

Northstowe Town Council

May 2021 – Mar 2022 &

Apr 2022 – Mar 2023

1 Member of staff; Total 1.0 FTE

Implemented:

- Town Council formed in May 2021.
- **NEW ROLE – TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER** (F/T) recruited, started Aug. '21 (taking over from P/T Interim Clerk).
- No changes in second year.

**Clerk & Responsible
Financial Officer
(= 'Proper Officer')**

1.0 FTE

(started Aug '21)

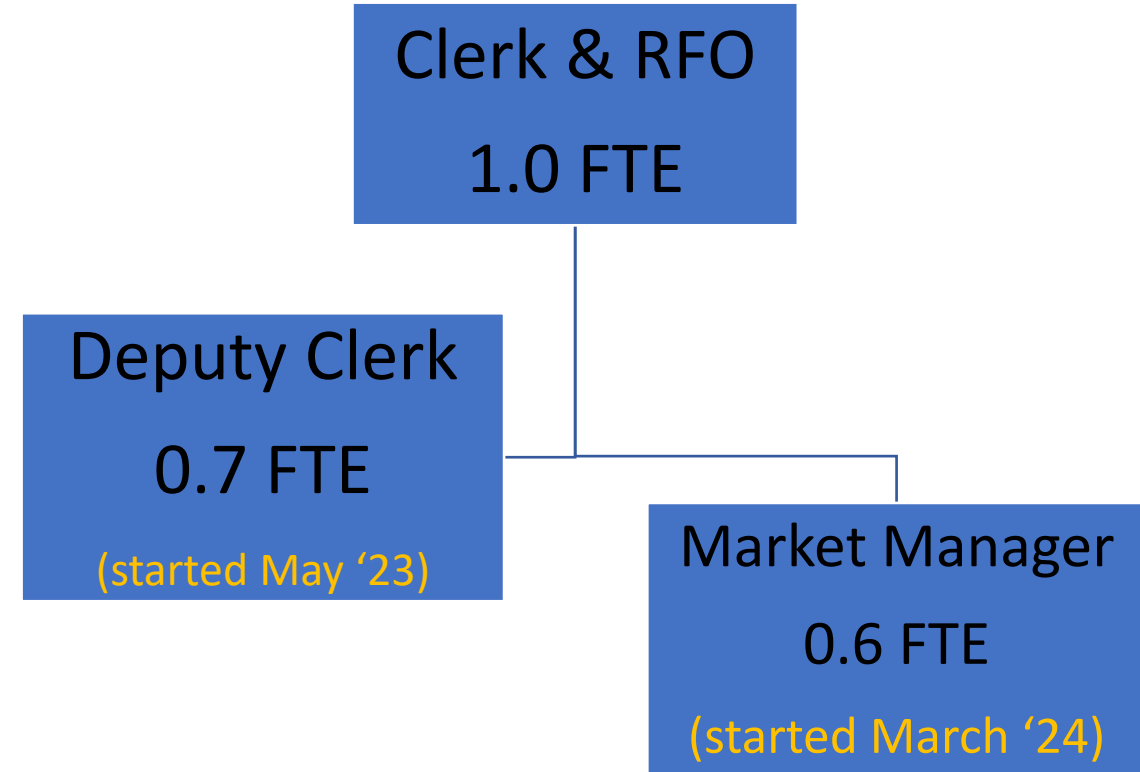
Northstowe Town Council

Apr 2023 – Mar 2024

3 Members of staff; Total 2.3 FTE

Implemented:

- **NEW ROLE – DEPUTY CLERK** (P/T; 0.7 FTE): Additional member of staff attracted due to ongoing growth in workload.
- **NEW ROLE – MARKET MANAGER** (P/T; 0.6 FTE): Following three indoor winter market events (Jan - Mar '23) and weekly & monthly pilot markets delivered (Apr - Oct '23), Council agreed to continue market for at least one further year - Oct. '23 Full Council meeting. In-house Market Manager recruitment - final approval - Dec '23 Full Council meeting, to ensure sustainability and explore future market continuation and expansion opportunities. NB: as per Personnel Committee's recommendations (Sep. '23), desirable attributes for a future Engagement Officer role are built in the job specification, to keep open an option for both roles to be combined in the future.



