

Northstowe Town Council

May '21 – Mar '22

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Apr '22 – Mar '23

Situation:

- Town Council formed in May 2021.
- F/T Clerk started in August 2021
(taking over from P/T interim clerk).
- No changes in second year.

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

1.0 FTE

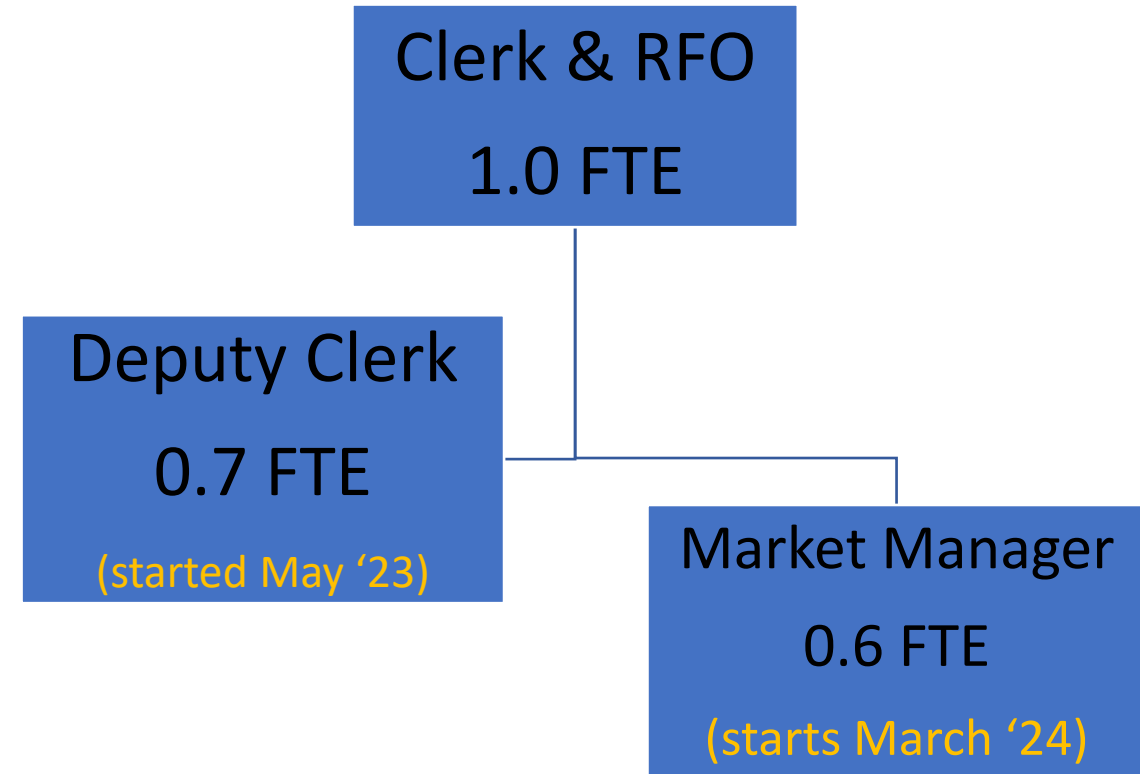
(started Aug '21)

Northstowe Town Council

Apr '23 – Mar '24

Changes 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.

