

# NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE

**MINUTES** of the meeting held on Tuesday 13<sup>th</sup> January 2026 at The Cabin, Northstowe

**Members:** 6  
**Quorum:** 3 Members  
**Present:** 4 Members: Cllr Hodgson (Chair); Cllr Littlemore (Deputy-Chair); Cllr Birr-Pixton and Cllr Rashid.  
Cllr Demir.  
Town Clerk and Locum Town Clerk.

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

## 73/25-26/PER APOLOGIES (*Standing Item*)

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

The Committee noted apologies

## 74/25-26/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.

None received.

## 75/25-26/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.

## 76/25-26/PER MINUTES OF PREVIOUS COMMITTEE MEETINGS (*Standing Item*)

- 1) To receive draft minutes of the meeting of the Personnel Committee held on 11<sup>th</sup> November 2025 and to resolve to accept these as a true and accurate record of the meeting.

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

- 2) To receive draft minutes of the inquorate session of the Personnel Committee held on 9<sup>th</sup> December 2025 and to resolve to accept these as a true and accurate record of the meeting.

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

## 77/25-26/PER UPDATE ON RECRUITMENT OF TOWN COUNCIL STAFF

The Locum Clerk provided an update on the good number of applications received to date. It was noted that should any of these roles have a high turnover it would be more preferable for the Officers to re-recruit without the need of coming back to the Personnel Committee. The Officers would come back with a proposal on this matter.

- 1) To consider any applications received for the Unity Centre Supervisor Role and to agree any next steps for this recruitment process, including the approval of interview questions.

**RESOLVED:** It was unanimously agreed to accept all the applications except for one application and to proceed to the interview stage.

- 2) To consider any applications received for the Unity Centre Assistant Role and to agree any next steps for this recruitment process, including the approval of interview questions.

**RESOLVED:** It was unanimously agreed to accept all the applications and to proceed to the interview stage.

- 3) To consider any applications received for the Unity Centre Caretaker Role and to agree any next steps for this recruitment process, including the approval of interview questions.

**RESOLVED:** It was unanimously agreed to accept all the applications and to proceed to the interview stage,

- 4) To note that the interview panel for the Unity Centre Staff will consist of Cllr Birr-Pixton, Cllr Cattaneo, Cllr Demir and the Assets and Estates Manager as agreed at Full Council in December 2025.

This was noted.

## 78/25-26/PER OTHER STAFFING MATTERS.

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

The Locum Clerk provided an update that himself and the Town Clerk will look at this, with reference to the asset register and will bring this back to the Full Council.

### 2) To note the phased staffing plan for the Unity Centre, which was adopted by Full Council on 16<sup>th</sup> December 2025.

The report was noted.

## 79/25-26/PER DATES OF NEXT SCHEDULED COUNCIL MEETINGS (Standing Item)

### a) Full Council: Tues 27<sup>th</sup> January 2026, 7-9 pm; The Cabin, Northstowe CB24 1FD.

*[Final versions of motions & papers to be received by 20/01 at the latest].*

### b) Personnel Committee: Tue 10<sup>th</sup> February 2026, 7-9 pm; The Cabin, Northstowe CB24 1FD.

*[Final versions of motions & papers to be received by 03/02 at the latest].*

This was noted.

## 80/25-26/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.

**RESOLVED:** It was unanimously agreed to exclude the press and the public from the below agenda items.

## 81/25-26/PER STAFFING ABSENCE REVIEW

### 1) To receive an update on current staff absences.

The Locum Clerk provided an update on the previous absence and this was noted.

## 82/25-26/PER LOCAL GOVERNMENT ASSOCIATION STAFFING REVIEW

### 1) To note the report of the Decision Making Accountability Report from the Local Government Association.

The report was noted.

### 2) To create a robust implementation plan for 'Staffing Structure B' as deferred from Full Council.

The committee considered the plan that was prepared in detail. There was a discussion had around on the certain permutations of areas of the preferred staffing structure and the way that the Town Council can be pro-active in this situation to meet the aspirations of the Council.

**RESOLVED:** It was unanimously agreed to approve the below recommendations:

1. *Approve the implementation plan for Staffing Structure Option B.*
2. *Authorise the Locum Town Clerk/Town Clerk to proceed with consultation and restructuring in line with WorkNest advice.*
3. *Oversee compliance and governance throughout the process.*
4. *Recommend to Full Council that Option B be implemented as the Council's permanent staffing structure in consultation with this plan.*

### 3) To consider any recommendations arising from this report and the next steps for these recommendations.

The Council considered the recommendations arising from this report. A question was asked on one of the new roles under the staffing structure and it was agreed that this could not be recruited for at this stage.

The meeting was closed by the Chairman at 7:41pm.

*Signed.....*

*Chair of Personnel Committee.*

*Date.....*