Northstowe Town Council

Apr 2024 – Mar 2025

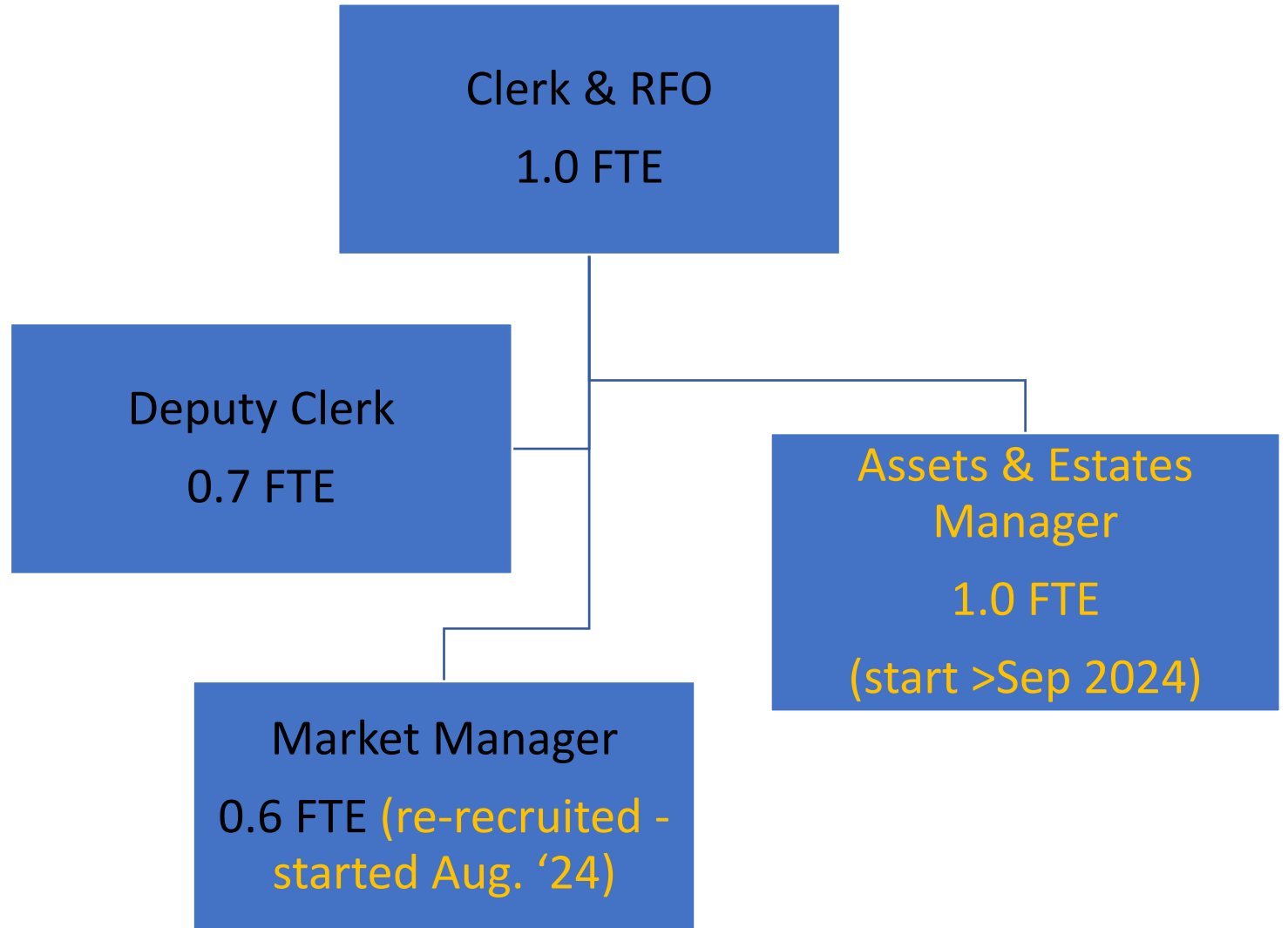
4 Members of staff; Total 3.3 FTE

Being implemented:

