

Northstowe Town Council. Report for: Full Council, Tue 12th August 2025, 121/25-26/FC, 'NTC Staff Report'.

Reporting period: July 2025. Report compiled by: Town Clerk.

Staff capacity: 1.7 FTE – Town Clerk & RFO (TC; 1.0 FTE); Deputy Clerk (DC; 0.7 FTE).

★ = [More or less] On target. ★ = Some deviation from target. ★ = Significant deviation from average target time input.
NB: Target means amount of staff time to be dedicated to the work stream *within available overall capacity*.

Core Roles (Lead: TC): 0.55 FTE [Target: 0.60 FTE] ★

- Administration and follow-ups for x1 Full Council & x2 Committee meetings; planning & consultations responses.
- Fed into proposals and draft motion papers from Councillors and Working Groups – ongoing.

Finance (Lead: TC): 0.20 FTE [Target: 0.30 FTE] ★

- Accounting, banking, HMRC/PAYE/pension tasks – ongoing.
- Submitted additional responses to AGAR queries from external auditor.

Law and Procedures (Lead: TC): 0.20 FTE [Target: 0.30 FTE] ★

- Granting of Dispensations Policy finalised. Lone working risk assessment development.
- Designated Safeguard Lead -supporting Cllr in developing action plan.
- Strategic work discussions with Mayor and Deputy Mayor – ongoing.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.

Management – Staff & General (Lead: TC): 0.30 FTE [Target: 0.15 FTE] ★

- Assets and Estates Manager re-recruitment advertisement; preparations logistic and paperwork for interviews; sifting candidates and panel discussions coordination.
- Input into considerations for staff succession and interim solution options.
- New staff contract development.
- Staff workstream planning/prioritisation; Wellbeing meetings.
- Performance management/data upkeep – ongoing; performance meeting.
- Handover preparations in advance of staff changes.
- Staff safety and security considerations.

Assets and Estates Management (Lead: TC): 0.15 FTE [Target: 0.10 FTE] ★

- Feeding into discussions SCDC New Build and Communities Teams re: Unity Centre.
- Feeding into work Asset Transfer Working Group re: Unity Centre.
- Defibrillator check and management; defibrillator signage discussions with defib-holding partners in Northstowe.

Engagement – Partnership Engagement (Lead: TC): 0.05 FTE [Target: 0.05 FTE] ★

- General correspondence with range of partner organisations.

Engagement – Community Engagement (Lead: DC): 0.05 FTE [Target: 0.05 FTE] ★

- Responded to queries from residents, businesses and partners via email; phone; social media; in person.
- Support/queries community grant application.

Engagement – Event & Activities Management (Lead: DC): 0.15 FTE [Target: 0.05 FTE] ★

- Input into delivery & M&E data collation for: Park Play; Community Lounge; Hope CIC Mobile Food Van - ongoing.
- Quotes Christmas tree.
- Discussions Phoenix for wrapping up their market support contract. Comms traders.

Engagement – Communications (Lead: DC): 0.05 FTE [Target: 0.05 FTE] ★

- Updated information on website – ongoing, including new webpages/information added.
- Social media – ongoing input; Facebook; X; Instagram.

Training and Development (Lead: TC): 0.0 FTE [Target: 0.05 FTE] ★

- None this month.