

**NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE**  
**MINUTES** of the committee meeting held  
On **5<sup>th</sup> March 2024** at The Cabin, Northstowe

Members: 5 - Cllr Bros Sabria (Chair); Cllr Delip (Vice-Chair); Cllr Castelino; Cllr Nikoro; Cllr Susarla.  
Quorum: 3 Members.  
Present: 4 – Cllr Bros Sabria; Cllr Delip; Cllr Nikoro; Cllr Susarla (from 19:06 pm).  
Town Clerk.  
0 members of the public.  
Apologies: Cllr Castelino.  
Absent: N/A.

The meeting was started at 19:00; Cllr Bros Sabria took the Chair.

**30/23-24 APOLOGIES** (Standing Item)

*To record apologies for absence received prior to the meeting.*

Apologies had been received, and accepted, from: Cllr Castelino.

**31/23-24 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 Chair if they wish to speak on the matter during public participation.*

There were no interests declared.

**32/23-24 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 members of the public were present. The Chair reconvened the meeting.

**33/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

1) *To approve the minutes of the meeting of the Personnel Committee held on 5<sup>th</sup> December 2023 as a true record of that meeting (minutes attached).*

It was proposed by Cllr Delip, seconded by Cllr Nikoro and **RESOLVED**, unanimously, **to approve the minutes of the meeting of the Personnel Committee held on 5<sup>th</sup> December 2023 as a true record of that meeting.**

**34/23-24 ITEMS FOR INFORMATION/ UPDATES**

*Further to Personnel Committee 5<sup>th</sup> Dec. '23, item 26/23-24 and Full Council 19<sup>th</sup> Dec. '23, item 196/23-24:*

1) *To receive an update on: Recruitment of Market Manager.*

The clerk provided an update on recruitment: he highlighted that, following successful recruitment as reported to the Full Council meeting held on 27<sup>th</sup> February 2024, the newly appointed Market Manager has started work on 1<sup>st</sup> March, has delivered their first Sunday market, and is settling in well.

Cllr Susarla joined the meeting at 19:06 pm. He had no declarations to make under item 31/23-24.

**35/23-24 FUTURE STAFFING NEEDS - UPDATE**

*Further to action set at Personnel Committee 5<sup>th</sup> Dec. '23, item 28/23-24(2), 'Organisational 5-year staffing structure plan' and previous deferral of decision on 5-year staffing plan update proposal at Full Council meeting 26<sup>th</sup> September 2023, item 132/23-24:*

1) *To receive an updated, draft five-year staffing plan proposal (document and motion paper shared with Cllrs.).*

The clerk highlighted the changes made to the current year to reflect the situation as developed to date and to the '24-'25 proposals, based primarily on budget decisions made by the Council at its Full Council

meeting in December 2023. Draft proposals embedded in the 5-year staffing plan for the years thereafter have also been updated accordingly. Noted.

2) *To consider and discuss next steps needed to ensure this can be brought back to Full Council for its consideration and to ensure timely recruitment of new staff members during '24-'25.*

Following a discussion, the **clerk was tasked** to bring this updated (draft) 5-year staffing plan to the attention of the Full Council on behalf of the Personnel Committee, to provide an update to all Councillors and in order that the changes made and the personnel needs as discussed by the Personnel Committee could be discussed further.

### **36/23-24 PRIORITISATION COMMITTEE WORK STREAMS - UPDATE**

*Further to item 18/23-24, Personnel Committee 5<sup>th</sup> September 2023:*

1) *To receive, and discuss, an updated report with a prioritisation of items for future decision-making by the Personnel Committee (updated report attached).*

Observations were made by Councillors that reference can also be made to the need for a Lone Working Policy and a Volunteer Policy, recognising that those policies are potentially relevant for the Council as a whole and are not strictly to focus on staff only.

The **clerk was tasked** to take above comments into consideration, to ensure an update of the document is presented to each Personnel Committee going forward and to rejig the timeline to correspond better with the timings of the quarterly meetings of the Personnel Committee (in June – September – December and March).

***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 items 37/23-24 and 38/23-24.***

It was proposed by Cllr Bros Sabria, seconded by Cllr Susarla 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 or commercial nature of business to be discussed under items 37/23-24 and 38/23-24.**

### **37/23-24 PERFORMANCE REVIEW (Standing Item)**

*Further to task set at Personnel Committee 5<sup>th</sup> Dec. '23, item 25/23-24(1):*

1) *To receive a progress update from the Clerk on progress made against objectives and priorities set out in the agreed annual performance framework for the period Oct. '23 – Sep. '24 (document shared with Cllrs.).*

In response to questions, the clerk responded:

- CiLCA portfolio finalisation has been steadily progressing lately; but the coming months are going to be very busy and it is probably going to be difficult to find sufficient time for this, although the clerk is confident that the training can normally be finalised before the end of May although in order to prioritise this, this will mean that he will have to send apologies to a lot of external meetings and that other work may also become further delayed as a result.
- The Personnel Committee can help the clerk by ensuring that ongoing capacity constraints, limiting how much work can be progressed by staff, continue to be recognised by the Council as a whole.

The **clerk was tasked** to ensure that next versions of the performance review spreadsheet are expanded on by also including a column that shows an understanding of how well things have been progressing, plus a column – where relevant – for contingency measures to counter where certain work streams may not work out as foreseen.

2) *To receive a verbal update from the Clerk on performance management related to other members of staff.*

The clerk gave an update on ongoing performance management systems with other members of staff.

In response to questions about this, the clerk explained that the Deputy Clerk had been joining several training courses over the last months, following on from training needs linked to the performance of their duties, as discussed as part of the end-of probationary review in the autumn of 2023.

3) *To discuss - where relevant - any issues highlighted and to consider potential solutions.*

No further issues were identified beyond those discussed under subitems 1 and 2.

**38/23-24 DEPUTY CLERK – PERMANENT CONTRACT**

1) *To receive a draft contract and motion paper proposal to extend the Deputy Clerk’s contract after the first year and make this a permanent position (motion paper and draft contract shared with Cllrs.).*

Noted. No questions were raised.

2) *To decide to recommend the updated employment contract to Full Council for adoption.*

It was proposed by Cllr Susarla, seconded by Cllr Nikoro and **RESOLVED**, unanimously, **to recommend approval by the Town Council of the updated employment contract for the Deputy Clerk.**

***To resolve to end the closed session.***

It was proposed by Cllr Susarla, seconded by Cllr Nikoro and **RESOLVED**, unanimously, **to end the closed session.**

**39/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

*To note;*

a) *Personnel Committee: Tue 4th June 2024, 7-8:30 pm, The Cabin, Northstowe.*

*[Final versions of motions & papers to be received by 24/05 at the latest].*

b) *Full Council: Tue 26th March 2024, 7-9 pm, The Cabin, Northstowe.*

*[Final versions of motions & papers to be received by 16/03 at the latest].*

- *For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The meeting was closed at 20:10 pm.

Signed.....

Chair of the Personnel Committee

Date.....