Nelson Town Council
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Assistant Town Clerk: Mr Nicholas Harbour
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14 October 2026

To members of the Personnel Committee

YOU ARE HEREBY SUMMONED TO ATTEND an extraordinary meeting of the Personnel Committee in the Pankhurst Room, Unity Well Being Centre, Vernon Street, Nelson
On Wednesday 21st October 2026 at 6.30pm

To request attendance please email info@nelsontowncouncil.gov.uk

N. Harbour
Mr Nicholas Harbour
Assistant Town Clerk to the Town Council

Committee Membership

Councillor Riaz Bashir
Councillor Sughra Bibi
Councillor M. Adeel Qamar
Councillor Mohammad Sakib
Councillor Ikram Ul-Haq
Chair or Vice Chair of Council (Ex-Officio)

Committee Terms of Reference contained within the Scheme of Delegation

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted

Public Participation

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
- Any member of the public shall not speak for more than five minutes.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

As the agenda items may concern staffing matters, some of the agenda items may be proposed to be held in a closed session and will exclude the public and the press under the Public Bodies (Admission to Meetings Act) 1960. That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw for reasons and matters appertaining to staff are of a confidential nature.

A G E N D A

1.	**Apologies for Absence** To receive and approve apologies for absence and reasons given to the Assistant Clerk prior to the meeting.
2.	**Declarations of Interests** To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest. Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.
3.	**Minutes** To approve the draft minutes of the Personnel committees meeting held on: • 14th September 2026 (Previously circulated)
4.	**Employment Matters** 4.1 Exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960. It is recommended that the Press and Public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information. 4.2 To discuss the next steps forward in relation to a number of employment matters.
5.	**Any items for discussion for a future agenda** To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.
6.	**Date of the Next Committee Meeting** To date of the next meeting is scheduled to take place on Wednesday 06th January 2027 in the Selina Cooper Hall, Unity Well Being Centre.