

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 5<sup>th</sup> SEPTEMBER 2023, 7-8 PM**

**Temporary Community Centre** 1, The Green, Pathfinder Way, Northstowe

Signed: *Mark Nokkert*

*31<sup>st</sup> August 2023*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council

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Text: 077245 88949

We welcome the public and press attending any Council meeting.

If you wish to speak at the 'Public Participation' item, ideally 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:** 5 - Cllr Susarla (Chair); Cllr Delip (Vice-Chair); Cllr Bros Sabria; Cllr Castelino; Cllr Nikoro.

**QUORUM:** 3 Members.

### **A G E N D A**

**10/23-24 ELECTION OF CHAIR OF THE COMMITTEE** (Standing, annual item)

- 1) To receive nominations for Chair of the Personnel Committee.
- 2) To elect the Chair of the Personnel Committee for the Civic Year 2023-2024.

**11/23-24 APOLOGIES** (Standing Item)

To record apologies for absence received prior to the meeting.

**12/23-24 ELECTION OF VICE-CHAIR OF THE COMMITTEE** (Standing, annual item)

- 1) To receive nominations for Vice-Chair of the Personnel Committee.
- 2) To elect the Vice-Chair of the Personnel Committee for the Civic Year 2023-2024.

**13/23-24 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 Chair if they wish to speak on the matter during public participation.

**14/23-24 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.

**15/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

To approve the minutes of the meeting of the Personnel Committee held on 18<sup>th</sup> April 2023 as a true record of that meeting (attached).

**16/23-24 ORGANISATIONAL 5-YEAR STAFFING STRUCTURE PLAN; UPDATE**

[Further to [item 07/23-24, Personnel Committee 18<sup>th</sup> April 2023](#), and item [19/23-24, Full Council, 25<sup>th</sup> April 2023](#)]:

- 1) To receive, and discuss, an updated 5-year staffing structure ([current plan](#); report with proposal shared with Cllrs.).
- 2) *Decision item* - To agree to the proposed updated organisational staffing structure plan.
- 3) *Decision item* - To recommend the updated staffing structure to Full Council for adoption.

**17/23-24 PERFORMANCE MANAGEMENT**

- 1) [Further to [item 05/23-24\(a\), Personnel Committee meeting 18<sup>th</sup> April 2023](#)] To note the Annual Performance Report for the Clerk, dated Oct. '22 (shared with Cllrs.).

- 2) To receive a verbal update on Annual Performance Review meeting to be held with Clerk, and associated plans for updating employee's Objectives and Priorities for the period Oct. '23 – Sep '24.
- 3) To receive a verbal update on systems set in motion regarding performance management for Deputy Clerk.

#### **18/23-24 COMMITTEE ITEMS – PRIORITISATION; UPDATE**

*[Further [to item 06/23-24, Personnel Committee 18<sup>th</sup> April 2023](#)]:*

- 1) To receive, and discuss, an updated report, with prioritisation of items for future decision-making by the Personnel Committee (report attached).
- 2) To adopt the updated prioritisation overview for the committee's purposes.

#### **19/23-24 BUDGET FINANCIAL YEAR 2024-2025**

To consider budget needs for the Personnel Committee for the financial year '24-'25.

#### **20/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

To note;

- a) Personnel Committee: Tue 5<sup>th</sup> December 2023, 7-8 pm, Temporary Community Centre.  
*[[Final versions of motions & papers to be received by 25/11 at the latest].*
  - b) Full Council: Tue 26<sup>th</sup> September 2023, 7-9 pm, Temporary Community Centre.  
*[[Final versions of motions & papers to be received by 16/09 at the latest].*
- For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)