '23) and 274/22-23 (28th March 2023); Recruitment of Deputy Clerk: Update on recruitment and preparations towards Deputy Clerk starting in their position.

**41/22-23 FUTURE COMMITTEE ITEMS - PRIORITISATION**

[Further to Personnel Committee meeting of 31<sup>st</sup> Jan. '23, item 34/22-23]

- 1) To receive a report, setting out a proposal to prioritise items for future decision-making by the committee (report and motion paper attached).
- 2) To adopt the prioritisation overview for the committee's purposes.

- 3) To agree to have this item reappear every six months on committee meeting agendas, together with an updated prioritisation list, to ensure the prioritisation list is kept up-to-date and refreshed where needed.

#### **42/22-23 ORGANISATIONAL 5-YEAR STAFFING STRUCTURE PLAN**

- 1) To receive a report, setting out a proposed plan for staffing structure for the next five years (report and motion paper attached).
- 2) To consider and agree to the organisational staffing structure plan for the committee's purposes.
- 3) To recommend the staffing structure to Full Council for Council adoption.
- 4) To agree to have this item reappear every year on committee meeting agendas, in or around Sep/Oct, to ensure its 5-year staffing structure is kept up-to-date, with updated versions presented each year to Full Council for adoption.
- 5) To agree to review the 5-year staffing structure every year in September/October (starting in 2023), to ensure an updated staffing structure plan can feed into the processes for budget development for the next financial year, taking place in Oct – Dec each year.

#### **43/22-23 ITEMS FOR INFORMATION**

To receive information about the following items:

- 1) At Full Council meeting 28<sup>th</sup> March 2023, item 266/22-23: the Pilot Market Business Plan was approved by resolution; this includes plan for recruitment of a Market Manager.

#### **44/22-23 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

To note;

- a) Personnel Committee: *next meeting date TBC.*
- b) Full Council: Tue 25<sup>th</sup> April 2023, 7-9PM, Pathfinder Primary School (Main Hall).  
*[Finalised motions to be received by 15/04].*

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