

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 14th October 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

Date of Service: Thursday 9th October 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: 5: Cllr Hodgson (Chair); Cllr Littlemore (Deputy-Chair); Cllr Susarla; Cllr Birr-Pixton; Cllr Cattaneo.

QUORUM: 3 Members.

A G E N D A

46/25-26/PER APOLOGIES (*Standing Item*)

- 1) To record apologies for absence received prior to the meeting.
- 2) To note the resignation of Cllr Benedicic from this committee.

47/25-26/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.

48/25-26/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).

49/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS (*Standing Item*)

- 1) To receive draft minutes of the meeting of the Personnel Committee held on 9th September 2025 and to resolve to accept these as a true record of the meeting (draft minutes attached).

50/25-26/PER UPDATE ON RECRUITMENT OF TOWN COUNCIL STAFF

- 1) To receive an update on the recruitment of a Town Clerk and Responsible Finance Officer.
- 2) To consider any applications received for the role of a Town Clerk and Responsible Finance Officer.
- 3) To elect an interview panel to conduct the interviews with the applicants for the role of Town Clerk and Responsible Finance Officer.
- 4) To consider updating the staff onboarding and offboarding checklists.

51/25-26/PER OTHER STAFFING MATTERS

- 1) To consider the proposal from the Local Government Association with regards to the future staffing structure of Northstowe Town Council.
- 2) To consider medium to long term staffing plans for Northstowe Town Council.
- 3) To consider an update in relation to Lone Working matters raised by staff.
- 4) To receive an update on training and development plans for Town Council staff.
- 5) To consider the quotation report for the outsourcing of the Town Council's Payroll.
- 6) To consider the quotation report from CloudyIT for the implementation of a new phone system.
- 7) To consider the performance review framework and agree any documents for adoption.
- 8) To consider the quotation report for assisting with the Lone Working Risk Assessment review.
- 9) To consider implementing a staff equipment cycle and procurement plan.

52/25-26/PER STAFF CONTRACT – NEW TEMPLATE

- 1) To consider delaying the implementation of the new contract template for existing members of staff.

53/25-26/PER BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR.

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

54/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS (Standing Item)

- a) Full Council: Tue 28th October 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 21/09 at the latest].

- b) Personnel Committee: Tue 11th November 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 04/11 at the latest].

For all NTC meetings, see www.northstowetowncouncil.gov.uk