

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 10th February 2026 7 PM
The Cabin, Northstowe (1, The Green; Pathfinder Way; Northstowe CB24 1FD)

Yours sincerely,

Carla Wilson

Carla Wilson.

Town Clerk and RFO.

townclerk@northstowetowncouncil.gov.uk

Date of Service: Thursday 5th February 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

88/25-26/PER APOLOGIES (*Standing Item*)

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

89/25-26/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.

90/25-26/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).

91/25-26/FC MINUTES OF PREVIOUS COMMITTEE MEETINGS (*Standing Item*)

- 1) To receive draft minutes of the meeting of the Personnel Committee held on 27th January 2026 and to resolve to accept these as a true and accurate record of the meeting.

93/25-26/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.

94/25-26/ STAFFING REVIEW

1. To note an update on the Town Council's staffing structure and steps that have been taken to implement this.
2. To consider delegating staffing decisions for Unity Centre Assistant & Caretaker roles to the Town Clerk, Assets & Estates Manager and the Centre Supervisor
3. To note an update on the post of the Deputy Town Clerk and any actions necessary associated with this role.

95/25-26/FC Clerk CiLCA Qualification

To consider granting the Clerk a dedicated study day to facilitate the completion of the CiLCA qualification at the earliest opportunity.

96/25-26/FC RFO Role

To consider amending the terms and conditions for the employment of the Town Clerk and Responsible Finance Officer subject to the end of the Town Clerks current probationary period on 1st April 2026.

97/25-26/FC Clerk Line Management

To consider the Personnel Committee assuming responsibility for the Clerk's line management, and to agree for this to be a standing item on future agendas.

98/25-26/FC Performance Management Framework

To receive an update on the Performance Management Framework for employee objectives, reviews, and training.

99/25-26/FC Terms of Reference

To consider making changes to the Terms of Reference