

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 2021)

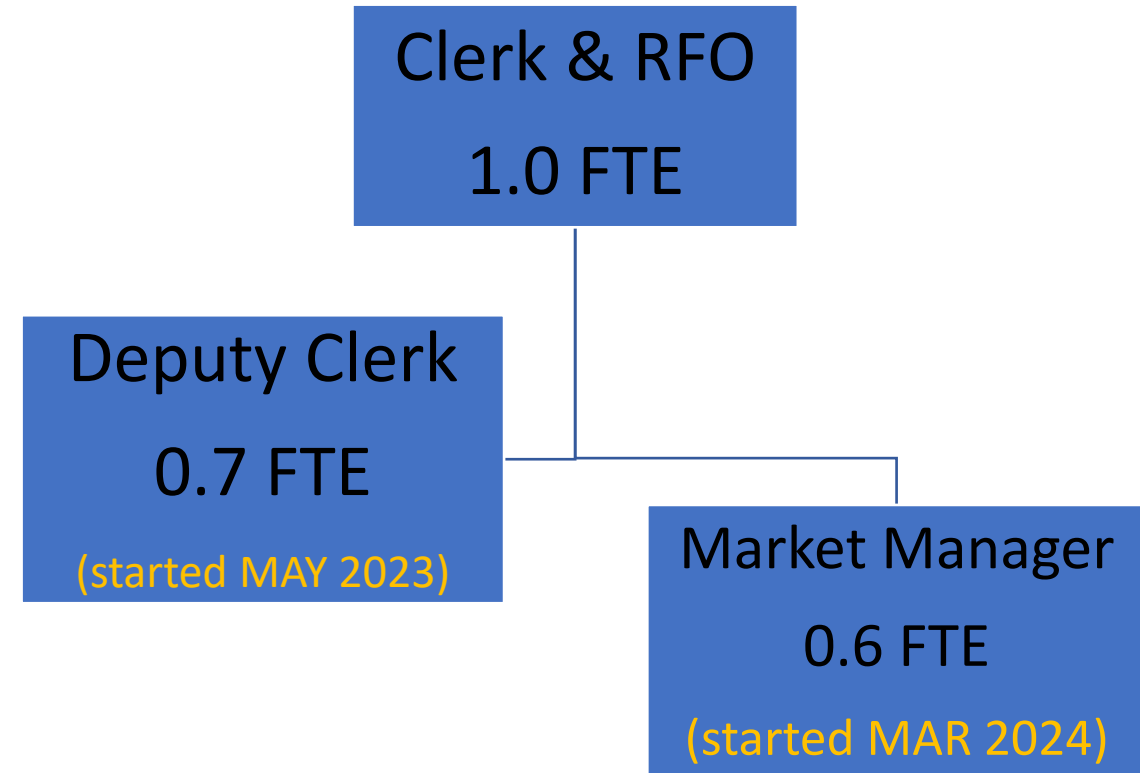
Northstowe Town Council

Apr 2023 – Mar 2024

Total at end of year: 3 Members of staff; **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.



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Apr 2024 – Mar 2025 **CURRENT YEAR**

