

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 13th January 2026 7:00 – 8:00 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.

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Date of Service: Tuesday 6th January 2026

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

73/25-26/PER APOLOGIES (*Standing Item*)

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

74/25-26/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.

75/25-26/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).

76/25-26/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.
- 2) To receive draft minutes of the inquorate session of the Personnel Committee held on 9th December 2025 and to resolve to accept these as a true and accurate record of the meeting.

77/25-26/PER UPDATE ON RECRUITMENT OF TOWN COUNCIL STAFF

- 1) To consider any applications received for the Unity Centre Supervisor Role and to agree any next steps for this recruitment process, including the approval of interview questions.
- 2) To consider any applications received for the Unity Centre Assistant Role and to agree any next steps for this recruitment process, including the approval of interview questions.
- 3) To consider any applications received for the Unity Centre Caretaker Role and to agree any next steps for this recruitment process, including the approval of interview questions.
- 4) To note that the interview panel for the Unity Centre Staff will consist of Cllr Birr-Pixton, Cllr Cattaneo, Cllr Demir and the Assets and Estates Manager as agreed at Full Council in December 2025.

78/25-26/PER OTHER STAFFING MATTERS.

- 1) To consider implementing a staff equipment cycle and procurement plan.
- 2) To note the phased staffing plan for the Unity Centre, which was adopted by Full Council on 16th December 2025.

79/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS (*Standing Item*)

- a) Full Council: Tues 27th January 2026, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[*Final versions of motions & papers to be received by 20/01 at the latest.*]

- b) Personnel Committee: Tue 10th February 2026, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 03/02 at the latest].
For all NTC meetings, see www.northstowetowncouncil.gov.uk

80/25-26/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.

81/25-26/PER STAFFING ABSENCE REVIEW

- 1) To receive an update on current staff absences.

82/25-26/PER LOCAL GOVERNMENT ASSOCIATION STAFFING REVIEW

- 1) To note the report of the Decision Making Accountability Report from the Local Government Association.
- 2) To create a robust implementation plan for 'Staffing Structure B' as deferred from Full Council.
- 3) To consider any recommendations arising from this report and the next steps for these recommendations.