

**NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE**  
**MINUTES** of the meeting held on **8<sup>th</sup> July 2025** at The Cabin, Northstowe.

Members: 5 - Cllr Hodgson (Chair); Cllr Benedicic; Cllr Delip; Cllr Littlemore; Cllr Susarla.  
Quorum: 3 Members.  
Present: 3: Cllr Benedicic; Cllr Hodgson; Cllr Littlemore.  
Deputy Clerk.  
Members of the Public: none.  
Apologies: Cllr Delip; Cllr Susarla.  
Absent: N/A.

The meeting was started at 7:00 PM; Cllr. Hodgson took the Chair.

**27/25-26/PER APOLOGIES (Standing Item)**

- 1) *To record apologies for absence received prior to the meeting.*  
Apologies had been received, and accepted, from: Cllr Delip; Cllr Susarla.

**28/25-26/PER ELECTION OF VICE-CHAIR OF THE COMMITTEE**

*Deferred at 14/25-26/PER (10<sup>th</sup> July 2025):*

- 1) *To receive nominations for Vice-Chair of the Personnel Committee.*

Cllr Hodgson nominated Cllr Littlemore for the position. Cllr Littlemore accepted the position on the basis that if anyone else would come forward he would be happy to step down.

- 2) *To elect the Vice-Chair of the Personnel Committee for the Civic Year 2025-2026.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to elect Cllr Littlemore as Vice-Chair of the Personnel Committee for the Civic Year 2025-2026.**

**29/25-26/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.*

None were declared.

**30/25-26/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).*

No members of the public were present.

**31/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)**

- 1) *To approve the minutes of the meeting of the Personnel Committee held on 13<sup>th</sup> May 2025 as a true record of the meeting (draft minutes attached).*

It was proposed by Cllr Benedicic, seconded by Cllr Hodgson and **RESOLVED**, with 2 voting for and 1 abstention, **to approve the minutes of the meeting of the Personnel Committee held on 13<sup>th</sup> May 2025 as a true record of the meeting.**

- 2) *To approve the minutes of the meeting of the Personnel Committee held on 10<sup>th</sup> June 2025 as a true record of the meeting (draft minutes attached).*

It was proposed by Cllr Hodgson, seconded by Cllr Littlemore and **RESOLVED**, with 2 voting for and 1 abstention, **to approve the minutes of the meeting of the Personnel Committee held on 10<sup>th</sup> June 2025 as a true record of the meeting.**

**32/25-26/PER UPDATE ON RECRUITMENT OF ASSETS AND ESTATES MANAGER**

*Further to 18/25-26/PER (10<sup>th</sup> June 2025):*

- 1) *To receive an update on recruitment and interview processes to date and those planned.*

An update was given by the Deputy Clerk on how many applications had been received and an interim date for interviews and which members were on the interview panel.

- 2) *To consider additional paid-for advertising for the Assets and Estates Manager position, via NALC (standard package at £100 +VAT/week).*

Discussions took place about the current number and quality of applications received, and **it was agreed** that additional paid-for advertising would not be needed at this stage.

### 33/25-26/PER UNITY CENTRE MANAGEMENT – INTERIM STAFFING OPTIONS

Delegated from 71/25-26/FC (Full Council, 24<sup>th</sup> June 2025), to Personnel Committee:

- 1) To consider options for temporary casual worker arrangements for Unity Centre management development work, until such time as an Asset and Estates Manager is in place (paper as previously presented to Full Council re-shared with Cllrs; additional paper added, for discussion purposes).

Discussions took place about available options, and what considerations were needed.

- 2) To recommend a temporary casual worker arrangement options to the Finance, Governance and Planning Committee and/or Full Council, as appropriate.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, to **DEFER** making any recommendation on a temporary casual worker arrangement option, potentially to Full Council if needed or otherwise to the next Personnel Committee meeting.

### 34/25-26/PER OTHER STAFFING MATTERS

- 1) To note the recent resignation notification from the Town Clerk & Responsible Financial Officer.

