

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 - EXTRAORDINARY PERSONNEL COMMITTEE

Tuesday 11th MARCH 2025, 7:00 – 8:30 PM

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

Signed: *Mark Nokkert* *6th March 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

41/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

42/24-25 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.

43/24-25 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).

44/24-25 EXIT INTERVIEW POLICY

1) To receive templates for an Exit Strategy Policy and Exit Interviews (received via WorkNest; shared with Cllrs.)

2) To approve the Exit Strategy Policy and Exit Interview templates and, following adaption to be aligned with other NTC policies, to be recommended to Full Council for approval.

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 45/24-25 to 47/24-25.

45/24-25 MARKET MANAGER RESIGNATION

1) To discuss the recent resignation of the Market Manager (report summarising probationary period shared with Cllrs.)

2) To decide to arrange an exit interview with the outgoing Market Manager and to appoint a Councillor to conduct the interview.

46/24-25 MARKET MANAGEMENT

1) To consider options for market management & delivery going forward (paper with options to be considered shared with Cllrs.)

2) To decide which option to be proposed to Full Council for decision-making.

47/24-25 STAFF MATTERS

1) To receive an update from the Clerk on performance management, probationary period and annual review procedures related to all members of staff (performance data sheets for staff members in their probationary period - further to information shared at the January 2025 committee meeting - shared with Cllrs.)

2) To discuss the decision made at the Full Council meeting held on 25th February 2025, item 252/24-25

'Performance-related Wage Increase', which followed a Personnel Committee recommendation to Full Council.

3) For information: Work experience request to be considered for in office.

To resolve to end the closed session.

48/24-25 WORKNEST CONSULTANCY WORK

- 1) To receive a draft HR Handbook and to decide to form a 'Task & Finish' Working Group of Members and officers, to finalise input and feedback still needed and get this back to WorkNest, for them to finalise a final draft which can then be presented to Full Council for formal adoption (shared with Cllrs.)
- 2) For Councillors to come forward who wish to join this Working Group.
- 3) To receive an update from the Clerk on progress on other work streams where input from the WorkNest HR Consultancy has been requested.
- 4) To receive an update from the Clerk on outstanding actions (all of which were deferred at the 10th January 2025 Committee meeting, and which also include further input needed from WorkNest):
 - a. 32/24-25 Prioritisation overview committee work streams;
 - b. 33/24-25 Training and Development Policy updates;
 - c. 34/24-25 Performance Review paperwork;
 - d. 35/24-25 Recruitment Protocols;
 - e. 36/24-25 Performance Management Framework and procedures;
 - f. 39/24-25 Five-year staffing plan.
- 5) To approve for the Chair and Vice-Chair of the Personnel Committee to be nominated contacts to receive advice via email/phone from designated WorkNest representatives, with the aim to formalise what we have done already.
- 6) To approve to give access to the YouManage portal to the Chair and Vice-Chair of Personnel Committee for leave and absence management for the Town Clerk.
- 7) To approve to give access to all Cllrs members of the Personnel Committee to the online MyWorknest and LearningNest platforms for access to relevant resources.

49/24-25 OTHER POLICIES

- 1) To approve to recommend to Full Council, in the absence of a personnel related policy having been adopted by the Council, to use NALC model policies as a de facto policy.

50/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- a) Full Council: Tue 25th March 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 15/03 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