

NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE
MINUTES of the committee meeting held
On 18th APRIL 2023 at Pathfinder Primary School, Northstowe

Members: 6 - Cllr Susarla (Chair); Cllr Delip (Vice-Chair); Cllr Bros Sabria; Cllr Castelino; Cllr Kinnera; Cllr Nikoro.
Quorum: 3 Members.
Present: 5 – Cllr Delip; Cllr Kinnera; Cllr Nikoro; Cllr Susarla.
Town Clerk.
No members of the public.
Apologies: Cllr Bros Sabria; Cllr Castelino.
Absent: Cllr Kinnera.

The meeting started at 20:00; Cllr Susarla took the Chair.

01/23-24 APOLOGIES (Standing Item)

To receive any apologies for absence received prior to the meeting.

Apologies had been received in advance of the meeting, and accepted, from: Cllr Bros Sabria; Cllr Castelino.

02/23-24 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 Chairman if they wish to speak on the matter during public participation.*

No interests were declared.

03/23-24 PUBLIC PARTICIPATION (Standing Item)

- a) To adjourn the meeting for up to 15 mins. 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.*
- b) To reconvene the meeting.*

No member of the public was present. The meeting was reconvened.

04/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

To approve the minutes of the meeting of the Personnel Committee held on 31st January 2023 as a true record of that meeting (attached).

It was proposed by Cllr Delip, seconded by Cllr Susarla and **RESOLVED**, with 3 voting for and 1 abstaining, **to approve the minutes of the meeting of the Personnel Committee held on 31st January 2023 as a true record of that meeting.**

05/23-24 UPDATES ON ITEMS & ACTIONS FROM PREVIOUS MEETINGS

To receive an update from the Clerk and/or relevant Councillor(s) on resolutions and tasks, where not already covered by other items on this agenda, on:

- a) Items 21/22-23, 30/22-23 and 31/22-23; Performance Review: Update on finalisation of Annual Performance Review Form following performance review meeting held on 12th October 2022.*

The Chair introduced his item, mentioning that his task, as committee's Chair, to finalise the performance review paperwork and to countersign this is yet to be done.

The Clerk confirmed that this was the case and that, as a result, the paperwork had not been brought back to the committee for any further discussions. He continued, explaining that it is essential that finalisation of paperwork is done in a timely fashion in the future, in the September-October period of the year, to ensure that, were there any proposals for wage increases for staff coming out of the performance review, this can then be incorporated in time into recommendations coming from the Personnel Committee going to the Finance and Governance Committee and Full Council as part of the budget preparations prepared in the September – December period each year.

- b) *Items 23/22-23 and 33/22-23 (as well as Full Council meeting items 245/22-23 (28th Feb '23) and 274/22-23 (28th March 2023); Recruitment of Deputy Clerk: Update on recruitment and preparations towards Deputy Clerk starting in their position.*

The Clerk provided an updated, highlighting that since the last committee meeting's update on the recruitment progress a second interview had taken place with the candidate who was considered second at the first round of interviews; this has since led to having found a suitable candidate. Following contractual discussions which had been reported on to the most recent Full Council meeting, final contractual and practical arrangements are being made and this will be presented to the Full Council meeting taking place on 25th April.

06/23-24 FUTURE COMMITTEE ITEMS - PRIORITISATION

[Further to Personnel Committee meeting of 31st Jan. '23, item 34/22-23]

- 1) *To receive a report, setting out a proposal to prioritise items for future decision-making by the committee (report and motion paper attached).*

Noted. No questions were raised.

- 2) *To adopt the prioritisation overview for the committee's purposes.*

It was proposed by Cllr Susarla, seconded by Cllr Kinnera and **RESOLVED**, unanimously, **to adopt the prioritisation overview as included in the report for the committee's purposes going forward.**

- 3) *To agree to have this item reappear every six months on committee meeting agendas, together with an updated prioritisation list, to ensure the prioritisation list is kept up-to-date and refreshed where needed.*

It was proposed by Cllr Delip, seconded by Cllr Kinnera and **RESOLVED**, unanimously, **to agree to have this item reappear every six months on committee meeting agendas, together with an updated prioritisation list, to ensure the prioritisation list is kept up-to-date and refreshed where needed.**

07/23-24 ORGANISATIONAL 5-YEAR STAFFING STRUCTURE PLAN

- 1) *To receive a report, setting out a proposed plan for staffing structure for the next five years (report and motion paper attached).*

The clerk introduced the report, setting out the reasons for drafting this document and explained the proposals for regular updates by the Personnel Committee, to ultimately feed into the Council-wide decision making processes regarding staffing needs, staffing structure, and future recruitment.

In a discussion that followed it was observed that the proposals make sense at this stage and that these are useful to consider the longer-term Council needs, and that it would indeed be useful having this regularly reviewed by the Personnel Committee to ensure that staffing needs are regularly considered, and recruitment processes are instigated in a timely manner.

- 2) *To consider and agree to the organisational staffing structure plan for the committee's purposes.*

It was proposed by Cllr Susarla, seconded by Cllr Delip and **RESOLVED**, unanimously, **to agree to the organisational staffing structure plan, as presented, for the committee's purposes.**

- 3) *To recommend the staffing structure to Full Council for Council adoption.*

It was proposed by Cllr Susarla, seconded by Cllr Snow and **RESOLVED**, unanimously, **to recommend the staffing structure to Full Council for Council adoption.**

- 4) *To agree to have this item reappear every year on committee meeting agendas, in or around Sep/Oct, to ensure its 5-year staffing structure is kept up to date, with updated versions presented each year to Full Council for adoption.*

It was proposed by Cllr Snow, seconded by Cllr Kinnera and **RESOLVED**, unanimously, **to agree to have this item reappear every year on committee meeting agendas, in or around Sep/Oct, to ensure its 5-year staffing structure is kept up to date, with updated versions presented each year to Full Council for adoption.**

- 5) *To agree to review the 5-year staffing structure every year in September/October (starting in 2023), to ensure an updated staffing structure plan can feed into the processes for budget development for the next financial year, taking place in Oct – Dec each year.*

It was proposed by Cllr Susarla, seconded by Cllr Delip and **RESOLVED**, unanimously, **to agree to review the 5-year staffing structure every year in September/October (starting in 2023), to ensure**

an updated staffing structure plan can feed into the processes for budget development for the next financial year, taking place in Oct – Dec each year.

08/23-24 ITEMS FOR INFORMATION

To receive information about the following items:

- 1) At Full Council meeting 28th March 2023, item 266/22-23: the Pilot Market Business Plan was approved by resolution; this includes plan for recruitment of a Market Manager.

Noted.

09/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- a) Personnel Committee: *next meeting date TBC.*
- b) Full Council: Tue 25th April 2023, 7-9PM, Pathfinder Primary School (Main Hall).
[Finalised motions to be received by 15/04].

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Noted.

The meeting was closed at 20:58 pm

Signed.....

Chair of the Personnel Committee

Date.....