

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 10th JUNE 2025, 7:00 – 9:00 PM

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

Signed: *Mark Nokkert*

5th June 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: 5: Cllr Benedicic; Cllr Delip; Cllr Hodgson; Cllr Littlemore; Cllr Susarla.

QUORUM: 3 Members.

A G E N D A

12/25-26/PER ELECTION OF CHAIR OF THE COMMITTEE FOR 2025-26

- 1) To receive nominations for Chair of the Personnel Committee.
- 2) To elect the Chair of the Personnel Committee for the Civic Year 2025-2026.

13/25-26/PER APOLOGIES (*Standing Item*)

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

14/25-26/PER 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 2025-2026.

15/25-26/PER DECLARATIONS OF INTEREST (*Standing Item*)

- 1) To declare any pecuniary or personal interest in any items on the agenda.
- 2) To declare any prejudicial interest in any items on the agenda and to inform the Chair if Councillors wish to speak on the matter during public participation.

16/25-26/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).

17/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS (*Standing Item*)

Draft minutes of the Personnel Committee held on 13th May 2025 are to follow.

18/25-26/PER RECRUITMENT - ASSETS AND ESTATES MANAGER

Further to 05/25-26/PER (13th May 2025) and 44/25-26/FC (3) (27th May 2025):

- 1) To receive an update on recruitment processes to date.
- 2) To decide to form a Recruitment Panel for interviews for the position and for Councillors to come forward to join the Recruitment Panel.
- 3) To allocate Members to form a Recruitment Panel.
- 4) To agree for the Recruitment Panel to prepare, on behalf of the Personnel Committee, further interview processes, paperwork and logistics, in co-operation with the clerk.
- 5) To approve for the Recruitment Panel to make a decision, on behalf of the Personnel Committee, on a preferred candidate, and to present its recommendations in a report to Full Council for final approval.

19/25-26/PER POLICIES

Items deferred at 08/25-26/PER (13th May 2025):

- 1) To consider the following (draft) policies:
 - a) *Further to deferral to Personnel Committee at Full Council 22nd April 2025, 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, 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, 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) Draft Grievance Policy (taken from NALC Template) (shared with Cllrs).
- 2) To decide to recommend above policies under sub-item 1 (a-d) 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 (which is referenced in the recently adopted Dignity at Work Policy).

20/25-26/PER DISABILITY CONFIDENT EMPLOYER SCHEME

Items deferred at 10/25-26/PER (13th May 2025):

- 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.

21/25-26/PER WELLBEING MEETINGS

Further to 07/25-26/PER (13th May 2025):

- 1) To decide to hold regular (monthly) wellbeing conversations for all staff: Committee Chair for Town Clerk; and Town Clerk for staff line-managed by them.

22/25-26/PER WORKNEST

Further to 09/25-26/PER (13th May 2025):

- 1) To receive an update on access to Worknest/PeopleNest and HR functions of PeopleNest; for awareness of all including new committee members.

23/25-26/PER PERFORMANCE MANAGEMENT PROCESSES

Further to item deferred at Personnel Committee 10th Jan. 2025, 36/24-25:

- 1) To discuss opportunities for improvement to Annual Review template forms currently being used (End-of-Probation Appraisal Form; Annual Performance Reviews; Annual Training Plan form shared with Cllrs).

24/25-26/PER PRIORITIES

Further to item 32/24-25 deferred at Personnel Committee 10th Jan. 2025; and 07/25-26/PER (1) (13th May 2025):

- 1) To consider workload and interim priorities, risk management and mitigation needs whilst NTC has only two members of staff (data sheet as considered at 13th May 2025 meeting re-shared with Cllrs, for information)

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 25/24-25.

25/25-26/PER PERFORMANCE MANAGEMENT & REVIEW (Standing Item)

- 1) To receive an update on progress against the performance framework and training plan for the Clerk for the period Oct. 2024 – Aug. 2025 (updated documents shared with Cllrs).
- 2) To receive an update on performance framework & training plans from other members of staff (updated documents shared with Cllrs).

To resolve to end the closed session.

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

- a) Full Council: Tue 24th June 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 14/06 at the latest].

- b) Personnel Committee: Tue 8th July 2025, 7-8 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 28/06 at the latest].

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