

NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE
MINUTES of the meeting held on **9th September 2025** at The Cabin, Northstowe.

Members: 4 - Cllr Hodgson (Chair); Cllr Benedicic; Cllr Littlemore.
Quorum: 3 Members.
Present: 3: Cllr Benedicic; Cllr Hodgson; Cllr Littlemore.
Locum Clerk and RFO
Cllr Birr-Pixton.
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.

37/25-26/PER APOLOGIES (Standing Item)

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

Apologies had been received, and accepted, from: Cllr Susarla.

38/25-26/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.

39/25-26/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.

40/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) To receive draft minutes of the meeting of the Personnel Committee held on 8th July 2025 and to resolve to accept these as a true record of the meeting.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record of the meeting.

41/25-26/PER UPDATE ON RECRUITMENT OF TOWN COUNCIL STAFF

1) To receive an update on the recruitment of an Assets and Estates Manager.

The Locum Clerk provided an update with the member of staff being in post for just less than a week.

2) To receive an update on the recruitment of a Town Clerk and Responsible Finance Officer.

The committee noted that the job advert had now been advertised on the Northstowe Town Council website, as well as with the Society of Local Council Clerks, National Association of Local Councils, and the local County Association.

3) To consider the process for the interviewing and recruitment of a Town Clerk and Responsible Finance Officer including a two-stage interview process.

The committee considered this at length. It was agreed to add this to the Full Council agenda requesting for Councillors to come forward and to be part of the interview panel. It was mooted that a two-stage interview process may not be necessary, depending on the scoring of individual applicants. It was agreed that the Chairman would circulate a email with him as point of contact for any questions.

4) To elect an interview panel to conduct the interviews with the applicants for the role of Town Clerk and Responsible Finance Officer.

This item was deferred.

42/25-26/PER OTHER STAFFING MATTERS

1) To consider medium to long term staffing plans for Northstowe Town Council.

It was agreed to look at this item at a future date.

2) To note the NJC Local Government Pay Award for the 2025-2026 financial year, backdated to 1st April 2025.

This item was noted with a 3.2% increase being applied to all scale points.

3) To recommend the adoption of the Lone Working Risk Assessment to Full Council.

RESOLVED: It was unanimously agreed to defer this item and ask an external body to undertake a review of the risk assessment to ensure it covers all of the necessary requirements that are needed for staff safety. The Clerk will obtain quotes for this.

4) To consider the motion in relation to purchasing personal attack alarms for members of staff.

This item was deferred. The Locum Clerk will speak to the staff members to ascertain if their current technology is suitable.

5) To consider the Annual Performance Review paperwork for the Deputy Clerk including the recommendation to increase the salary for the Officer by one spinal point.

The committee considered the documents at length.

RESOLVED: It was unanimously agreed to not approve the recommendation. The Locum Clerk will inform the member of staff.

6) To receive an update on training and development plans for Town Council staff.

The Council considered the singular training and development plan. It was agreed for the Locum Clerk to circulate performance review and evaluation documents to the committee for consideration at the next meeting.

43/25-26/PER STAFF CONTRACT – NEW TEMPLATE

1) To note the new contract template to be used by the Town Council for all employees.

This item was noted. The Locum Clerk will have a conversation with existing staff members around their current contracts.

44/25-26/PER BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR.

1) To consider any budget items for recommendation to the Finance, Governance and Policy Committee.

Considerations were given to budget items for staff and member training as well as an increase within the staffing budget.

45/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS (Standing Item)

a) Full Council: Tue 23rd September 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

b) Personnel Committee: Tue 14th October 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

The meeting was closed at 19:43.

Signed.....

Chair of the Personnel Committee

Date.....

