

**NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE**  
**Monday 18<sup>th</sup> July 2022, 7-8 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*                      *13th July 2022*

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 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 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 Covid symptoms, please do not attend.

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

**QUORUM:**     3 Members.

**A G E N D A**

**11/22-23        APOLOGIES**

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

**12/22-23        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.

**13/22-23        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.

**14/22-23        MINUTES OF PREVIOUS COMMITTEE MEETING**

- 1) 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).

**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 item 15/22-23.**

**15/22-23        RECRUITMENT OF DEPUTY CLERK**

*[following resolution and actions stemming from item 09/22-23(3)(4), committee meeting held on 21<sup>st</sup> June 2022].*

- 1) To receive a recruitment pack, containing drafts of recruitment documentation.
- 2) 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.

- 3) To approve for the Recruitment Panel to consist of four people, three Councillors from the Personnel Committee, and the Town Clerk.
- 4) For committee members to come forward 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 still needed.
- 5) To approve for the Town Clerk to lead on preparing paperwork and logistics for the interviews to be held (in particular: interview questions; candidate sift form), working in this with the panel members.
- 6) To approve for the Town Clerk to lead on updating any 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) To decide to bring the recruitment paperwork to the next Full Council meeting, with a recommendation to approve all recruitment paperwork and to start recruiting as per the proposed recruitment timetable.

#### **16/22-23 DATES OF FUTURE COUNCIL MEETINGS**

To note;

- Full Council: Wed 27th July at 7PM, Pathfinder Primary School, Northstowe  
[Finalised motions by 18/07].
- Personnel Committee: Tue 20<sup>th</sup> September 2022 at 8PM, Pathfinder Primary School)  
[Finalised motions by 10/09].

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