

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 13th MAY 2025, 7:00 – 9:00 PM

The Cabin, Northstowe (1, The Green; Pathfinder Way; Northstowe CB24 1FD)

Signed: *Mark Nokkert*

8th May 2025

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council
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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: 6 - Cllr Bros Sabria (Chair); Cllr Delip (Vice-Chair); Cllr Benedicic; Cllr Castelino; Cllr Hodgson; Cllr Susarla.

QUORUM: 3 Members.

A G E N D A

01/25-26/PER APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

02/25-26/PER 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.

03/25-26/PER 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).

04/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To approve the minutes of the meeting of the Personnel Committee held on 10th January 2025 as a true record of the meeting (draft minutes attached).
- 2) To approve the minutes of the extraordinary meeting of the Personnel Committee held on 11th March 2025 as a true record of the meeting (draft minutes 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 and/or commercial nature of business to be discussed under items 05/25-26/PER to 07/25-26/PER.

05/25-26/PER RE-RECRUITMENT ASSETS AND ESTATES MANAGER

Further to items deferred to Personnel Committee at Full Council meeting 22nd April 2025, item 14/25-26/FC(1-3):

- 1) To receive and consider an exit interview held with the outgoing Assets and Estates Manager, held on 29th April 2025 by Cllr Hodgson on behalf of the Town Council (shared with Cllrs).
- 2) To receive an updated Job Description and recruitment advert for the position of Asset & Estates Manager (latest drafts shared with Cllrs).
- 3) To decide to re-recruit for an Assets and Estates Manager as soon as possible, using the updated Job Description and advert as a template.
- 4) To delegate to the clerk the task of advertising the position, making use of free advertisement opportunities, and work with the Personnel Committee for any input needed in next procedures.

06/25-26/PER RE-RECRUITMENT MARKET MANAGER

Further to task set to Personnel Committee at Full Council meeting 22nd April 2025, item 13/25-26/FC:

- 1) To consider re-recruitment of the Market Manager position (most recent Job Description; Person Specification; and Advert, with - draft - amendments shared with Cllrs), and to provide a recommendation to Full Council.

07/25-26/PER STAFFING MATTERS

- 1) To receive and discuss an overview of staffing tasks against FTE availability and needs (shared with Cllrs).
- 2) To consider future staffing needs, in light also of Unity Centre Business Plan and 25-26 staff budget proposals.
- 3) Consider other staffing matters, including any wellbeing checks made.

To resolve to end the closed session.

08/25-26/PER POLICIES

- 1) To receive and consider the following (draft) policies:
 - a) *Further to deferral to Personnel Committee at Full Council 22nd April 2025, item 14/25-26(4-5))*: draft Employee Departure Policy; and Interview Questions Template (shared with Cllrs).
 - b) *Further to deferral at Personnel Committee 11th March 2025, item 48/24-25(1)*: draft HR Handbook; and associated Action Plan for Preventing Sexual Harassment (shared with Cllrs).
 - c) *Further to deferral at Jan 2025 Personnel Committee, item 33/24-25*: draft Training and Development Policy – updated version, with further WorkNest comments; and WorkNest’s proposed ‘Agreement for refund of training fees’ to go with the policy (as well as NALC Template of ‘Training and Development Policy’ for comparison purposes) (shared with Cllrs).
 - d) *Further to task set to Personnel Committee by Full Council 22nd April 2025, item 14/25-26(8)*: draft Annual Leave Policy (based on NALC 2024 template) (shared with Cllrs).
 - e) draft Lone Working Policy (based on NALC 2024 template); plus example of Lone Working Risk Assessment as drafted for Northstowe market in 2024 (shared with Cllrs).
 - f) draft Performance Improvement Policy and Procedures (based on NALC 2024 template) (shared with Cllrs).
 - g) draft Disciplinary Policy (based on NALC 2024 template) (shared with Cllrs).
 - h) Draft Dignity at Work Policy (based on NALC 2024 Template shared with Cllrs).
- 2) To decide to recommend above policies under sub-item 1 to Full Council for adoption *or* (where relevant) to nominate Councillors to collaborate with the clerk on finalising the HR Handbook and/or pending policies.
- 3) To agree to update new staff contracts, using the latest NALC template as a model *or* using the bespoke WorkNest draft contract as a template (shared with Cllrs).
- 4) To recommend to Full Council for the Town Council to sign the Civility and Respect pledge (linked to above-mentioned draft Dignity at Work Policy).

09/25-26/PER WORKNEST

- 1) To (retrospectively) approve access to all Members of the Personnel Committee to the online MyWorknest and LearningNest platforms for access to relevant resources.
- 2) To (retrospectively) approve for the Chair and Vice-Chair of the Personnel Committee to be nominated contacts to receive advice via portal/email/phone from designated WorkNest representatives.
- 3) To approve to give access to the YouManage portal to Members of the Personnel Committee with allocation of two Councillors (recommended: Chair and Vice-Chair) for leave and absence management for the Town Clerk on the system.
- 4) To receive an update on any other work streams where input from WorkNest HR Consultancy is being sought.

10/25-26/PER DISABILITY CONFIDENT EMPLOYER SCHEME

- 1) To consider joining the Government’s Disability Confident Employer Scheme, with the aim to reach Level 1 (Disability Confident Committed) - see How to sign up to the Disability Confident employer scheme - GOV.UK (www.gov.uk).
- 2) To recommend to Full Council for Northstowe Town Council to join this scheme.

11/25-26/PER DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- a) Annual Meeting of the Town Council: Tue 27th May 2025, 7-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 16/05 at the latest].

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