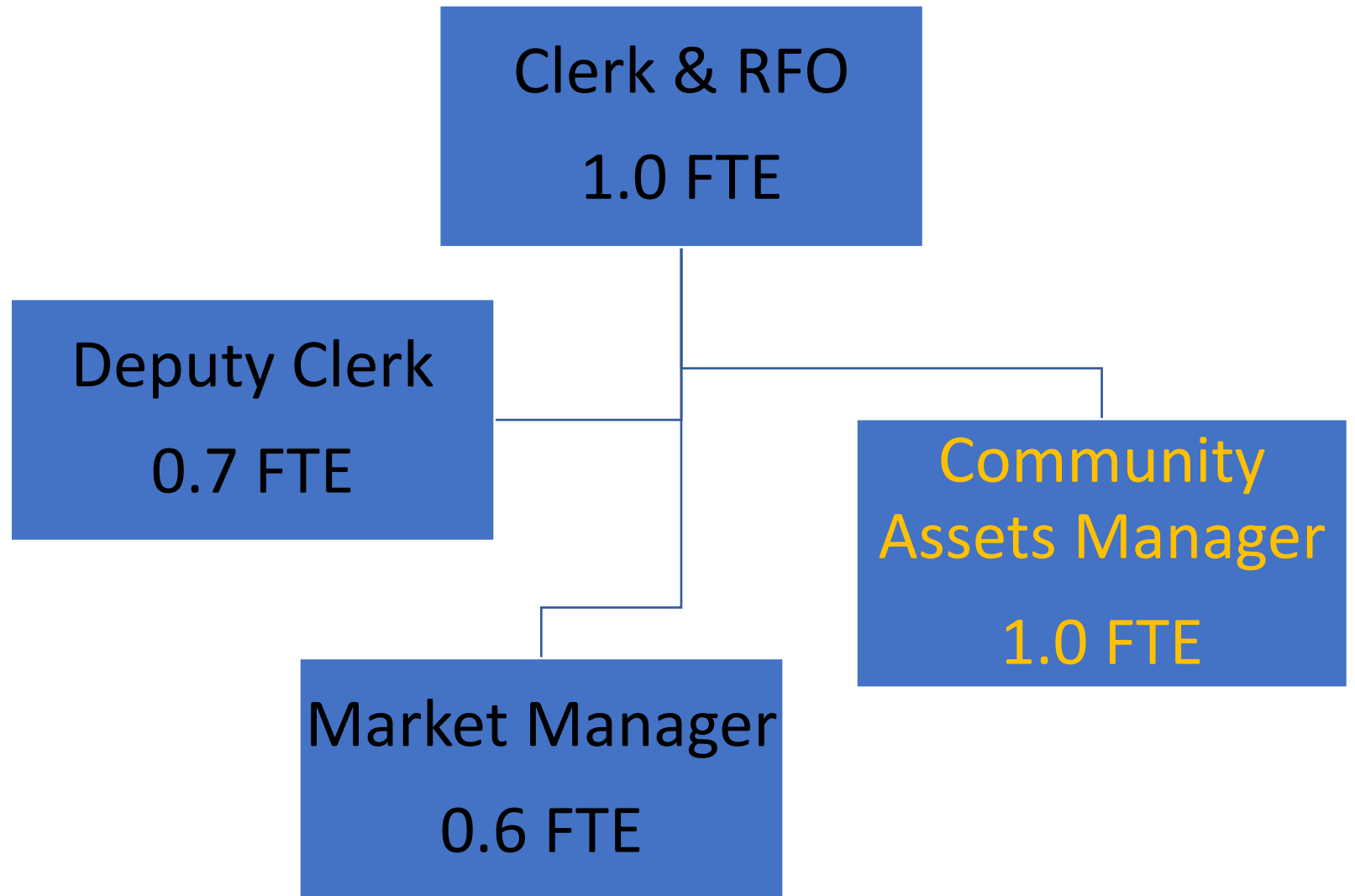


Northstowe Town Council
Apr '24 – Mar '25

Proposed Changes:

