

**NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE**  
**MINUTES** of the committee meeting held on **4<sup>th</sup> JUNE 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: 3: Cllr Bros Sabria; Cllr Delip; Cllr Susarla.  
Town Clerk.  
Members of the Public: 0  
Apologies: Cllr Castelino; Cllr Nikoro.  
Absent: N/A.

The meeting was started at 19:02; Cllr Bros Sabria took the Chair.

**01/24-25 ELECTION OF CHAIR OF THE COMMITTEE**

1) *To receive nominations for Chair of the Personnel Committee.*

Cllr Delip nominated Cllr Bros Sabria for this position.

2) *To elect the Chair of the Personnel Committee for the Civic Year 2024-2025.*

It was proposed by Cllr Delip, seconded by Cllr Susarla and **RESOLVED**, unanimously, **to re-elect Cllr Bros Sabria as the Chair of the Personnel Committee for the Civic Year 2024-2025.**

**02/24-25 APOLOGIES** (Standing Item)

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

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

**03/24-25 ELECTION OF VICE-CHAIR OF THE COMMITTEE**

1) *To receive nominations for Vice-Chair of the Personnel Committee.*

Cllr Delip nominated herself for this position.

2) *To elect the Vice-Chair of the Personnel Committee for the Civic Year 2024-2025.*

It was proposed by Cllr Delip, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to re-elect Cllr Delip as the Vice-Chair of the Personnel Committee for the Civic Year 2024-2025.**

**04/24-25 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.*

There were no interests declared.

**05/24-25 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.

**06/24-25 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> March 2024 as a true record of that meeting (draft minutes attached).*

It was proposed by Cllr Delip, seconded by Cllr Susarla and **RESOLVED**, unanimously, **to approve the minutes of the meeting of the Personnel Committee held on 5<sup>th</sup> March 2024 as a true record of that meeting.**

**07/24-25 MARKET MANAGER**

*Further to Full Council meeting 28<sup>th</sup> May 2024, item 43/24-25:*

1) *To receive an update on resignation of Market Manager (final working day: 12<sup>th</sup> May 2024).*

The Clerk provided an update on what happened regarding the recent resignation of the Market Manager. The following actions came out of a discussion that followed;

- The **clerk was tasked** to approach the Mayor to ask if they could provide a write-up of the exit interview they held with the Market Manager and get this shared with all Councillors, with the intention to potentially discuss this at Full Council to help guide the Personnel Committee in developing protocols on this subject.
  - The Committee to consider putting in place more formal processes and procedures, to ensure that in similar scenarios in the future the Town Council has a complete action plan ready.
- 2) *To receive an update on the Northstowe market delivery frequency and interim market delivery model, following decision-making at Full Council meeting on 28<sup>th</sup> May 2024, item 43/24-25 (2).*

A summary was provided on the discussion points raised and decisions made at the recent Full Council meeting.

- 3) *To receive an update on decision-making at Full Council meeting on 28<sup>th</sup> May 2024, item 43/24-25 (1) regarding re-recruitment of Market Manager position (Attached: Job Description (with minor additional changes); Person Specification; Application Form; Equal Opportunities Form; Advert; Advertising Proposal).*

A summary was provided on decisions made at the recent Full Council meeting, with an understanding of changes made to the recruitment timeline and advert, following tasks set by Full Council at that meeting.

- 4) *To receive and approve a recruitment timeline for the Market Manager position and which includes a review point at Full Council where details of interim market delivery options are to be considered alongside the re-recruitment of the Market Manager (attached: proposed Recruitment Timetable).*

Following a discussion, the following amendments were proposed and **agreed** on: to add two additional lines in the timeline, highlighting - were there changes to be made to the timeline at the next Full Council meeting – the need to communicate with candidates any changes to the recruitment timeline made, and to ensure that all advertisements are changed with a new closing date.

It was proposed by Cllr Bros Sabria, seconded by Cllr Delip and **RESOLVED**, unanimously, **to approve the recruitment timeline, as amended, for the Market Manager position and which includes a review point at Full Council where details of interim market delivery options are to be considered alongside the re-recruitment of the Market Manager.**

The **Clerk was tasked** to ensure that a disclaimer was also included on the recruitment page on the Town Council's website, to ensure that all candidates are aware that the Council may potentially change the closing date.