- NEW ROLE : **ASSETS & ESTATES MANAGER**

F/T; permanent position - To research & create Business and Delivery Plans for the Town Council to consider options for and viability of taking over ownership and/or management & maintenance of:

Permanent Community Centre; Phase 1 Sports Pavilion & sports facilities; Green space management; other assets and estates across Northstowe. Budget for this role was included in agreed '24-'25 budget for start date Sep. '24. Following preparatory work late 2022 – 2024, the Asset Transfer Working Group developed a Job Description; this as well as subsequent recruitment was approved at the July '24 Ful Council meeting.



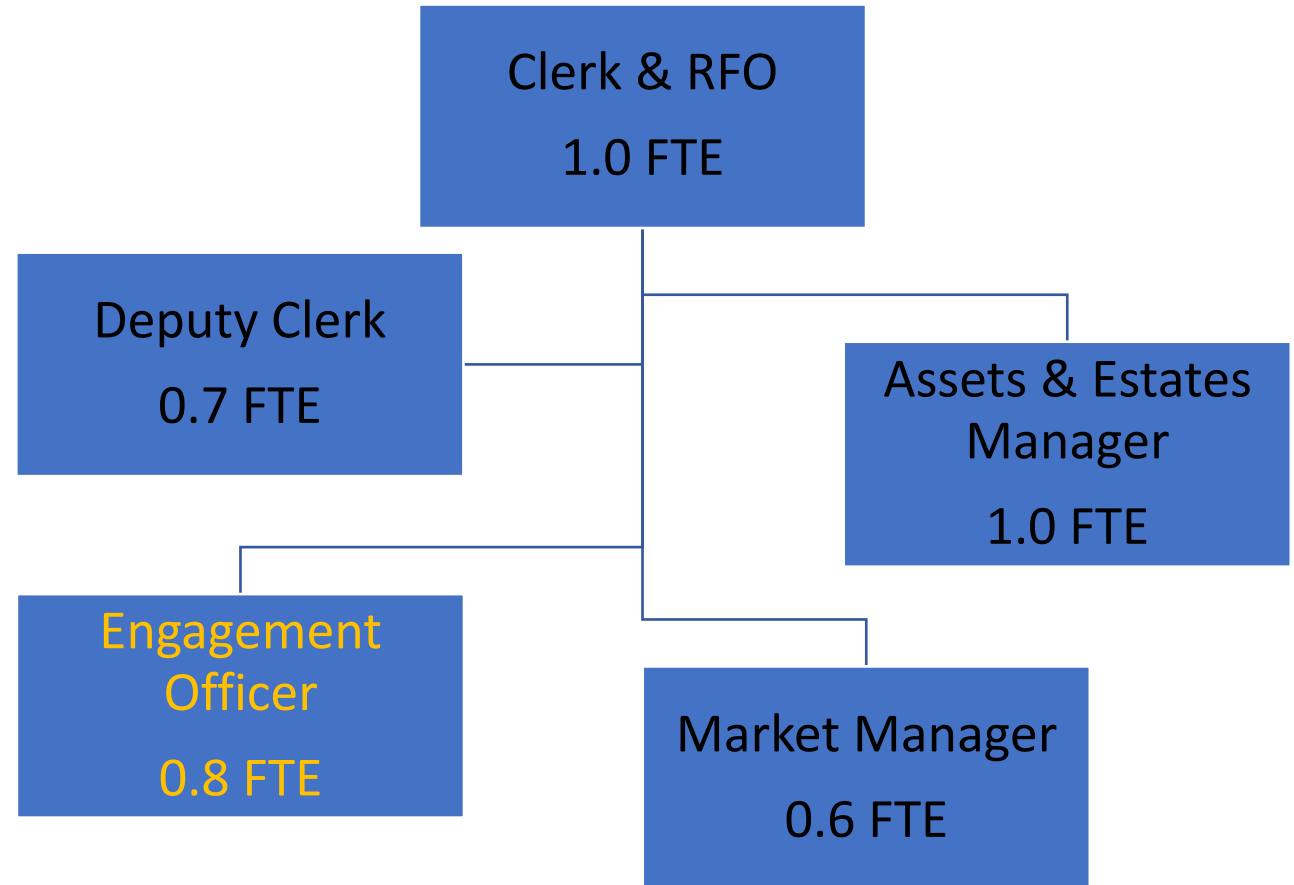
Northstowe Town Council

Apr 2025 – Mar 2026

5 Members of staff; Total 4.1 FTE

Proposal:

- **NEW ROLE: ENGAGEMENT OFFICER P/T (0.8 FTE):** New role to address need to engage more with the growing community. Role to focus on: 1. Responding to residents' enquiries; 2. Engagement with other tiers of local authorities, developers, community groups, partnerships and partners to ensure cross-partner development and promotion of reporting systems to tackle issues and opportunities across Northstowe; 3. Lead on delivery and promotion of Town Council-led and supported services, activities and events; 4. support Clerk and Deputy Clerk with office management and admin tasks.