- **NEW ROLE (Proposed):**

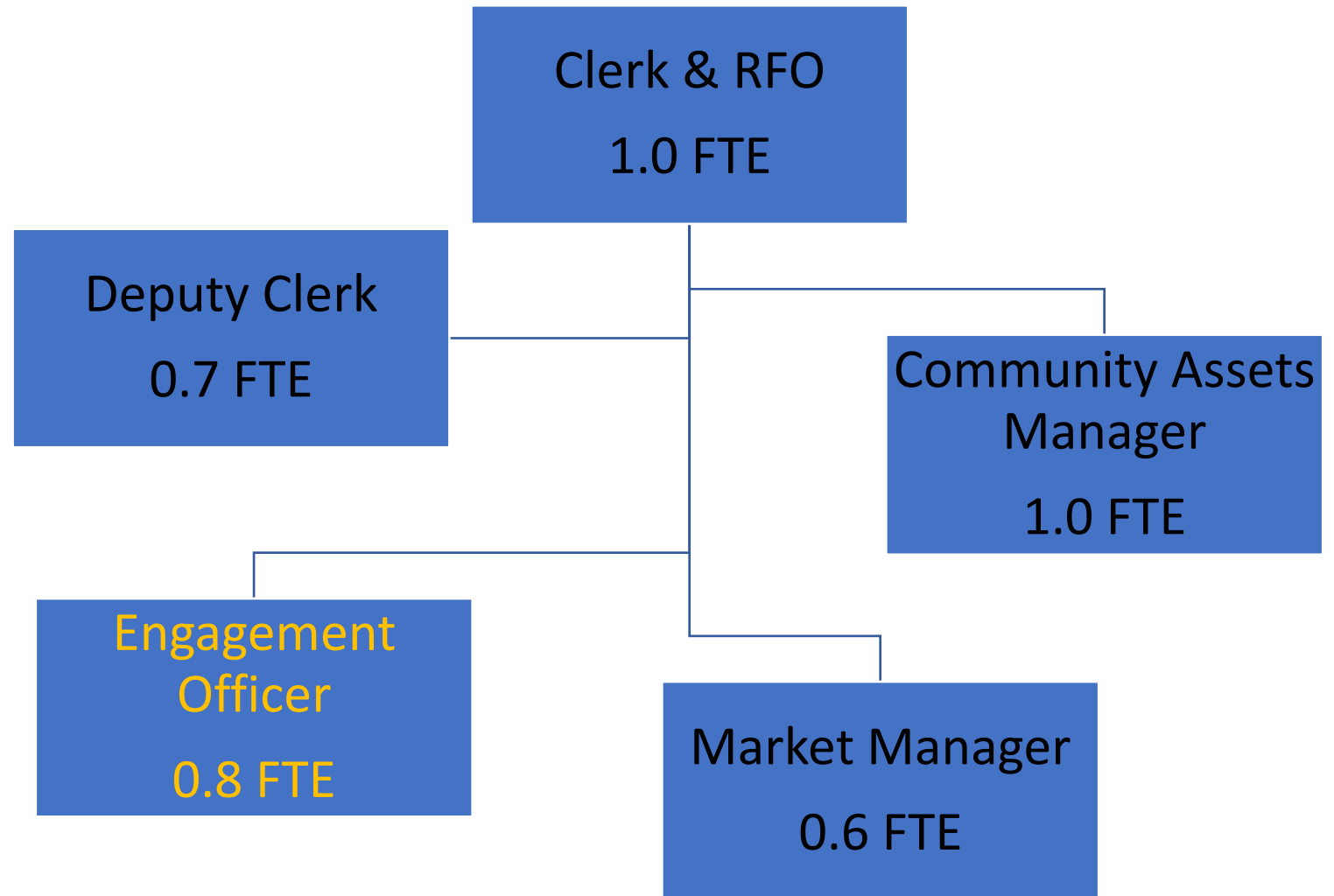
Community Assets Manager F/T
(Start: Sep. '24) Two-year fixed contract initially, with intention to make permanent – to research & create Business and Delivery Plans for the Town Council to consider taking over management & maintenance of: Permanent Community Centre; Phase 1 Sports Pavilion & sports facilities; Green space management. Phase 1 Asset Transfer Opportunities Working Group is developing plans for this role. Costs included in agreed '24-'25 budget for start date Sep. '24, as approved - Dec. '23 Full Council meeting.



Northstowe Town Council
Apr '25 – Mar '26

Proposed Changes:

- **NEW ROLE (Proposed):**
Engagement Officer P/T (0.8 FTE): New role to support engagement with the growing community (potential to be somehow combined with or reshaping Market Manager role? – see note on page for '23-'24 about this). Role also to support Clerk and Deputy Clerk in ongoing growth in office management and admin tasks and support for event management.

