


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 9th December 2025, 8:00 – 10:00 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: Wednesday 3rd December 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

63/25-26/PER APOLOGIES (*Standing Item*)

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

64/25-26/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.

65/25-26/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).

66/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS (*Standing Item*)

- 1) To receive draft minutes of the meeting of the Personnel Committee held on 11th November 2025 and to resolve to accept these as a true and accurate record of the meeting.

67/25-26/PER UPDATE ON RECRUITMENT OF TOWN COUNCIL STAFF

- 1) To note an update on the recruitment of the Town Clerk and Responsible Finance Officer.

68/25-26/PER OTHER STAFFING MATTERS.

- 1) To consider implementing a staff equipment cycle and procurement plan.

69/25-26/PER BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR.

- 1) To review the budget headings specific to this committee for the 2026/2027 financial year:

- 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.

70/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS (Standing Item)

a) Full Council: Tues 16th December 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 11/12 at the latest].

b) Personnel Committee: Tue 13th January 2026, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 07/01 at the latest].

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

71/25-26/FC To resolve to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the sensitive and/or commercial nature of business to be discussed under the below items.

72/25-26/PER LOCAL GOVERNMENT ASSOCIATION STAFFING REVIEW

- 1) To receive a presentation from the Local Government Association in relation to the staffing review.
- 2) To consider any recommendations arising from this report and the next steps for these recommendations.