Noted.

- 2) To decide to arrange an exit interview with the outgoing member of staff, and to appoint a Councillor to conduct the exit interview.

It was proposed by Cllr Hodgson, seconded by Cllr Littlemore and **RESOLVED**, unanimously, to appoint Cllr Hodgson, as Chair of the Committee, to conduct an exit interview with the outgoing member of staff.

- 3) To approve a proposal for the Town Clerk's remaining annual leave and TOIL use (shared with Cllrs.)

It was agreed to **DEFER** the approval to Full Council as a formality with the Personnel Committee recommending the approval of the requests made.

- 4) To discuss re-recruitment for a Town Clerk & Responsible Financial Officer, using the existing Job Description and Person Specification as a template (shared with Cllrs.).

Discussions took place about the Job Description and Person Specification for the role and how this may evolve. It was agreed that governing bodies are to be consulted and information to be gathered from other relevant sources.

- 5) To allocate Councillors, to work with the clerk, to bring a proposal to the next suitable Full Council meeting for re-recruitment as soon as possible (timeline shared with Cllrs.).

Cllr Hodgson, Cllr Benedicic and Cllr Littlemore expressed an interest in being involved in the re-recruitment of the Town Clerk and requested that communication is to go out to all Councillors who may be interested in also being involved; the **Deputy Clerk was tasked** to send this communication out.

- 6) To decide for the Chair of the Personnel Committee to not conduct an annual appraisal meeting for the Proper Officer/Town Clerk (as per Standing Order 19c), considering the change in staffing (see item 34/25-26/PER(1)).

A discussion took place around the Clerk's current appraisal and the current year's objectives. It was agreed that the Chair of the Personnel Committee would not conduct an appraisal but would lead on a review of the current objectives.

- 7) To decide for the Chair of the Personnel Committee to conduct quarterly performance review meetings with the Deputy Clerk, in a scenario where – following the current Town Clerk having left employment – there is no direct replacement direct line management in place by the time the next quarterly meeting is due.

It was proposed by Cllr Littlemore, seconded by Cllr Hodgson and **RESOLVED**, unanimously, to amend the motion to include the following additional wording: 'on behalf of the Personnel Committee'.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, to decide for the Chair of the Personnel Committee, on behalf of the Personnel Committee, to conduct quarterly performance review meetings with the Deputy Clerk, in a scenario where – following the Town Clerk having left employment – there is no direct line management in place by the time the next quarterly performance review meeting is due.

### 35/25-26/PER STAFF CONTRACT – NEW TEMPLATE

[Sub-item 1 deferred at 19/25-26/PER(3) (10<sup>th</sup> June Personnel Committee)]:

- 1) To agree to update new staff contracts, using the latest NALC staff contract Template as a model or using the bespoke (draft) WorkNest draft contract as a template (documents shared with Cllrs).

**There was consensus** that the new NALC Template would be more useful than the WorkNest contract option.

- 2) To receive a document, setting out the new NALC staff contract template against the contractual conditions as used to date for existing staff, together with additional report (documents shared with Cllrs.).

This was discussed in some detail.

- 3) To recommend to Full Council for the new NALC template staff contract to be used for any new Town Council employees.

This was discussed in some detail.

- 4) To discuss implications of potential for (future) switching to NALC Template contracts for existing members of staff.

This was discussed in some detail.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, to **DEFER** the item to Full Council with the new NALC template model wording options to be fixed, where possible.

**36/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS** (Standing Item)

a) *Full Council: Tue 22<sup>nd</sup> July 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.*

*[Final versions of motions & papers to be received by 12/07 at the latest].*

b) *Personnel Committee: Tue 9<sup>th</sup> September 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.*

*[Final versions of motions & papers to be received by 29/08 at the latest].*

*For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The Chair closed the meeting at 7:59 PM.

Signed.....

Chair of the Personnel Committee

Date.....

DRAFT