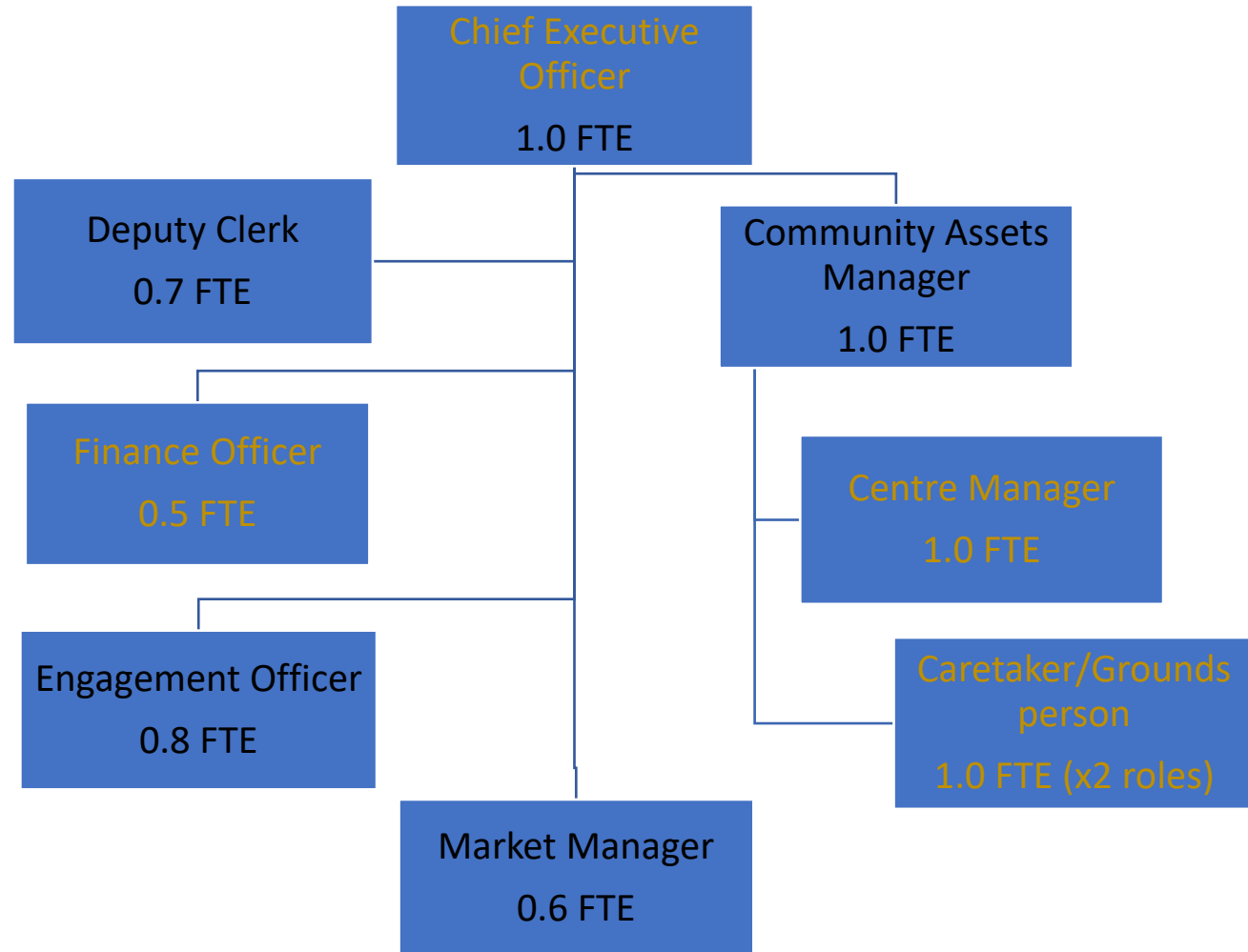


Northstowe Town Council

Apr '26 – Mar '27

Proposed Changes:

- **NEW ROLES - (Proposed): x1 Centre Manager 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). NB: further roles may also be needed e.g. receptionist/admin support/cleaners – TBC.
- **NEW ROLE - (Proposed): Finance Officer P/T (0.5 FTE)**, dedicated role to support Clerk, Market Manager and Community Assets Manager with anticipated rapid growth in financial tasks, linked primarily to Asset Management uptake.
- **(Proposed) - Change Town Clerk & RFO job title to Chief Executive Officer**, reflecting the shift in staff management responsibilities

