

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 11th November 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 6th November 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: 6: Cllr Hodgson (Chair); Cllr Littlemore (Deputy-Chair); Cllr Susarla; Cllr Birr-Pixton; Cllr Cattaneo; Cllr Rashid.

QUORUM: 3 Members.

A G E N D A

55/25-26/PER APOLOGIES (*Standing Item*)

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

56/25-26/PER DECLARATIONS OF INTEREST (*Standing Item*)

- 1) To receive any Declarations of Interest in relation to items on the agenda and to approve any dispensations for that item.

57/25-26/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).

58/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS (*Standing Item*)

- 1) To receive draft minutes of the meeting of the Personnel Committee held on 14th October 2025 and to resolve to accept these as a true record of the meeting.

59/25-26/PER UPDATE ON RECRUITMENT OF TOWN COUNCIL STAFF

- 1) To consider the findings from the interview panel along with the Chair and Vice-Chair of the Council with respect to applicants for the role of Town Clerk and Responsible Finance Officer and agree to recommend any actions from this to Full Council.
- 2) To approve the contract of employment and associated terms and conditions for the role of Town Clerk and Responsible Finance Officer and agree to recommend this to Full Council.
- 3) To consider updating the staff onboarding and offboarding checklists.
- 4) To consider the draft job descriptions for the staffing at the Unity Centre and agree to progress these to the next stage, subject to the Local Government Associations staffing structure review.

60/25-26/PER OTHER STAFFING MATTERS

- 1) To receive an update on the Local Government Association staffing structure review.
- 2) To consider adopting a training schedule for all Northstowe Town Council employees.
- 3) To consider an update in relation to Lone Working matters raised by staff.
- 4) To note the performance review framework documents which have been updated and used as working documents.
- 5) To approve the Lone Working Risk assessment and recommend the adoption to Full Council.
- 6) To consider implementing a staff equipment cycle and procurement plan.

61/25-26/PER BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR.

- 1) To review the budget headings specific to this committee for recommendation to the Finance, Governance and Planning Committee:

- a) Nominal Code 1 – Town Clerk Salary.
- b) Nominal Code 3 – Employer Pension Contributions.
- c) Nominal Code 4 – Employer NIC Contributions.
- d) Nominal Code 5 – Employee Expenses.
- e) Nominal Code 6 – Payroll Services.
- f) Nominal Code 7 – Staff Training.
- g) Nominal Code 38 – Training Councillors.
- h) Nominal Code 44 – Deputy Clerk Salary.
- i) Nominal Code 51 – Assets and Estates Manager Salary.
- j) Nominal Code 73 – HR Support Services.
- k) Nominal Code 77 – Unity Centre Supervisor Salary.
- l) Nominal Code 78 – Unity Centre Staff Salary x5.
- m) Nominal Code 79 – Caretaker Salary x2.
- n) Nominal Code 80 – Pension Costs – Unity Centre.
- o) Nominal Code 81- PAYE and NIC – Unity Centre.

62/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS (Standing Item)

- a) Full Council: Tues 25th November 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 18/11 at the latest].

- b) Personnel Committee: Tue 2nd December 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 25/11 at the latest].

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