

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 14th JANUARY 2025, 7:00 – 9:00 PM
The Cabin, Northstowe (1, The Green; Pathfinder Way; Northstowe CB24 1FD)

Signed: *Mark Nokkert* *9th January 2025*
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 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: 4 - Cllr Bros Sabria (Chair); Cllr Delip (Vice-Chair); Cllr Castelino; Cllr Susarla.
QUORUM: 3 Members.

A G E N D A

27/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

28/24-25 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.

29/24-25 PUBLIC PARTICIPATION (Standing Item)

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 (for up to 15 minutes in total; maximum 3 minutes per person).

30/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To approve the minutes of the meeting of the Personnel Committee held on 10th September 2024 as a true record of the meeting (draft minutes [attached](#)).

31/24-25 WORKNEST HR CONSULTANCY - UPDATE

Further to Personnel Committee 10th Sep. 2024, item 23/24-25 and Full Council 24th Sep. 2024, item 107/24-25:

- 1) To receive an update on progress on HR Consultancy work & systems implementation.

32/24-25 PRIORITISATION COMMITTEE WORK STREAMS - UPDATE

Further to Personnel Committee 10th September 2024, item 16/24-25:

- 1) To receive and consider a report with an updated prioritisation of work streams for decision-making by the Personnel Committee (report [attached](#)).

NB: Related [Council-wide policy development prioritisation needs](#) which include relevant items in this report was presented to the Finance and Governance Committee meeting in November 2024.

33/24-25 TRAINING AND DEVELOPMENT POLICY

Item deferred from Personnel Committee meeting on 10th September 2024:

- 1) To receive and consider a newly drafted Training and Development Policy, for staff and Members ([attached](#)).
- 2) To consider whether further input is needed from WorkNest into the draft Training and Development Policy, and – following WorkNest's input, where relevant – to recommend the draft Training and Development Policy to the Finance and Governance Committee and to Full Council thereafter, for adoption by the Council.

34/24-25 PERFORMANCE REVIEW – PAPERWORK

Item deferred from Personnel Committee meeting on 10th September 2024:

- 1) To consider existing Annual Review Paperwork and whether further input into these is needed from WorkNest (x2 forms i.e. existing template forms as currently being 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, and to consider whether further input into this is needed from WorkNest ([attached](#)).

- 3) To change 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.

35/24-25 RECRUITMENT PROTOCOLS

Item deferred from Personnel Committee meeting on 10th September 2024:

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

- 1) To receive latest guidance documents, template policies and protocols from NALC and SLCC regarding staff recruitment (x9 documents shared with Cllrs.).
- 2) To consider opportunities for improvements to the Town Council's existing policies, protocols and policies around HR and staff recruitment (i.e. the Town Council's Standing Orders, Staff Recruitment Policy and Equality and Diversity Policy) and consider others that are yet to be produced.

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 36/24-25 to 38/24-25.

36/24-25 PERFORMANCE MANAGEMENT & REVIEW (Standing Item)

Item deferred from Personnel Committee meeting on 10th September 2024:

- 1) To - retrospectively - 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).
- 2) To receive a report on the Annual Performance Review meeting held on 8th October 2024 between the Chair of the Personnel Committee and the Town Clerk, and to approve the report and its recommendations (document and associated documentation shared with Cllrs.).
- 3) 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 Town Clerk for the period Oct. '24 – Aug. '25 (document shared with Cllrs.).
- 4) To receive a report on the Annual Performance Review meeting held on 23rd September 2024 between the Town Clerk and the Deputy Clerk, and to approve the report and its recommendations (document shared with Cllrs.).
- 5) Update on training and development plans, and progress made against those plans (training and development plans for Clerk and Deputy Clerk shared with Cllrs.).
- 6) To receive an update from the Clerk on performance management, probationary period and annual review procedures related to all other members of staff (performance data capture sheets shared with Cllrs.)
- 7) Where relevant, to discuss any issues highlighted under any of the previous sub-items, and to consider potential solutions.

37/24-25 UPDATES TO JOB DESCRIPTIONS

- 1) To receive an updated Job Description for the Deputy Clerk, and to recommend to Full Council for approval (shared with Cllrs.). *NB: proposed changes as a result of Market Manager now in place.*
- 2) To receive an updated Job Description for the Town Clerk, and to recommend to Full Council for approval (shared with Cllrs.). *NB: proposed changes as a result of Assets & Estates Manager now in place.*
- 3) To consider a proposal from the Town Clerk for a change in work hours, and recommend to Full Council for implementation (report shared with Cllrs.).

38/24-25 LEGAL SITUATION

Item deferred from the Personnel Committee meeting held on 10th September 2024:

- 1) To receive information from the Clerk about a current legal situation.

To resolve to end the closed session.

39/24-25 5-YEAR STAFFING STRUCTURE PLAN - UPDATE

Further to Personnel Committee 10th September 2024, item 17/24-25 (and Personnel Committee 5th March 2024, item 35/23-24; Full Council 26th March 2024, item 263/23-24):

- 1) To receive and consider renewed 5-year staffing plan proposals (updated proposals and motion paper attached; additional detailed 25-26 spreadsheet staffing details shared with Cllrs.).
- 2) To recommend to the Finance and Governance Committee that the updated staffing proposals are to be considered as part of the 25-26 Council budget proposals.
- 3) To decide to recommend to Full Council that the updated five-year staffing plan is adopted by Full Council.

40/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

a) Full Council: Tue 28th January 2024, 7-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 18/01 at the latest].

b) Personnel Committee: Tue 13th May 2025, 7-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 02/05 at the latest].

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