

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 10<sup>th</sup> SEPTEMBER 2024, 7:00 – 9:00 PM**  
**The Cabin, Northstowe** (1, The Green; Pathfinder Way; Northstowe CB24 1FD)

Signed: *Mark Nokkert* *5<sup>th</sup> September 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 make use of our 'Public Participation' item, please request a speaking slot with the Clerk before the meeting [you may speak for up to 3 minutes in total, in relation to any item(s) on this agenda].

**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**

**11/24-25 APOLOGIES** (Standing Item)

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

**12/24-25 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.

**13/24-25 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.

**14/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

- 1) To approve the minutes of the meeting of the Personnel Committee held on 4th June 2024 as a true record of that meeting (draft minutes attached).

**15/24-25 MARKET MANAGER RECRUITMENT - UPDATE**

*Further to Personnel Committee 4<sup>th</sup> June 2024, item 07/24-25; Full Council 25<sup>th</sup> June '24, item 61/24-25; and Full Council 23<sup>rd</sup> July '24, item 90/24-25:*

- 1) Update on Market Manager recruitment; Market Manager started position on 15th August.

**16/24-25 PRIORITISATION COMMITTEE WORK STREAMS - UPDATE**

*Further to Personnel Committee 4<sup>th</sup> June 2024, item 08/24-25:*

- 1) To receive and consider a report with an updated prioritisation of items for future decision-making by the Personnel Committee (updated report attached).

**17/24-25 5-YEAR STAFFING STRUCTURE PLAN - UPDATE**

*Further to Personnel Committee 5<sup>th</sup> March 2024, item 35/23-24 and Full Council 26<sup>th</sup> March 2024, item 263/23-24:*

- 1) To receive an updated five-year staffing plan (updated staffing plan proposal and report attached).
- 2) To consider the updated staffing plan proposals in light of the Council's short- and medium-term ambitions and staffing and budget needs. NB: in this also to consider business workforce planning (see The Business Workforce Dialogue, Institute for Employment Studies; shared with Cllrs.).

**18/24-25 BUDGET ITEMS FOR FINANCIAL YEAR APR. 2025 – MAR. 2026**

- 1) To consider budget requirements for the Personnel Committee's for the financial year '25-'26.

### **19/24-25 TRAINING AND DEVELOPMENT POLICY**

- 1) To receive and consider a newly drafted Training and Development Policy, for staff and Members (attached).
- 2) To recommend the draft Training and Development Policy to the Finance and Governance Committee and to Full Council thereafter, for adoption by the Council.

### **20/24-25 PERFORMANCE REVIEW – PAPERWORK**

- 1) To consider existing Annual Review Paperwork (existing template forms as used for End-of-Probation Reviews; and Annual Performance Reviews attached).
- 2) To receive and consider a Template to be used as Annual Training and Development Plan, to accompany the Annual Performance Review Form (attached).
- 3) To consider changing the annual performance review period for all staff from the current Oct. – Sep. to a Sep. – Aug. period instead. Reasons for proposal: Make good use of relatively quieter August month to wrap up paperwork and prepare for or hold annual review meetings; ensure all Annual Review Paperwork can be in place for Personnel Committee in Sep or Oct; ensure that changes proposed to Job Descriptions; Hours of work or other work conditions and recommendations for performance-related staff wage increases can all be considered in time before the annual budget is being considered by the Council.

### **21/24-25 RECRUITMENT PROTOCOLS**

*Further to recommendations made to the Personnel Committee at Full Council 23<sup>rd</sup> July '24, item 90/24-25:*

- 1) To review existing policies, protocols and policies for recruitment of staff (Relevant policies are the Town Council's Standing Orders, Staff Recruitment Policy and Equality and Diversity Policy).
- 2) To receive latest guidance documents, template policies and protocols from NALC and SLCC regarding staff recruitment (x8 documents shared with Cllrs.) and to consider opportunities for improvement of the Town Council's policies and procedures.
- 3) To review how information is to be presented to Full Council following recruitment procedures and how exit interviews are to be organised, with the intent to identify opportunities for improvement.
- 4) To consider setting up a Working Group to review Council policies and procedures related to HR including recruitment processes, to formalise these further and to propose improvements.

**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 and/or commercial nature of business to be discussed under items 22/24-25 to 25/24-25.**

### **22/24-25 RECRUITMENT OF ASSETS & ESTATES MANAGER – REVIEW POINT**

*Further to Full Council 23<sup>rd</sup> July '24, item 83/24-25:*

- 1) To receive an update from the Clerk on recruitment processes to date.
- 2) To consider the further roll-out of the timeline for recruitment, also taking into account Full Council decision-making requirements, and recommend changes where deemed necessary (latest version shared with Cllrs.).
- 3) To discuss and consider the proposals for the sifting of candidates; composition of the Interview Panel; interview processes; protocols for post-interview processes including employment contract; terms and conditions of employment; reference requests; logistics, equipment and induction (report shared with Cllrs.).

### **23/24-25 HR CONSULTANCY SUPPORT SERVICES**

- 1) To receive information about HR consultancies, with quotes for: HR advice, including legal; development and maintenance of HR handbook and policies and recruitment documentation; training and online system management options (report; quotes and associated documents shared with Cllrs.).
- 2) To consider the information received and recommend a company for decision-making at Full Council.

**24/24-25 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 and annual review procedures related to other members of staff.
- 3) To discuss, where relevant, any issues highlighted and to consider potential solutions.
- 4) To decide for the Chair of the Personnel Committee to conduct a review of the performance and annual appraisal of the work of the Proper Officer/Town Clerk (as per Standing Order 19c).

**25/24-25 UPCOMING LEGAL SITUATION**

- 1) To receive information from the Clerk about an upcoming legal situation.

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

**26/24-25 DATES OF NEXT COUNCIL MEETINGS** (Standing Item)

To note;

a) Full Council: Tue 24<sup>th</sup> September 2024, 7-9 pm; The Cabin, Northstowe.

*[Final versions of motions & papers to be received by 14/09 at the latest].*

b) Personnel Committee: Tue 14<sup>th</sup> January 2025, 7-9 pm; The Cabin, Northstowe.

*[Final versions of motions & papers to be received by 04/01 at the latest].*

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