

Northstowe Town Council - Report for: Full Council, Tue 25th February 2025

Item: 266/24-25, 'NTC Staff Report'

Reporting period: **FEBRUARY 2025**. Report from: Town Clerk.

Staff capacity: 3.3 FTE – TC = Town Clerk & RFO (1.0 FTE); DC = Deputy Clerk (0.7 FTE); MM = Market Manager (0.6 FTE); EM = Assets & Estates Manager (1.0 FTE).

★ = [More or less] On target. ★ = Some deviation from target. ★ = Significant deviation from average target time input.

Core Roles (Lead: TC): 0.50 FTE [Target: 0.55 FTE] - TC: 0.30; DC: 0.20 ★

- Prepared, administered and follow-ups for x1 Full Council & x2 Committee meetings.
- Fed into proposals and draft motion papers from Councillors and Working Groups – ongoing.

Finance (Lead: TC): 0.15 FTE [Target: 0.25 FTE] - TC: 0.15 ★

- Accounting & banking tasks – ongoing.
- Market pitch fees invoicing / chasing outstanding payments – ongoing.

Law and Procedures (Lead: TC): 0.20 FTE [Target: 0.25 FTE] - TC: 0.15; DC: 0.05 ★

- Strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.
- Development of Policies & protocols re: Data Breaches; Data Subject Consent.
- Processing latest and updating/collating all information re: FOIs; Data Breaches; and Subject Access Requests.
- Development of End -of-grant report template for NTC's community grant scheme.
- Initial research social media policy update.

Management – Staff & General (Lead: TC): 0.25 FTE [Target: 0.2 FTE] – TC: 0.1; DC: 0.15 ★

- Inductions and follow-ups new Cllrs co-opted in January.
- Performance management meetings with staff members – ongoing.
- IT services - data & email migration preps.; HR services – further implementation and input draft HR Handbook.
- Considerations/ discussions alternative contractual arrangements market manager and market delivery options.

Assets and Estates Management (Lead: EM): 1.15 FTE [Target: 1.0 FTE] – EM: 0.95; TC: 0.20 ★

- Initial Business Plan for Unity Centre & updates following FC January & presented to FC in February for input.
- Discussions SCDC and other partners, re: finances; operational management; staffing considerations; insurance; other aspects – cont. Meetings prospective hirers Unity Centre. Workshops input sought from Town Councillors.
- Discussion with Urban & Civic; Greenbelt re: current/future management & maintenance open & green spaces.
- B1050 verge tenders/spec. for 2025-2027 updated and inviting companies to bid.
- Defibrillator check.

Market Management (Lead: MM): 0.60 [Target: 0.60] – MM: 0.6 ★

- Comms with traders; updates to spreadsheets with traders' contact information and traders' documents – cont.
- Considering options for market improvements over next few months.
- Market day delivery.

Engagement – Partnership Engagement (Lead: TC): 0.1 FTE [Target: 0.1 FTE] – EM: 0.05; TC: 0.025; DC: 0.025 ★

- Attended partnership meetings: Phase 1 Northstowe Open Space and Landscape Steering Group; Northstowe Delivery Group; Northstowe Community Networkers. Fed into items for various partnership meetings.

Engagement –Community Engagement (Lead: DC): 0.125 FTE [Target: 0.075 FTE] – DC: 0.1; TC: 0.025 ★

- Responded to queries from residents, businesses and partners via email; phone; social media; in person.

Engagement – Event & Activities Management (Lead: DC): 0.075 FTE [Target: 0.075 FTE] – DC: 0.05; TC: 0.025 ★

- Input into delivery and M&E data collection for: Park Play; Community Lounge; Hope CIC Mobile Food Van.

Engagement – Communications (Lead: DC): 0.1 FTE [Target: 0.1 FTE] – DC: 0.1 ★

- Updated information on website - ongoing.
- Social media – ongoing input; Facebook: X and Instagram.
- Northstowe News column.

Training and Development (Lead: TC): 0.05 FTE [Target: 0.1 FTE] - DC: 0.025; TC: 0.025 ★

- WorkNest training system management – DC and TC