- 5) *To decide to present the recruitment timetable to the next Full Council meeting for further consideration regarding the next steps in recruitment and interim market delivery.*

It was proposed by Cllr Bros Sabria, seconded by Cllr Delip and **RESOLVED**, unanimously, **to present the recruitment timetable to the next Full Council meeting for further consideration regarding the next steps in recruitment and interim market delivery.**

- 6) *To agree for a Recruitment Panel to be formed and to consist of three people, two Councillors with the Town Clerk.*

It was proposed by Cllr Bros Sabria, seconded by Cllr Delip and **RESOLVED**, unanimously, **to amend the motion to read: 'To agree for a Recruitment Panel to be formed and to consist of four people, three Town Councillors with the Town Clerk, with two of these Councillors with the Town Clerk to conduct the interviews.'**

It was proposed by Cllr Bros Sabria, seconded by Cllr Delip and **RESOLVED**, unanimously, **to adopt the motion, as amended.**

- 7) *For Councillors to come forward who wish to join the Recruitment Panel.*

- 8) *To allocate Members to form the Recruitment Panel.*

The following Councillors came forward to join the Recruitment Panel: Cllr Bros Sabria; Cllr Delip; Cllr Susarla. It was **agreed** that they would form the panel.

Cllr Susarla left the meeting at 20:01. The meeting was suspended.

Cllr Susarla rejoined the meeting at 20:02. The meeting was reconvened.

- 9) *In accordance with the timeline to be considered by Full Council;*
- a) *to approve for the Town Clerk to lead on preparing relevant paperwork (interview questions; candidate sift form) and logistics for the interviews to be held, in cooperation with Panel Members;*
  - b) *to approve for the Recruitment Panel to make a decision on recruitment, on behalf of the Personnel Committee, and for the Panel, via the Clerk, to present its recommendations in a report to Full Council for final approval; and*
  - c) *to approve for the Town Clerk to lead on preparing paperwork needed to offer a position following recruitment (employment contract; terms and conditions of employment; reference requests) in cooperation with Panel Members, and to present relevant paperwork to Full Council for final approval.*

It was proposed by Cllr Delip, seconded by Cllr Susarla and **RESOLVED**, unanimously, **to: approve for the Town Clerk to lead on preparing relevant paperwork (interview questions; candidate sift form) and logistics for the interviews to be held, in cooperation with Panel Members; to approve for the Recruitment Panel to make a decision on recruitment, on behalf of the Personnel Committee, and for the Panel, via the Clerk, to present its recommendations in a report to Full Council for final approval; and to approve for the Town Clerk to lead on preparing paperwork needed to offer a position following recruitment (employment contract; terms and conditions of employment; reference requests) in cooperation with Panel Members, and to present relevant paperwork to Full Council for final approval.**

#### **08/24-25 PRIORITISATION COMMITTEE WORK STREAMS - UPDATE**

*Further to item 36/23-24, Personnel Committee 5<sup>th</sup> March 2024:*

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

The updated report was considered; the following recommendations were made for a next update;

- To include two more columns against each line, highlighting who is to lead and who are to support or provide input.
- To bring forward the development of a Volunteer Policy, considering volunteers are supporting Council project delivery already (Community Lounge; market; events).
- The development of a HR Handbook to also include processes & procedures around exit interviews (who does this; how is this done; how recorded and presented back to Council to have 'lessons learned'); and consideration to be given to outsource the development of an HR Handbook, to relieve pressure on existing staff with limited current capacity.
- Consideration to be given where some policies could perhaps also be developed by an external company.

The **Clerk was tasked** to update the document, taking above recommendations into consideration.

*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 09/24-25.*

It was proposed by Cllr Bros Sabria, seconded by Cllr Delip 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 item 09/24-25.**

#### **09/24-25 PERFORMANCE MANAGEMENT & REVIEW (Standing Item)**

- 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 Clerk for the period Oct. '23 – Sep. '24 (updated document shared with Cllrs.).*

The Clerk set out where things had gone well and where there have been challenges, further detailing the reasons as set out in the report shared with Councillors which outlines the key reasons around staffing capacity limitations and impact of the Market Manager resignation on other work streams. A discussion ensued around the contingency measures as proposed in the Clerk's report; the committee focused on the longer-term Council vision and business planning work streams and recommended that this work could

potentially be delivered in the first instance between Mayor, Deputy-Mayor and Clerk, with the intention to get Full Council more involved once outline work has been produced.

2) *To receive an update from the Clerk on performance management related to other members of staff.*  
The Clerk provided an update on performance and performance management of the other members of staff and answered Councillors' questions.

3) *To discuss, where relevant, any issues highlighted and to consider potential solutions.*  
No further items were discussed.

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

It was proposed by Cllr Delip, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to end the closed session.**

**10/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

*To note;*

a) *Personnel Committee: Tue 10<sup>th</sup> September, 7-9 pm; The Cabin, Northstowe.*

*[Final versions of motions & papers to be received by 31/08 at the latest].*

b) *Full Council: Tue 25<sup>th</sup> June 2024, 7-9 pm; The Cabin, Northstowe.*

*[Final versions of motions & papers to be received by 15/06 at the latest].*

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

Noted.

The meeting was closed at 20:39 pm.

Signed.....

Chair of the Personnel Committee

Date.....