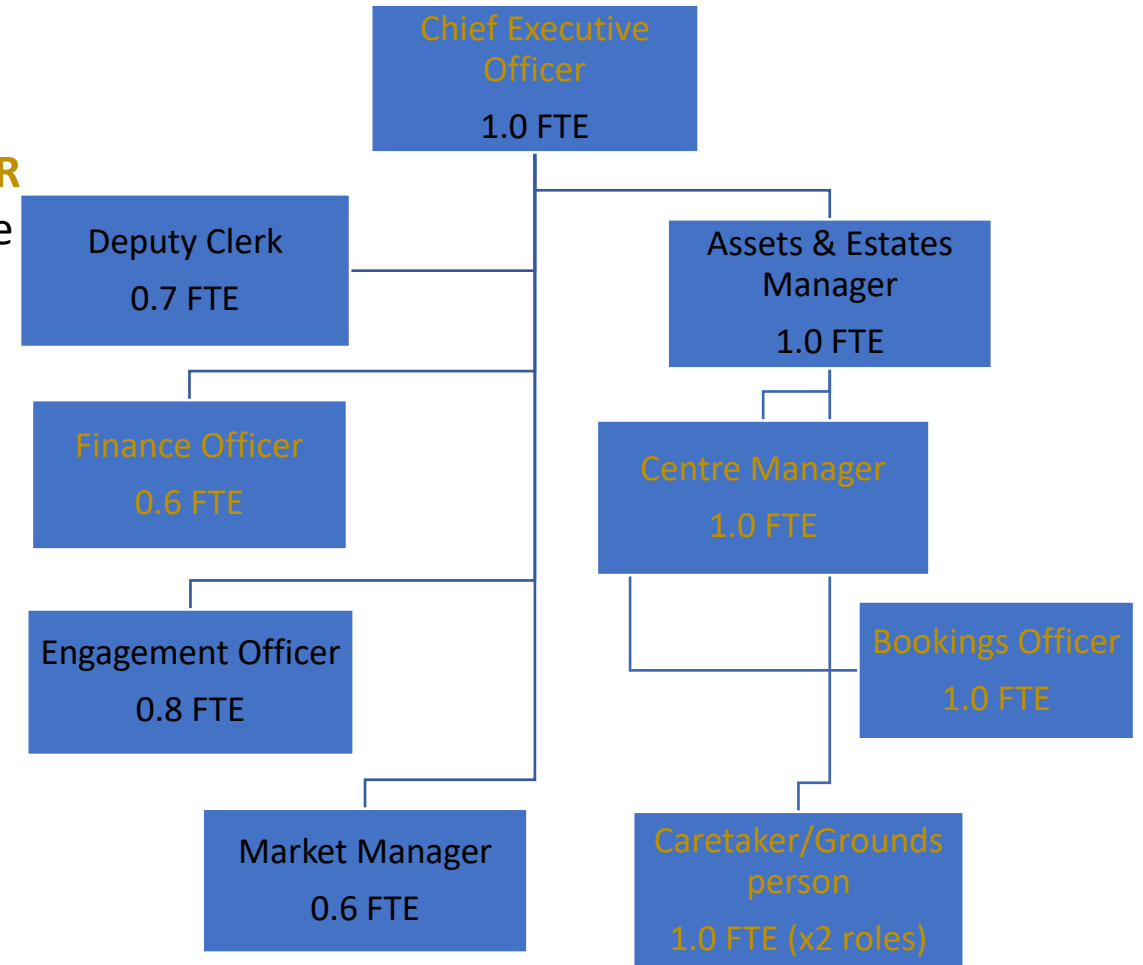
Northstowe Town Council

Apr 2026 – Mar 2027

10 Members of staff; Total 7.7 FTE

Proposal:

- **4 NEW ROLES: CENTRE MANAGER F/T; BOOKINGS OFFICER F/T; and 2 (P/T) CARETAKER/GROUNDS PERSON** roles to be created, to support the start of taking on facilities (NB: Permanent Community Centre to be opened in Spring '26 - TBC). Centre Manager to take on work from Assets & Estates Manager for Community Centre specifically. - **NB: further roles may also be needed, depending on Council-decision-making and centre delivery model chosen; e.g. Front-of-house/receptionist staff/admin support/ Cleaners/ café staff – TBC.**
- **NEW ROLE: FINANCE OFFICER P/T (0.6 FTE)**, dedicated role to support Clerk, Market Manager, Assets & Estates Manager and Centre Manager with anticipated rapid growth in financial tasks, linked to Asset Management uptake.
- **CHANGE TITLE Town Clerk & RFO job title to Chief Executive Officer**, reflecting the shift in staff management responsibilities



