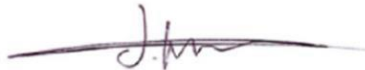


To all members of the **Personnel Committee**, you are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below:

**NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE**  
**Tuesday 9<sup>th</sup> SEPTEMBER 2025, 7:00 – 9:00 PM**  
**The Cabin, Northstowe (1, The Green; Pathfinder Way; Northstowe CB24 1FD)**

Yours sincerely,

  
**Jack Turner** BA. Hons. Cert.CiLCA.

**Locum Town Clerk and RFO.**

[Jack.turner@northstowetowncouncil.gov.uk](mailto:Jack.turner@northstowetowncouncil.gov.uk)

**Date of Service: Tuesday 2<sup>nd</sup> September 2025**

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:** 4: Cllr Hodgson (Chair); Cllr Benedicic; Cllr Littlemore (Deputy-Chair); Cllr Susarla.

**QUORUM:** 3 Members.

**A G E N D A**

**37/25-26/PER APOLOGIES** (*Standing Item*)

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

**38/25-26/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.

**39/25-26/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).

**40/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS** (*Standing Item*)

- 1) To receive draft minutes of the meeting of the Personnel Committee held on 8<sup>th</sup> July 2025 and to resolve to accept these as a true record of the meeting (draft minutes attached).

**41/25-26/PER UPDATE ON RECRUITMENT OF TOWN COUNCIL STAFF**

- 1) To receive an update on the recruitment of an Assets and Estates Manager.
- 2) To receive an update on the recruitment of a Town Clerk and Responsible Finance Officer.
- 3) To consider the process for the interviewing and recruitment of a Town Clerk and Responsible Finance Officer including a two stage interview process.
- 4) To elect an interview panel to conduct the interviews with the applicants for the role of Town Clerk and Responsible Finance Officer.

**42/25-26/PER OTHER STAFFING MATTERS**

- 1) To consider medium to long term staffing plans for Northstowe Town Council.
- 2) To note the NJC Local Government Pay Award for the 2025-2026 financial year, backdated to 1<sup>st</sup> April 2025.
- 3) To recommend the adoption of the Lone Working Risk Assessment to Full Council.
- 4) To consider the motion in relation to purchasing personal attack alarms for members of staff.
- 5) To consider the Annual Performance Review paperwork for the Deputy Clerk including the recommendation to increase the salary for the Officer by one spinal point.
- 6) To receive an update on training and development plans for Town Council staff.

**43/25-26/PER STAFF CONTRACT – NEW TEMPLATE**

- 1) To note the new contract template to be used by the Town Council for all new employees.

**44/25-26/PER BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR.**

- 1) To consider any budget items for recommendation to the Finance, Governance and Planning Committee

**45/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS** (Standing Item)

- a) Full Council: Tue 23<sup>rd</sup> September 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

*[Final versions of motions & papers to be received by 16/09 at the latest].*

- b) Personnel Committee: Tue 14<sup>th</sup> October 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

*[Final versions of motions & papers to be received by 07/10 at the latest].*

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