NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE

MINUTES of the meeting held on Tuesday **14th October 2025** at The Cabin, Northstowe

Members: 5
Quorum: 3 Members
Present: 3 Members: Cllr Hodgson (Chair); Cllr Littlemore (Deputy-Chair) and Cllr Birr-Pixton.
Locum Town Clerk.

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

46/25-26/PER APOLOGIES *(Standing Item)*

1) **To record apologies for absence received prior to the meeting.**
The committee noted apologies from Cllr Cattaneo and Cllr Susarla.

2) **To note the resignation of Cllr Benedicic from this committee.**
The committee noted this.

47/25-26/PER DECLARATIONS OF INTEREST *(Standing Item)*

1) **To declare any pecuniary or personal interest in any items on the agenda.**
None declared.

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 declared.

48/25-26/PER PUBLIC PARTICIPATION *(Standing Item)*

No questions received.

49/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS *(Standing Item)*

1) **To receive draft minutes of the meeting of the Personnel Committee held on 9th September 2025 and to resolve to accept these as a true record of the meeting (draft minutes attached).**
RESOLVED: It was agreed by a majority with one abstention to approve the minutes as a true and accurate record.

50/25-26/PER UPDATE ON RECRUITMENT OF TOWN COUNCIL STAFF

1) **To receive an update on the recruitment of a Town Clerk and Responsible Finance Officer.**
The committee noted that there had been three applications for the role.

2) **To consider any applications received for the role of a Town Clerk and Responsible Finance Officer.**
The committee considered all applications and deemed them suitable to invite to interview.

3) **To elect an interview panel to conduct the interviews with the applicants for the role of Town Clerk and Responsible Finance Officer.**
Cllrs Littlemore, Cattaneo, Rashid would form the formal interview panel. It was noted that an informal Teams interview would be facilitated by the Chairman and Deputy Chairman of the Town Council.

   It was agreed to hold the interviews in the week commencing 3rd November with one hour per interviewee allocated. The Locum Clerk will send around a poll to all members to see what time is best to invite the candidates to interview. The 5th November was the only date to avoid, at this present time.

4) **To consider updating the staff onboarding and offboarding checklists.**
RESOLVED: It was unanimously agreed to defer this item to be discussed via email. The Locum Clerk would circulate the current checklists to the committee and invite comments and feedback on the documents.

51/25-26/PER OTHER STAFFING MATTERS

1) **To consider the proposal from the Local Government Association with regards to the future staffing structure of Northstowe Town Council.**

The committee noted one quotation had been received as this was a specialist service and no other quotations had been received despite the Locum Clerk trying to gain three quotations.

The committee discussed this item and the benefits of the proposal for the Town Council.
RESOLVED: It was unanimously agreed to reccomend to Full Council that the quotation of £5000 be approved from the Local Government Association.

2) To consider medium to long term staffing plans for Northstowe Town Council.
This was covered by the previous agenda item.

3) To consider an update in relation to Lone Working matters raised by staff.
The Locum Clerk provided an update to members. The Locum Clerk was working with Worknest to see what they can offer the staff with regards to tools that they can use within the office.

4) To receive an update on training and development plans for Town Council staff.
It was noted that it would be beneficial for all staff to have proper detailed training and development plans specific for their roles which includes mandatory, essential and wish-list training in order to help the Council set their budget effectively for staff training. It was agreed to bring this item back to the January 2026 meeting for consideration.

5) To consider the quotation report for the outsourcing of the Town Council's Payroll.
The committee noted the report compiled by the Locum Clerk which outlined both quotations recieved plus the rationale for a third quotation not being received.
RESOLVED: It was unanimously agreed to approve the quotation from DCK Payroll Services for a monthly cost of £35 per month (up to 4 employees) and one off costs totalling £80.

6) To consider the quotation report from CloudyIT for the implementation of a new phone system.
The committee considered the quotation from the Town Council's current IT supplier.
RESOLVED: It was unanimously agreed to recommend to Full Council that this quotation is adopted, only when the Unity Centre Lease Agreement, is firmed up and agreed. The quote would need some fine tweaking with regards to hardware and porting existing numbers.

7) To consider the performance review framework and agree any documents for adoption.
The Council noted the report from the Locum Clerk regarding new performance review framework.
RESOLVED: It was unanimously agreed to implement the following recommendations:

I. *Annual Standard Review: To serve as the formal record for HR, pay, and contractual purposes.*
II. *Quarterly Review: To be implemented as light progress checks to ensure goal alignment and provide timely support and feedback.*
III. *Self-Evaluation: To be incorporated as a mandatory pre-review step for all staff before both the Annual and Quarterly discussions to promote ownership and reflection.*
IV. *Optional 360-Degree Review: To be reserved for senior leadership (Clerk, Managers) every 1–2 years to ensure broad, transparent feedback in key outward-facing roles.*

The Locum Clerk will create the documents and these will be retained on file.

8) To consider the quotation report for assisting with the Lone Working Risk Assessment review.
The Locum Clerk could not find a company willing to quote for this work. The Locum Clerk will use the SLCC template and the exsting risk assessment will be taken into account when completing the template.

9) To consider implementing a staff equipment cycle and procurement plan.
The committee considered this item. It was agreed for the Locum Clerk to review the asset register and add in a column for an anticipated date of replacement. This item will be revisited in January 2026.

52/25-26/PER STAFF CONTRACT – NEW TEMPLATE

1) To consider delaying the implementation of the new contract template for existing members of staff.
The committee noted the report from the Locum Clerk around a temporary change in terms and conditions for the Deputy Town Clerk.
RESOLVED: It was unanimously agreed to approve the temporary reduction in hours from 25.9 hours to 22.2 hours without a reduction in salary for a period of 3 months. The situation will then be further reviewed. It was

further unanimously agreed to delay the implementation of the new contract for a period of three months as it was not considered as an appropriate time for this to be carried out.

53/25-26/PER BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR.

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

The committee noted that good provisions would need to be made for staff and member training due to the upcoming elections. The Locum Clerk stated that the Council would need to make a provision for the staff costs for the Unity Centre for at least the first operational year as the Council need to demonstrate that there are funds available and sufficient to be able to staff the centre if the anticipated income doesn't hit the level that was expected. The Locum Clerk stated that the budget for 2026-2027 may lead to a sharp rise in the Precept due to the set up costs for the Unity Centre. A full budget analaysis will be presented to the Finance, Governance and Planning Committee on 21st October 2025.

54/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS (Standing Item)

a) Full Council: Tue 28th October 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 21/09 at the latest].

b) Personnel Committee: Tue 11th November 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 04/11 at the latest].

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The Chairman closed the meeting at 19:57.