

NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE

MINUTES of the meeting held on Tuesday 11th November 2025 at The Cabin, Northstowe

Members: 6
Quorum: 3 Members
Present: 5 Members: Cllr Hodgson (Chair); Cllr Littlemore (Deputy-Chair); Cllr Birr-Pixton, Cllr Rashid and Cllr Cataneo.
Locum Town Clerk.
Cllr Bros Sabria (19:07)
Huw Walters (Assets and Estates Manager) (19:07).

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

55/25-26/PER APOLOGIES (*Standing Item*)

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

There were no apologies received.

56/25-26/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.

There were no Declarations of Interest received.

57/25-26/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).

None received.

58/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS (*Standing Item*)

1) To receive draft minutes of the meeting of the Personnel Committee held on 14th October 2025 and to resolve to accept these as a true record of the meeting.

RESOLVED: It was agreed by a majority, with one abstention, to approve the minutes as a true and accurate record.

59/25-26/PER UPDATE ON RECRUITMENT OF TOWN COUNCIL STAFF

1) To consider the findings from the interview panel along with the Chair and Vice-Chair of the Council with respect to applicants for the role of Town Clerk and Responsible Finance Officer and agree to recommend any actions from this to Full Council.

The committee noted the report from the formal interview panel and the secondary report from the Chair and Vice-Chair of the Town Council. A lengthy discussion was had on the two candidates that had progressed to the second stage.

RESOLVED: It was agreed by a majority, with one abstention, to recommend both candidates to Full Council for further consideration.

2) To approve the contract of employment and associated terms and conditions for the role of Town Clerk and Responsible Finance Officer and agree to recommend this to Full Council.

RESOLVED: It was agreed by a majority, with one abstention, to approve the contract of employment for recommendation to Full Council. It was also agreed to create an appendix document that encompasses training and development needs that lead to an incremental pay rise within the current banding.

3) To consider updating the staff onboarding and offboarding checklists.

This item was deferred until the new Town Clerk starts.

4) To consider the draft job descriptions for the staffing at the Unity Centre and agree to progress these to the next stage, subject to the Local Government Associations staffing structure review.

RESOLVED: It was agreed by a majority, with one abstention, to approve the job descriptions for progressing to the next stage, within the Local Government Association's review.

60/25-26/PER OTHER STAFFING MATTERS

1) To receive an update on the Local Government Association staffing structure review.

The committee noted the report and that the final report with recommendations could be available in early December, subject to individual meetings. The committee noted that the report will take into account the current situation at the Town Council and how the Council may develop into future years.

2) To consider adopting a training schedule for all Northstowe Town Council employees.

It was noted that CiLCA should be classed as essential for both the Town Clerk and Deputy Town Clerk prior to Line Manager's rolling out this schedule, in line with individual job roles.

3) To consider an update in relation to Lone Working matters raised by staff.

No further update was given.

4) To note the performance review framework documents which have been updated and used as working documents.

The documents were noted.

5) To approve the Lone Working Risk assessment and recommend the adoption to Full Council.

RESOLVED: It was unanimously agreed to recommend the adopting of the policy to Full Council.

6) To consider implementing a staff equipment cycle and procurement plan.

This item was deferred to the next meeting.

61/25-26/PER BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR.

1) To review the budget headings specific to this committee for recommendation to the Finance, Governance and Planning Committee:

- a) Nominal Code 1 – Town Clerk Salary.
- b) Nominal Code 3 – Employer Pension Contributions.
- c) Nominal Code 4 – Employer NIC Contributions.
- d) Nominal Code 5 – Employee Expenses.
- e) Nominal Code 6 – Payroll Services.
- f) Nominal Code 7 - Staff Training.
- g) Nominal Code 38 – Training Councillors.
- h) Nominal Code 44 – Deputy Clerk Salary.
- i) Nominal Code 51 – Assets and Estates Manager Salary.
- j) Nominal Code 73 – HR Support Services.
- k) Nominal Code 77 – Unity Centre Supervisor Salary.
- l) Nominal Code 78 – Unity Centre Staff Salary x5.
- m) Nominal Code 79 – Caretaker Salary x2.
- n) Nominal Code 80 – Pension Costs – Unity Centre.
- o) Nominal Code 81- PAYE and NIC – Unity Centre.

Whilst no changes were made on individual cost centres, it was noted that the income from the Commercial Café and Hotdesking for year should be removed, in line with the latest Unity Centre business plan.

62/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS (Standing Item)

a) Full Council: Tues 25th November 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 18/11 at the latest].

b) Personnel Committee: Tue 2nd December 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 25/11 at the latest].

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This item was noted.

The meeting was closed by the Chairman at 7:42pm.

Signed.....

Chair of Personnel Committee.

Date.....