

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> MARCH 2024, 7:00 - 8:30 PM**

**The Cabin** (Community Centre), **Northstowe** [Assembly Room 2]

1, The Green, Pathfinder Way, Northstowe CB24 1FD.

Signed: *Mark Nokkert* 29<sup>th</sup> February 2024

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

[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)

077245 88949

We always welcome members of the public or press to any of our Council meetings.

If you wish to speak at our standard 'Public Participation' item [you may speak for up to 3 mins. in relation to any item(s) on this agenda], please request a speaking slot with the Clerk before the meeting starts.

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

**QUORUM:** 3 Members.

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

#### **30/23-24 APOLOGIES** (Standing Item)

To record apologies for absence received prior to the meeting.

#### **31/23-24 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.

#### **32/23-24 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.

#### **33/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

- 1) To approve the minutes of the meeting of the Personnel Committee held on 5<sup>th</sup> December 2023 as a true record of that meeting (minutes attached).

#### **34/23-24 ITEMS FOR INFORMATION/ UPDATES**

*Further to Personnel Committee 5<sup>th</sup> Dec. '23, item 26/23-24 and Full Council 19<sup>th</sup> Dec. '23, item 196/23-24:*

- 1) To receive an update on: Recruitment of Market Manager.

#### **35/23-24 FUTURE STAFFING NEEDS - UPDATE**

*Further to action set at Personnel Committee 5<sup>th</sup> Dec. '23, item 28/23-24(2), 'Organisational 5-year staffing structure plan' and previous deferral of decision on 5-year staffing plan update proposal at Full Council meeting 26<sup>th</sup> September 2023, item 132/23-24:*

- 1) To receive an updated, draft five-year staffing plan proposal (document and motion paper shared with Cllrs.).
- 2) To consider and discuss next steps needed to ensure this can be brought back to Full Council for its consideration and to ensure timely recruitment of new staff members during '24-'25.

#### **36/23-24 PRIORITISATION COMMITTEE WORK STREAMS - UPDATE**

*Further to item 18/23-24, Personnel Committee 5<sup>th</sup> September 2023:*

- 1) To receive, and discuss, an updated report with a prioritisation of items for future decision-making by the Personnel Committee (updated report 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 sensitive or commercial nature of business to be discussed under items 37/23-24 and 38/23-24.**

**37/23-24 PERFORMANCE REVIEW (Standing Item)**

*Further to task set at Personnel Committee 5<sup>th</sup> Dec. '23, item 25/23-24(1):*

- 1) To receive a progress update from the Clerk on progress made against objectives and priorities set out in the agreed annual performance framework for the period Oct. '23 – Sep. '24 (document shared with Cllrs.).
- 2) To receive a verbal update from the Clerk on performance management related to other members of staff.
- 3) To discuss - where relevant - any issues highlighted and to consider potential solutions.

**38/23-24 DEPUTY CLERK – PERMANENT CONTRACT**

- 1) To receive a draft contract and motion paper proposal to extend the Deputy Clerk's contract after the first year and make this a permanent position (motion paper and draft contract shared with Cllrs.)
- 2) To decide to recommend the updated employment contract to Full Council for adoption.

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

**39/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

To note;

a) Personnel Committee: Tue 4th June 2024, 7-8:30 pm, The Cabin, Northstowe.

*[Final versions of motions & papers to be received by 24/05 at the latest].*

b) Full Council: Tue 26th March 2024, 7-9 pm, The Cabin, Northstowe.

*[Final versions of motions & papers to be received by 16/03 at the latest].*

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