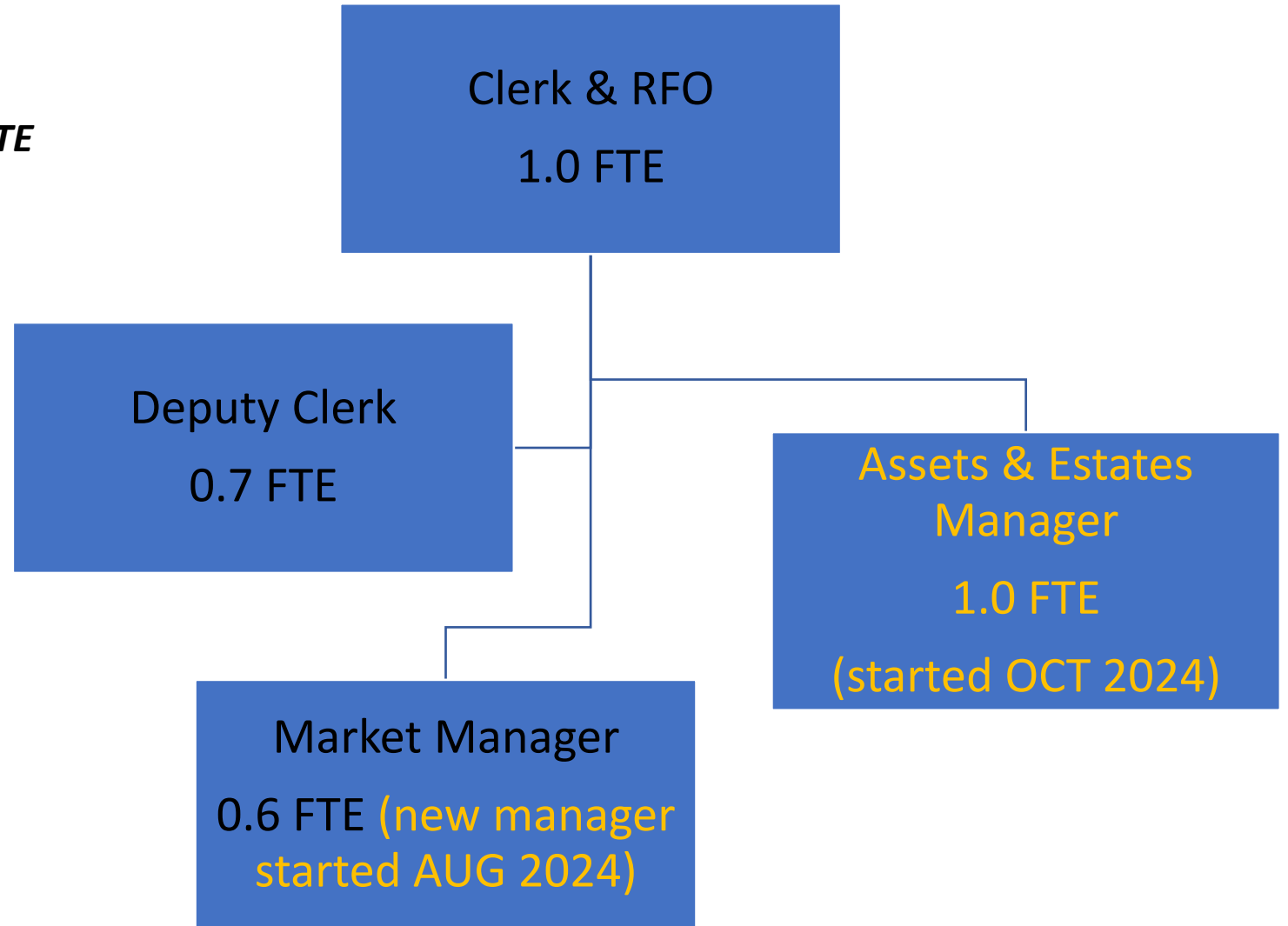
Total at end of year: 4 Members of staff; **3.3 FTE**

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 Full Council meeting.