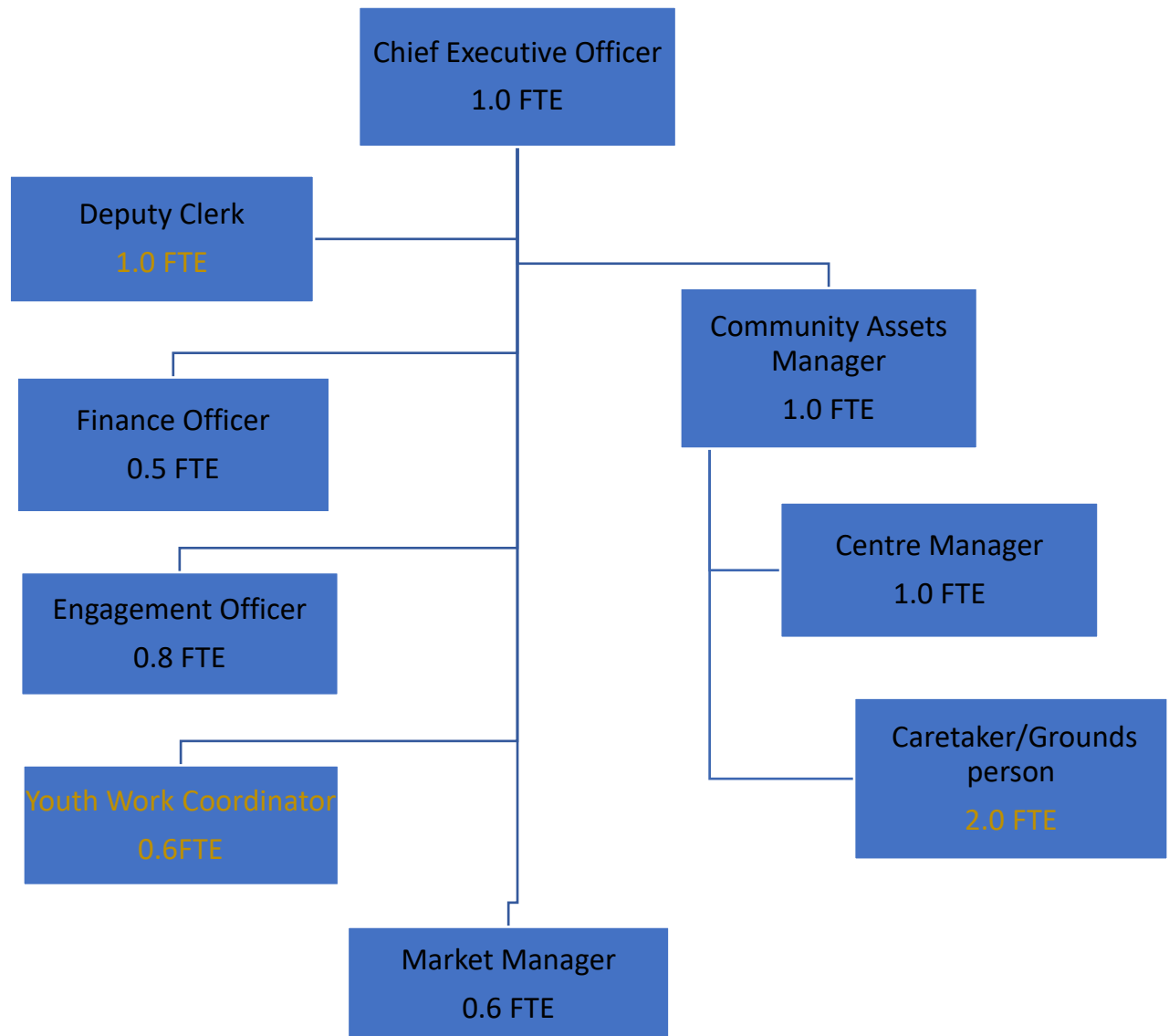


Northstowe Town Council

Apr '27 – Mar '28

Proposed Changes:

- **(Proposed): Expansion of Deputy Clerk to F/T position** (potential for x2 P/T posts, where relevant), with ongoing growth in work.
- **NEW ROLE - (Proposed): Creation of Youth Work Coordinator P/T**, to take on work done previously through Northstowe Youth Work Coordinator/Romsey Mil/Northstowe Youth Partnership.
- **(Proposed): 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 '28 – Mar '29

Proposed Changes:

- **(Proposed): Expansion of Finance Officer post to F/T position**, due to anticipated ongoing growth in asset management by Town Council.
- **(Proposed): 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.
- **(Proposed): 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 with permanent office for Town Council in 2028.

