

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 4th JUNE 2024, 7:00 - 8:30 PM

The Cabin, Northstowe (1, The Green; Pathfinder Way; Northstowe CB24 1FD. Assembly Room 2)

Signed: *Mark Nokkert* *29th May 2024*

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

01/24-25 ELECTION OF CHAIR OF THE COMMITTEE

- 1) To receive nominations for Chair of the Personnel Committee.
- 2) To elect the Chair of the Personnel Committee for the Civic Year 2024-2025.

02/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

03/24-25 ELECTION OF VICE-CHAIR OF THE COMMITTEE

- 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 2024-2025.

04/24-25 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.

05/24-25 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.

06/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To approve the minutes of the meeting of the Personnel Committee held on 5th March 2024 as a true record of that meeting (draft minutes attached).

07/24-25 MARKET MANAGER

Further to Full Council meeting 28th May 2024, item 43/24-25:

- 1) To receive an update on resignation of Market Manager (final working day: 12th May 2024).
- 2) To receive an update on the Northstowe market delivery frequency and interim market delivery model, following decision-making at Full Council meeting on 28th May 2024, item 43/24-25 (2).
- 3) To receive an update on decision-making at Full Council meeting on 28th May 2024, item 43/24-25 (1) regarding re-recruitment of Market Manager position (Attached: Job Description (with minor additional changes); Person Specification; Application Form; Equal Opportunities Form; Advert; Advertising Proposal).
- 4) To receive and approve a recruitment timeline for the Market Manager position and which includes a review point at Full Council where details of interim market delivery options are to be considered alongside the re-recruitment of the Market Manager (attached: proposed Recruitment Timetable).

- 5) To decide to present the recruitment timetable to the next Full Council meeting for further consideration regarding the next steps in recruitment and interim market delivery.
- 6) To agree for a Recruitment Panel to be formed to consist of three people, two Councillors with the Town Clerk.
- 7) For Councillors to come forward who wish to join the Recruitment Panel.
- 8) To allocate Members to form the Recruitment Panel.
- 9) In accordance with the timeline to be considered by Full Council;
 - a) to approve for the Town Clerk to lead on preparing relevant paperwork (interview questions; candidate sift form) and logistics for the interviews to be held, in cooperation with Panel Members;
 - b) to approve for the Town Clerk to lead on preparing paperwork needed to offer a position following recruitment (employment contract; terms and conditions of employment; reference requests) in cooperation with Panel Members, and to present relevant paperwork to Full Council for final approval; and
 - c) to approve for the Recruitment Panel to make a decision on recruitment, on behalf of the Personnel Committee, and for the Panel, via the Clerk, to present its recommendations in a report to Full Council for final approval.

08/24-25 PRIORITISATION COMMITTEE WORK STREAMS - UPDATE

Further to item 36/23-24, Personnel Committee 5th March 2024:

- 1) To receive and consider 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 item 09/24-25.

09/24-25 PERFORMANCE MANAGEMENT & REVIEW (Standing Item)

- 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 Clerk for the period Oct. '23 – Sep. '24 (updated document shared with Cllrs.).
- 2) To receive An 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.

To resolve to end the closed session.

10/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- a) Personnel Committee: Tue 10th September, 7-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 31/08 at the latest].

- b) Full Council: Tue 25th June 2024, 7-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 15/06 at the latest].

For all NTC meetings, see www.northstowetowncouncil.gov.uk