

NORTHSTOWE TOWN COUNCIL - Personnel Committee

Minutes of the meeting of the Personnel Committee 2nd November 2021, 7PM in The Wing, Pathfinder School, Northstowe

Present: 4: Cllr Van Der Meijden (Chair); Cllr Susarla (Vice-Chair); Cllr Delip; Cllr Thompson.
Quorum: 4 Members.

Apologies: Cllr Harrison.

No members of the public present.

Meeting started at 7:16 pm. Cllr Van Der Meijden took the Chair.

20/21-22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. Harrison.
For information, the Clerk added that, as per the resolution passed at the Full Council meeting held on 27th October 2021 (item 114/21-22 (5)), Cllr Harrison has joined the Personnel Committee.

21/21-22 DECLARATIONS OF INTEREST

None were declared.

22/21-22 PUBLIC PARTICIPATION

No members of public were present.

23/21-22 MINUTES OF THE MEETING HELD ON 22ND SEPTEMBER 2021

It was proposed by Cllr Delip, seconded by Cllr Thompson and **RESOLVED unanimously to approve the minutes of the meeting of 22nd September 2021 as a true record of that meeting.**

24/21-22 MATTERS ARISING

The Chair invited the Clerk to speak. The Clerk informed the Committee with updates on the following items from the previous Committee meeting:

- *16/21-22 TPT Retirement solutions:* the application with TPT Retirement Solutions from Northstowe Town Council has been sent off and is being processed, but the Clerk has been advised that this can take anywhere between 4 and 6 weeks to process.
- *17/21-22 – Performance Management of Staff:* A paper with draft Objectives for the probationary period were sent to the Chair of the Personnel Committee and the Mayor and Deputy-Mayor, as per the resolution passed under this item. No comments were received by the Clerk; therefore, the paper attached to item 25/21-22 has been sent to the Committee essentially unchanged from the version passed to above-mentioned Councillors.

It was proposed by Cllr Van der Meijden, seconded by Cllr Thompson and **RESOLVED unanimously 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 nature of business to be discussed under items 25/21-22 and 26/21-22.**

25/21-22 PERFORMANCE MANAGEMENT FRAMEWORK

- 1) To receive a report from the Clerk on performance management.

The Chair invited the Clerk to speak. The Clerk summarised the information contained in the document shared with the Councillors in advance of the meeting, containing proposals for: 'Key Principles for Staff Performance Management for the Town Council' and 'Objectives for the employee's probationary period.'

The report was noted.

- 2) To discuss and approve proposals for 'Key Principles for Staff Performance Management.' It was proposed by Cllr Susarla, seconded by Cllr Van der Meijden and **RESOLVED unanimously to approve the wording of the Key Principles for Staff Performance Management' as a basis for the Town Council's staff Performance Management Framework.**

- 3) To discuss and approve proposals for the current employee's Objectives for the probationary period.

It was proposed by Cllr Susarla, seconded by Cllr Thompson and **RESOLVED unanimously to approve the wording of the 'SMART Objectives for the Employee's probationary Period', with the following changes to be made:**

- **Change the following 'Key Work Areas' headings: 'Engagement' to be changed to 'Engagement and Communications'; 'Training' to be changed to 'Training and Development';**
- **Expand on the column 'Priorities for probationary period', by including further details/measures of success wherever feasible, also adding: 'familiarise with election process and get Councillors to understand the processes'; 'adding attending partnership meetings and follow up on actions'; and splitting up the priorities which are currently merged for website and social media upkeep.**

In addition, the Clerk was asked whether a defined system for performance management monitoring was in place. The Clerk responded that in the current Town Council policies and other relevant documents, as specified in the report for the meeting, no such details are available beyond the specified needs for the end-of-probation review and the annual performance management review.

- The Committee agreed that, during the probationary period, it would be advisable to hold monthly meetings with the Chair of the Committee, or with the Vice-Chair if the Chair is unavailable.
- The Clerk was tasked with organising a meeting to start off these monthly meetings, with the Clerk bringing an update against the objectives to each of those meetings and both the employee and Chair or Vice-Chair capturing the discussions in a spreadsheet as a Council record.

Following a discussion on residents' queries, the Committee tasked the Clerk to look into systems other Local Councils employ to capture residents' queries and how such information is brought back into the communities as FAQs or through other systems, and bring this information back to a future Committee meeting.

26/21-22 BUDGET FINANCIAL YEAR 2022-23

- 1) To receive a report from the Clerk on budget proposals for the Personnel Committee, for the 2022-23 financial year.

The Chair invited the Clerk to speak. The Clerk informed the Committee on the timeline for budget development and what the Committee needs to consider. Furthermore, he provided an explanation to the contents of the report sent to the Committee in advance of the meeting, which sets out proposed expenditure against the cost headings decided on through a resolution at the last Committee meeting (item 18/21-22).

The report was noted.

2) To consider and discuss the budget proposals.

The following key points were raised by Members during the discussion:

- The budgets recommended by the Clerk were generally considered in line with the Committee's expectations;
- The inclusion of Chairmanship training in the recommendations for training for Councillors was welcomed, and a wish to have such training carried out already during this financial year was expressed.
- Members did not want to make a recommendation either way whether the inclusion of a budget for a P/T Assistant Clerk to start in the next financial year were to be recommended, and the Members wished for the Finance and Governance Committee to make a decision on this, weighing up this identified need against other needs and budget recommendations from the various Committees.

27/21-22 DATE OF NEXT MEETING

- i) Personnel Committee 24th November 2021, 6-7pm *[note: subsequently cancelled]*
- ii) For all Council and Committee meetings, see www.northstowetowncouncil.gov.uk
Noted.

The meeting closed at 9:29 pm

Signed.....

Full Name.....

Date.....