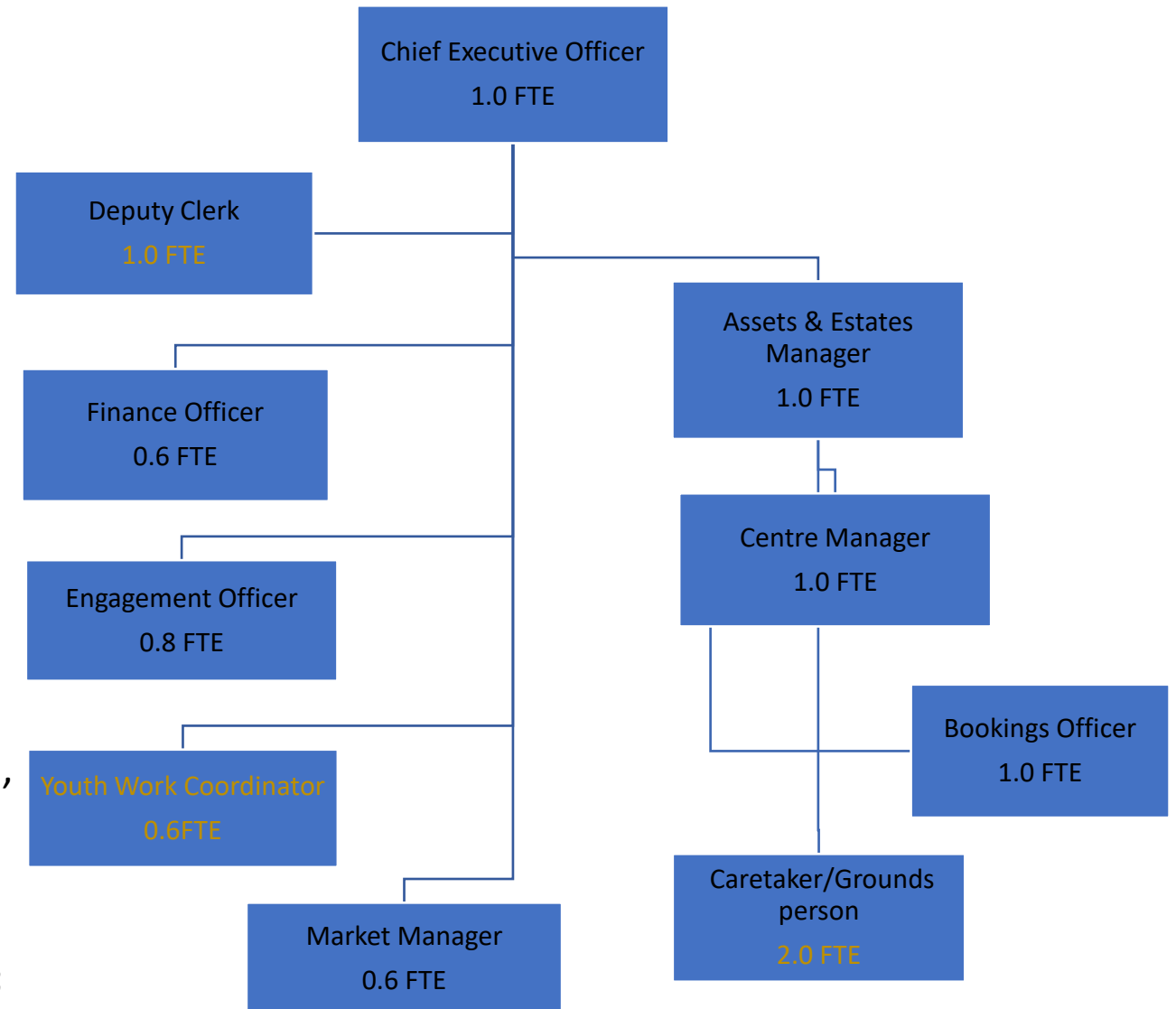
Northstowe Town Council

Apr 2027 – Mar 2028

12 Members of staff; Total 8.6 FTE

Proposal:

- **NEW ROLE** - Creation of **YOUTH WORK COORDINATOR P/T 0.6 FTE**, to take on work done previously through Northstowe Youth Work Coordinator/Romsey Mil/Northstowe Youth Partnership.
- **Expansion** of Deputy Clerk to F/T position (potential for x2 P/T posts, where relevant), with ongoing growth in work.
- **Expansion** of Caretaker/Groundsperson roles to be expanded to 2 F/T (or multiple P/T roles), to support taking on further facilities - **NB: Permanent Community Centre to be opened in Jan '26 - TBC; handover Pavilion Phase 1 potential option from Sep '26 onwards – TBC; discussions about green space management hand-over options – '27 - TBC.**



Northstowe Town Council

Apr 2028 – Mar 2029

13 Members of staff; Total 10.2 FTE

Proposal:

- **Expansion of Finance Officer post to F/T position**, due to anticipated ongoing growth in asset management by Town Council.
- **Expansion of Engagement Officer post to F/T** (potential for x2 P/T posts, where relevant), to cover gap left due to expected ending of Phase 1 Community Development Officer post/ SCDC.
- **Increase in FTE for Caretaker/Groundsperson roles** (could be multiple P/T roles), to cover anticipated ongoing growth in asset management by Town Council.

NB: Civic Hub expected to be opened 2028, with potential for hire of permanent office for Town Council.