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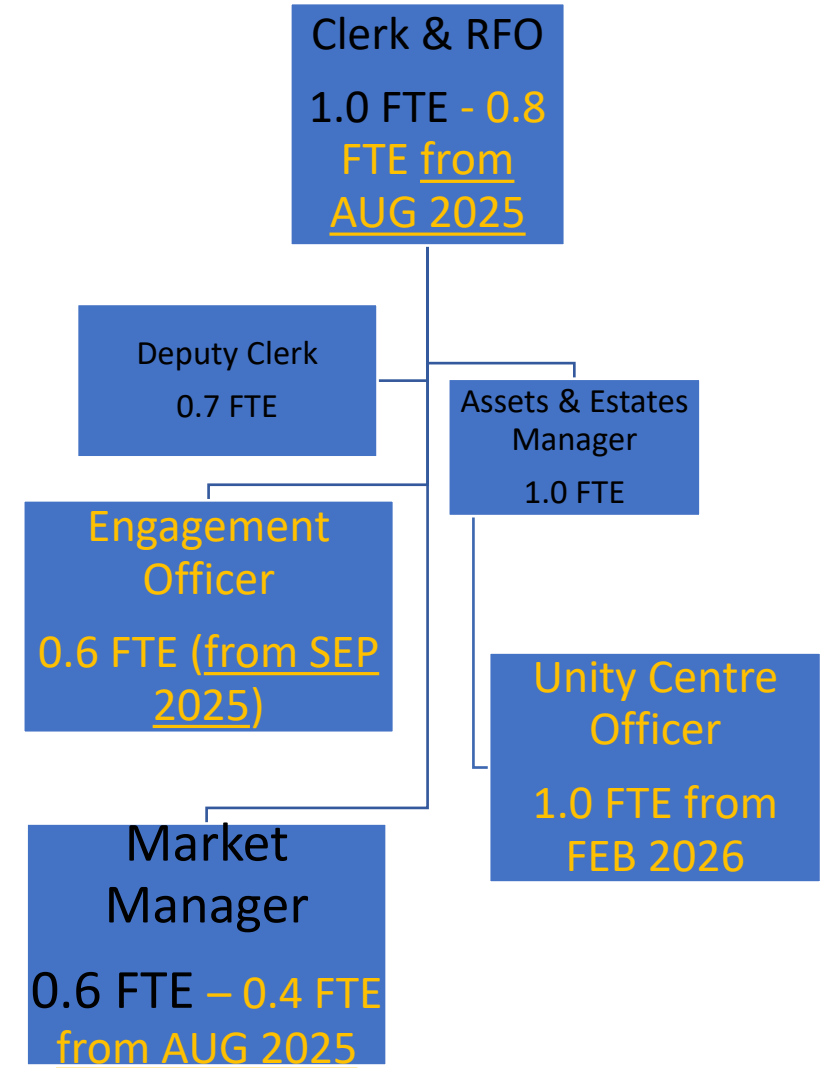
Apr 2025 – Mar 2026

Total at end of year: 6 Members of staff; 4.5 FTE

Proposals:

- **NEW ROLE: ENGAGEMENT OFFICER P/T (0.6 FTE):** New role to: 1. Respond to residents' enquiries; 2. Engage 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. 5. Improve and extend online and media communications. 6. Help set up & manage booking and admin systems for Unity Centre. 7. Grant management (potential future role extension).
- **Reduction in FTE-equivalent:** reduction of **Clerk to 0.8 FTE and reduction Market Manager to 0.4 FTE** (see details in papers for Personnel Committee 14th Jan 2025).
- **NEW ROLE: UNITY CENTRE OFFICER F/T (1.0 FTE):** New role, for: Operational management of the Unity Centre; Bookings management; supplies purchasing; financial contracts and invoices etc; contractor liaisons; Health & safety compliance; building maintenance schedules adherence; Enquiries and information requests and complaints; centre hire options promotion; monitoring and reporting; ensuring care taking and security.

NB: Permanent Community Centre to be opened mid FEB 2026 – TBC.



