

NORTHSTOWE TOWN COUNCIL	
Report from	Town Clerk
On behalf of	N/A
Date	Last updated, by: Town Clerk, 29 th February 2024. Previous update: 13 th September 2023 (V.2); following amendments approved at Committee meeting held on 5 th September 2023.
For Meeting of Council/Committee	Personnel Committee
Date of meeting	5 th March 2024
Agenda item no.	36/23-24
Confidentiality	For internal use/Cllrs only
TITLE OF MOTION	PRIORITISATION COMMITTEE WORK STREAMS - UPDATE
MOTION(S)	<i>Further to item 18/23-24, Personnel Committee 5th September 2023:</i> 1) To receive, and discuss, an updated report with a prioritisation of items for future decision-making by the Personnel Committee (updated report attached).

OVERVIEW OF ITEMS, IN ORDER OF PRIORITISATION, TO BE TARGETED BY THE PERSONNEL COMMITTEE
Updated since [first version](#) (& associated [motion paper](#)), as discussed and approved at the [Personnel Committee held on 18th April 2023, item 06/23-24](#).
IN RED: Updated for this version

What	When	Comments
STAFF RECRUITMENT		
Review of organisational structure and staffing levels, with development of staffing structure over next five years.	Annually in Sep/Oct period (first review scheduled for 5 th September 2023). ONGOING	Staffing structure initially shared by Clerk with Personnel Committee at start of Feb 2023; presented to Personnel Committee on 18 th April (item 07/23-24) and subsequently adopted by Full Council (item 19/23-24, Full Council, 25th April 2023), with tasks set to provide further details and have updated annually by Personnel Committee, and then presented to Full Council for adoption and to feed into budget development process. Discussed by Personnel Committee in Sep '23, following which this was presented to Full Council in Sep. '23 – it was there deferred. Needs to come back to Full Council. Presented to Personnel Committee meeting 5th March '24 for further discussion – see separate report presented for that committee meeting with updated (draft) 5-year staffing plan.

What	When	Comments
Recruitment of Market Manager.	<p>Winter 2023 – Market Manager starts 1st March 2024</p> <p>DONE</p>	<p>Pilot Market Business Plan has been agreed in March 2023 and pilot market is being delivered until middle of October. Weekly market, since 16th April 2023, run by volunteers; since late May, due to issues with volunteer availability, new proposal, as approved by Full Council on 25th July to bring in external Events Management Company – Phoenix started on 30th July, until last of weekly pilot markets scheduled for 15th October. Market Development Working Group, reporting back to Events and Markets Committee, developed proposals for a longer-run market after the pilot in which the original plan for an in-house Market Manager is taken up. To ensure that desirable attributes for the Engagement Officer role ('24-'25 proposed) are built in the job specifications, to keep open an option for both roles to be combined.</p> <p>Proposals were approved by Full Council at its Oct. '23 meeting for continuation of the market for at least another year. <u>Recruitment of Market Manager was approved by Full Council in Dec. '23 – following recommendation from the Personnel Committee Dec. '23 – in Dec. '23.</u></p> <p>Recruitment took place in Dec. '23 – Jan. '24.</p>
Community Assets Manager.	Spring-summer 2024	<p>Recruitment of an in-house Community Assets Manger (other working job titles being considered are: 'Facilities & Assets (Development) Manager' and 'Development Manager') is being considered by the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion), to help prepare Business Plans and Delivery Plans for future Asset Transfer opportunities including the Phase 1 Sports Pavilion, Permanent Community Centre and Open spaces.</p> <p>Included in approved '24-'25 budget, with budget allocated for a starting date of 1st September 2024</p>
Recruitment of Engagement Officer	2025?	<p>New role to support engagement with the growing community (potential to be combined with Market Manager role? – see note on this with Market Manager position). Role also to support Clerk and Deputy Clerk in office admin tasks and support for event management.</p> <p>Not included in the approved '24-'25 budget – to be included in '25-'26?</p>
DEVELOPMENT OF POLICIES AND PROTOCOLS		
Development of the Council's training policy and needs (staff and Councillors).	Spring – Summer 2024	To encourage uptake of training amongst Councillors and staff, to have clearer policies and understand needs. Recent considerations for training needs include safeguarding training; code of conduct training.

What	When	Comments
		This policy has been drafted by the Town Clerk – will be presented to the Finance and Governance Committee and then Full Council in near future.
Review of Performance Management Framework.	Spring-Autumn 2024	Most paperwork already in place; needs to be brought together and presented to Personnel Committee and then to Full Council for official adoption procedures.
Review of Conditions of Service.	Spring-Autumn 2024	Conditions of Service having been reviewed as part of process for Deputy Clerk procedures and associated paperwork; items for change/additional items for adoption by Council to be brought together in one, more comprehensive 'Conditions of Service' document, for current and future employees.
Further development of Health and Safety Policies and Procedures.	2024	Further procedures and policy needs are being considered as part of delivery of winter market events and the pilot market, as well as for delivery of the Community Lounge, ParkPlay and events – building on this for Council-wide H&S needs. Also widening needs and procedures for the Town Council as it has started using its own dedicated office in the Temporary Community Centre.
Further development of Employment Policies and Procedures	2024	All protocols, procedures and policies to be developed piecemeal are eventually to find their way into a HR Handbook.
Development of a Grievance Policy and Procedures; and a Disciplinary Policy and Procedures.	2024?	The Council's Terms of Reference and Scheme of Delegation include a Grievance Committee and an Appeals Committee, but the Town Council has not set those up – at its May 2021 Council meeting it passed a resolution to set these up, with accompanying policies, once there is a need for this. Would be good to have these set up before the need is there, with staff team to be expanded.
Development of an Employee/HR Handbook.	2024?	Important to work towards the creation of a comprehensive HR Handbook, which can then be kept- up-to-date regularly.
Developments of the Council's approach to apprenticeships, job creation and training programmes.	2024?	