

**NORTHSTOWE TOWN COUNCIL**  
**EXTRAORDINARY PERSONNEL COMMITTEE**  
**MINUTES of the meeting held on 11<sup>th</sup> MARCH 2025 at The Cabin, Northstowe.**

Members: 6 - Cllr Bros Sabría (Chair); Cllr Delip (Vice-Chair); Cllr Benedicic; Cllr Castelino; Cllr Hodgson; Cllr Susarla.  
Quorum: 3 Members.  
Present: 3: Cllr Benedicic; Cllr Bros Sabría; Cllr Hodgson.  
Town Clerk.  
Members of the Public: none  
Apologies: Cllr Castelino; Cllr Delip; Cllr Susarla.  
Absent: N/A.

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

**QUORUM:** 3 Members.

**A G E N D A**

**41/24-25 APOLOGIES** (Standing Item)

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

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

**42/24-25 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.*

No interests were declared.

**43/24-25 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).*

There were no members of the public present.

The Chair decided to move to item 45/24-25 first.

*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 and/or commercial nature of business to be discussed under items 45/24-25 to 47/24-25.*

It was proposed by Cllr Bros Sabría, seconded by Cllr Benedicic 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 and/or commercial nature of business to be discussed under items 45/24-25 to 47/24-25.**

**45/24-25 MARKET MANAGER RESIGNATION**

1) *To discuss the recent resignation of the Market Manager (report summarising probationary period shared with Cllrs).*

The resignation, resignation letter and further correspondence from the Market Manager and specific points therein were discussed.

2) *To decide to arrange an exit interview with the outgoing Market Manager and to appoint a Councillor to conduct the interview.*

It was considered that this would be a good thing to do, further to exit interview questions being finalised (to be discussed under item 44/24-25).

**46/24-25 MARKET MANAGEMENT**

1) *To consider options for market management & delivery going forward (paper with options to be considered shared with Cllrs.).*

It was explained that shortly before the summons was sent the Market Manager had changed their mind and were retracting their previous offer for continuation for several months; the options presented here have been quickly pulled together following this situation, to consider options how the Northstowe market can continue to be managed and delivered. In a discussion various options were discussed, including: re-recruitment of the Market Manager;

consideration of alternative role to be created that would incorporate the Market Manager position; obtaining further quotes to compare with proposal received from event management company for additional market support. Following the Clerk's request, some consensus was reached around several options, but no clear preference was identified by the Committee.

2) *To decide which option to be proposed to Full Council for decision-making.*

It was proposed by Cllr Hodgson, seconded by Cllr Bros Sabría and **RESOLVED**, unanimously, **to DEFER this item to Full Council.**

The Clerk was **tasked** to reorder the options before representing to Full Council, basing this on indications of preferences as given by Councillors in the discussions held.

#### **47/24-25 STAFF MATTERS**

1) *To receive an update from the Clerk on performance management, probationary period and annual review procedures related to all members of staff (performance data sheets for staff members in their probationary period - further to information shared at the January 2025 committee meeting - shared with Cllrs.).*

The Clerk was asked to leave the room, which they did.

On return, a discussion was held around the performance management systems and reporting/template mechanisms used to date; it was considered that general improvements could be made to these, in particular in further specifying SMART objectives, with more job-specific deliverables to be identified for all staff. In particular important with growth of staff now and in future. Input from WorkNest was seen as important to understand better performance management options with their PeopleNest package and getting their input into performance framework improvements in general. Training plan proposals for the Assets and Estates Manager for the period after the probationary period were also discussed; the committee highlighted that the Council is to decide where proposals are relevant to a position.

2) *To discuss the decision made at the Full Council meeting held on 25<sup>th</sup> February 2025, item 252/24-25 'Performance-related Wage Increase', which followed a Personnel Committee recommendation to Full Council.*

This item was **DEFERRED.**

3) For information: Work experience request to be considered for in office.

In an initial discussion it was mentioned that this would mean additional work for staff and therefore would not be considered at this stage. This item was **DEFERRED.**

*To resolve to end the closed session.*

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

#### **50/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

a) *Full Council: Tue 25<sup>th</sup> March 2025, 7-9 pm; The Cabin, Northstowe.*

*[Final versions of motions & papers to be received by 15/03 at the latest].*

b) *Personnel Committee: Tue 13<sup>th</sup> May 2025, 7-9 pm; The Cabin, Northstowe.*

*[Final versions of motions & papers to be received by 02/05 at the latest].*

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

Noted.

The remainder of the items (44/24-25, 47/24-25(2,3), 48/24-25 and 49/24-25) were **DEFERRED** to future meetings.

#### **44/24-25 EXIT INTERVIEW POLICY**

1) *To receive templates for an Exit Strategy Policy and Exit Interviews (received via WorkNest; shared with Cllrs.)*

2) *To approve the Exit Strategy Policy and Exit Interview templates and, following adaption to be aligned with other NTC policies, to be recommended to Full Council for approval.*

These items were **DEFERRED.**

#### **48/24-25 WORKNEST CONSULTANCY WORK**

1) *To receive a draft HR Handbook and to decide to form a 'Task & Finish' Working Group of Members and officers, to finalise input and feedback still needed and get this back to WorkNest, for them to finalise a final draft which can then be presented to Full Council for formal adoption (shared with Cllrs.)*

2) *For Councillors to come forward who wish to join this Working Group.*

3) *To receive an update from the Clerk on progress on other work streams where input from the WorkNest HR Consultancy has been requested.*

4) *To receive an update from the Clerk on outstanding actions (all of which were deferred at the 10<sup>th</sup> January 2025 Committee meeting, and which also include further input needed from WorkNest):*

a. *32/24-25 Prioritisation overview committee work streams;*

b. *33/24-25 Training and Development Policy updates;*

c. *34/24-25 Performance Review paperwork;*

- d. 35/24-25 Recruitment Protocols;
  - e. 36/24-25 Performance Management Framework and procedures;
  - f. 39/24-25 Five-year staffing plan.
- 5) To approve for the Chair and Vice-Chair of the Personnel Committee to be nominated contacts to receive advice via email/phone from designated WorkNest representatives, with the aim to formalise what we have done already.
  - 6) To approve to give access to the YouManage portal to the Chair and Vice-Chair of Personnel Committee for leave and absence management for the Town Clerk.
  - 7) To approve to give access to all Cllrs members of the Personnel Committee to the online MyWorknest and LearningNest platforms for access to relevant resources.

These items were **DEFERRED**

#### **49/24-25 OTHER POLICIES**

- 1) To approve to recommend to Full Council, in the absence of a personnel related policy having been adopted by the Council, to use NALC model policies as a de facto policy.

This item was **DEFERRED**

The Chair closed the meeting at 20:35 pm.

Signed.....

Chair of the Personnel Committee

Date.....