

To all members of the **Personnel Committee**, you are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below:

## **NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE**

**Tuesday 8<sup>th</sup> JULY 2025, 7:00 – 9:00 PM**

**The Cabin, Northstowe (1, The Green; Pathfinder Way; Northstowe CB24 1FD)**

Signed: *Mark Nokkert* *3<sup>rd</sup> July 2025*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) 077245 88949

We always welcome members of the public or press to any of our Council meetings.

If you wish to make use of our 'Public Participation' item, please request a speaking slot with the Clerk before the meeting [you may speak for up to 3 minutes in total, in relation to any item(s) on this agenda].

**MEMBERS:** 5: Cllr Hodgson (Chair); Cllr Benedicic; Cllr Delip; Cllr Littlemore; Cllr Susarla.

**QUORUM:** 3 Members.

### **A G E N D A**

#### **27/25-26/PER APOLOGIES** (*Standing Item*)

- 1) To record apologies for absence received prior to the meeting.

#### **28/25-26/PER ELECTION OF VICE-CHAIR OF THE COMMITTEE**

*Deferred at 14/25-26/PER (10<sup>th</sup> July 2025):*

- 1) To receive nominations for Vice-Chair of the Personnel Committee.
- 2) To elect the Vice-Chair of the Personnel Committee for the Civic Year 2025-2026.

#### **29/25-26/PER DECLARATIONS OF INTEREST** (*Standing Item*)

- 1) To declare any pecuniary or personal interest in any items on the agenda.
- 2) To declare any prejudicial interest in any items on the agenda and to inform the Chair if Councillors wish to speak on the matter during public participation.

#### **30/25-26/PER PUBLIC PARTICIPATION** (*Standing Item*)

To allow members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to business to be transacted at this meeting (for up to 15 minutes in total; maximum 3 minutes per person).

#### **31/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS** (*Standing Item*)

- 1) To approve the minutes of the meeting of the Personnel Committee held on 13<sup>th</sup> May 2025 as a true record of the meeting (draft minutes attached).
- 2) To approve the minutes of the meeting of the Personnel Committee held on 10<sup>th</sup> June 2025 as a true record of the meeting (draft minutes attached).

#### **32/25-26/PER UPDATE ON RECRUITMENT OF ASSETS AND ESTATES MANAGER**

*Further to 18/25-26/PER (10<sup>th</sup> June 2025):*

- 1) To receive an update on recruitment and interview processes to date and those planned.
- 2) To consider additional paid-for advertising for the Assets and Estates Manager position, via NALC (standard package at £100 +VAT/week).

#### **33/25-26/PER UNITY CENTRE MANAGEMENT – INTERIM STAFFING OPTIONS**

*Delegated from 71/25-26/FC (Full Council, 24<sup>th</sup> June 2025), to Personnel Committee:*

- 1) To consider options for temporary casual worker arrangements for Unity Centre management development work, until such time as an Asset and Estates Manager is in place (paper as previously presented to Full Council re-shared with Cllrs; additional paper added, for discussion purposes).
- 2) To recommend a temporary casual worker arrangement options to the Finance, Governance and Planning Committee and/or Full Council, as appropriate.

#### **34/25-26/PER OTHER STAFFING MATTERS**

- 1) To note the recent resignation notification from the Town Clerk & Responsible Financial Officer.
- 2) To decide to arrange an exit interview with the outgoing member of staff, and to appoint a Councillor to conduct the exit interview.
- 3) To approve a proposal for the Town Clerk's remaining annual leave and TOIL use (shared with Cllrs).
- 4) To discuss re-recruitment for a Town Clerk & Responsible Financial Officer, using the existing Job Description and Person Specification as a template (shared with Cllrs).

- 5) To allocate Councillors, to work with the clerk, to bring a proposal to the next suitable Full Council meeting for re-recruitment as soon as possible (timeline shared with Cllrs.).
- 6) To decide for the Chair of the Personnel Committee to *not* conduct an annual appraisal meeting for the Proper Officer/Town Clerk (as per Standing Order 19c), considering the change in staffing (see item 34/25-26/PER(1)).
- 7) To decide for the Chair of the Personnel Committee to conduct quarterly performance review meetings with the Deputy Clerk, in a scenario where – following the current Town Clerk having left employment – there is no direct replacement direct line management in place by the time the next quarterly meeting is due.

### **35/25-26/PER STAFF CONTRACT – NEW TEMPLATE**

*[Sub-item 1 deferred at 19/25-26/PER(3) (10<sup>th</sup> June Personnel Committee)]:*

- 1) To agree to update new staff contracts, using the latest NALC staff contract Template as a model or using the bespoke (draft) WorkNest draft contract as a template (documents shared with Cllrs.).
- 2) To receive a document, setting out the new NALC staff contract template against the contractual conditions as used to date for existing staff, together with additional report (documents shared with Cllrs.).
- 3) To recommend to Full Council for the new NALC template staff contract to be used for any new Town Council employees.
- 4) To discuss implications of potential for (future) switching to NALC Template contracts for existing members of staff.

### **36/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS** (Standing Item)

a) Full Council: Tue 22<sup>nd</sup> July 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

*[Final versions of motions & papers to be received by 12/07 at the latest].*

b) Personnel Committee: Tue 9<sup>th</sup> September 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

*[Final versions of motions & papers to be received by 29/08 at the latest].*

For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)