Northstowe Town Council

Apr 2026 – Mar 2027

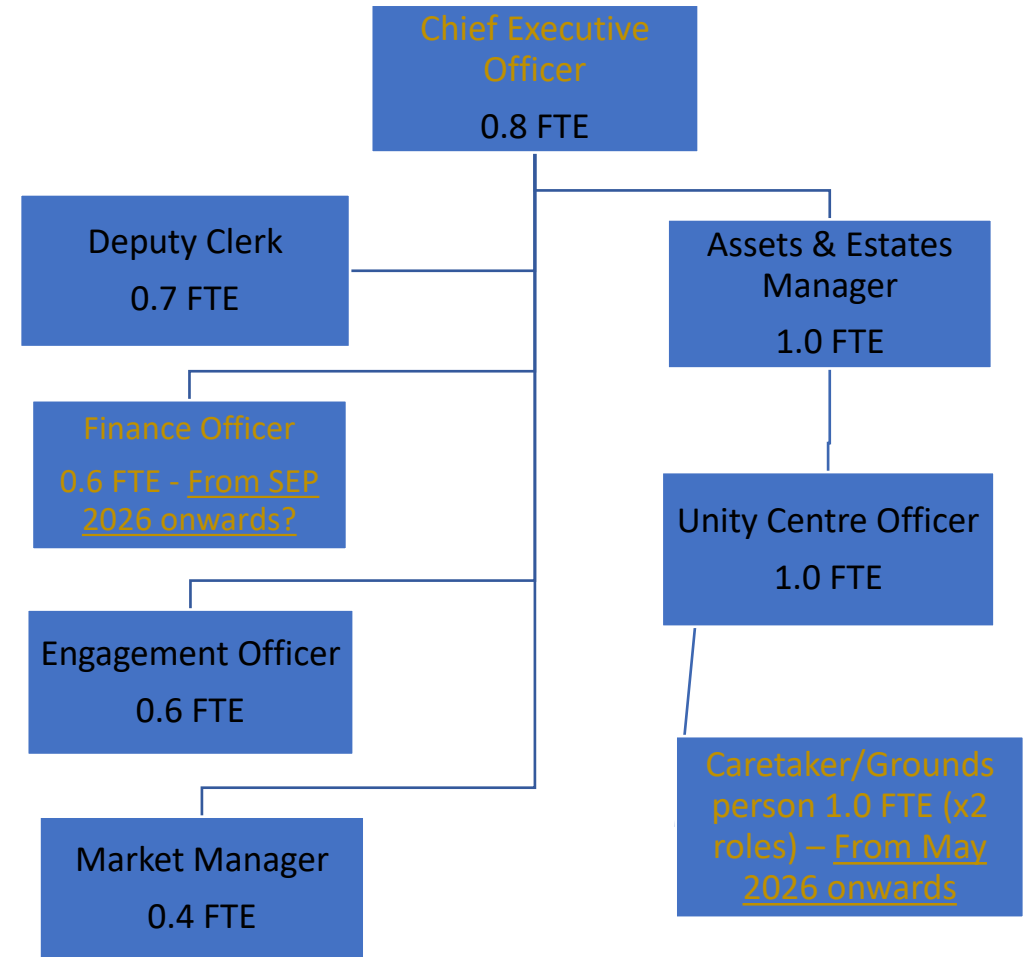
Total at end of year: 9 Members of staff; **6.3 FTE**

Proposals:

- **2 NEW ROLES: 2 (P/T) CARETAKER/GROUNDS PERSON** roles to be created, to support the start of taking on facilities.
- **NEW ROLE: FINANCE OFFICER P/T (0.6 FTE)**, dedicated role to support Clerk, Market Manager, Assets & Estates Manager and Unity Centre Officer with anticipated growth in financial tasks, linked to ongoing Asset Management uptake.
- **CHANGE TITLE Town Clerk & RFO job title to Chief Executive Officer**, reflecting the shift in staff management responsibilities.

NB: potential also for the Engagement Officer post to be extended to include further welcoming/front-of-house/bookings or other Unity Centre-related duties.

NB: further roles may also be needed for managing the Unity Centre, depending Council-decision-making and centre management model chosen – TBC.



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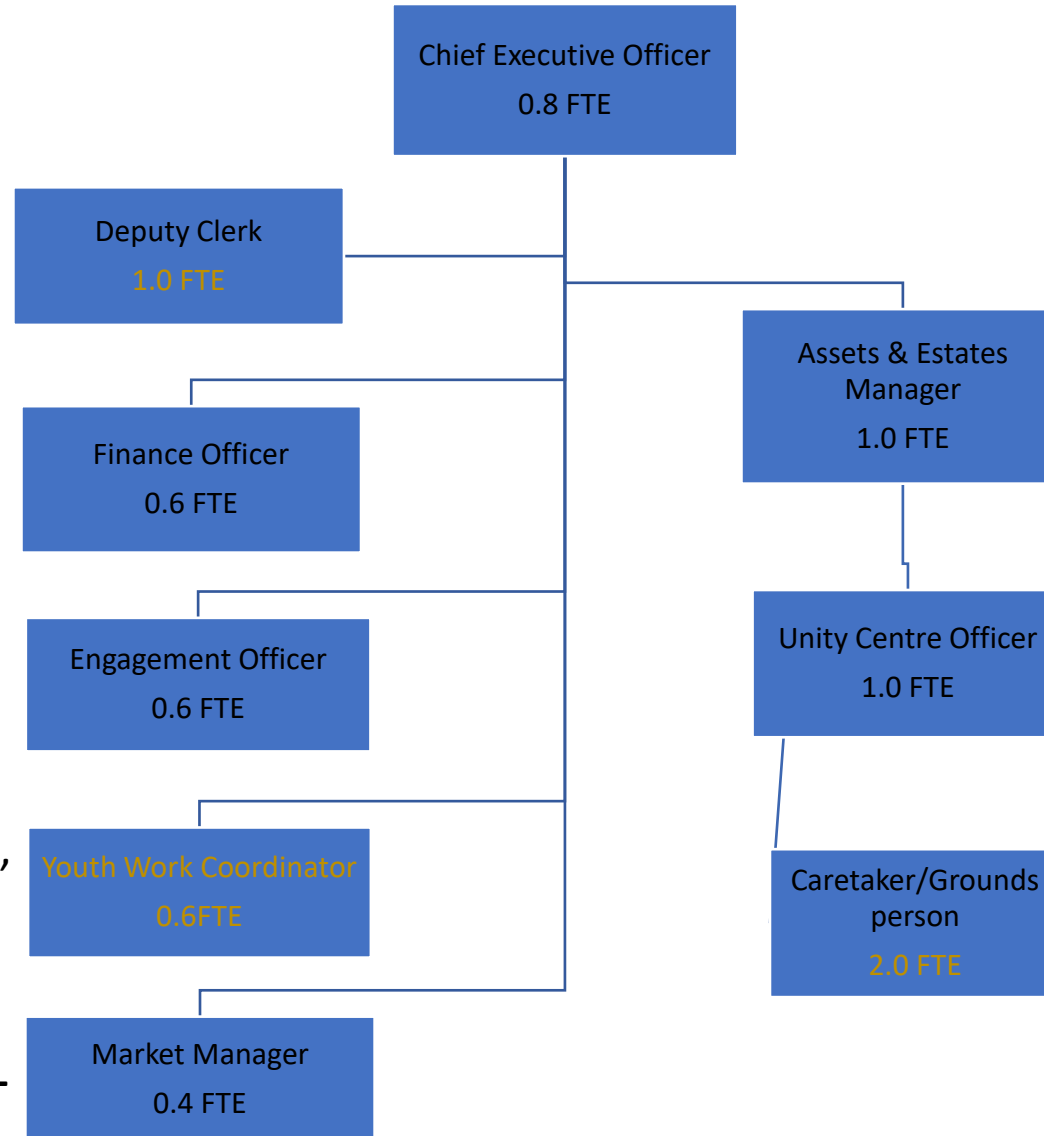
Apr 2027 – Mar 2028

Total at end of year: 11 Members of staff; **8.2 FTE**

Proposals:

- **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: Handover Pavilion Phase 1 potential option from Sep '26 onwards – TBC; potential for verge maintenance phase 1 take over – 2026 onwards - TBC; potential for open & green space management hand-over options phase 1 – '27 – TBC.



Northstowe Town Council

Apr 2028 – Mar 2029

Total at end of year: 12 Members of staff; **10.0 FTE**

Proposals:

- **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: Town Hub expected to be opened 2028, with potential for hire of permanent office for Town Council – TBC. Potential for stewardship of green and open spaces in phase 2: 2029 - TBC

