



## NELSON TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
01 February 2019

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**NOTICE IS HEREBY GIVEN THAT an EXTRAORDINARY meeting of the Personnel Committee will be held at the meeting room, Nelson Town Hall, Nelson, on Friday 8<sup>th</sup> February 2019 at 3.00pm**

A handwritten signature in black ink, appearing to read 'Zafar Ali'.

**Cllr Zafar Ali (Chairman)**

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### **Committee Membership**

Councillor Zafar Ali (Chair)

Councillor Sajid Ali

Councillor Sheila Wicks

Chair or Vice Chair of Council (Ex-Officio)

Councillor Nazeem Hayat (Vice-Chair)

Councillor Mohammad Aslam

**Committee Terms of Reference contained within the Scheme of Delegation**

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### **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.

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### **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.

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# AGENDA

**1. Apologies for Absence**

To receive and approve apologies for absence and reasons given to the 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. Adjournment for Public Participation**

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.

**4. Minutes**

To approve the draft minutes of the Personnel committee meeting held on the 17 December 2018 and the reconvened meeting held on the 20<sup>th</sup> December 2018 including receipt of confidential notes

**5. Employment Matters**

5.1 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.

5.2 To receive an update on a confidential employment matter and to consider any further steps that may be required

5.3 To receive an update on the recent appraisal carried out for the Catering Co-Ordinator

5.4 To consider the recommendation from the Unity Wellbeing Management committee meeting held on the 23<sup>rd</sup> January 2019

Minute Reference

Proposed by Non-Councillor Azhar Ali and Seconded by Councillor Zafar Ali, and

**RECOMMENDED:** 1) That the Council's HR consultants are instructed to carry out a job review for the Catering Co-Ordinator post which entails a discussion with the post holder; 2) That any recommendations from the job review relating to salary schemes are reported back to the Unity Management Committee for consideration (Clerk is to inform post holder that a job evaluation has been agreed by the UWB Management Committee; 3) Any pay rises relating to the job evaluation are to be back-dated from October 2018

5.5 To receive a report on a recent complaint received

**6. Recruitment**

To carry out a shortlisting exercise for the Assistant Clerk, Catering Assistant and Handyman/woman posts. It is recommended that interviews are held in the next two weeks.

- Assistant Clerk 22 applications
- Catering Assistant 06 applications
- Handyman/Woman 06 applications

**7. Any items for discussion for a future agenda**

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

**8. Date of the Next Committee Meeting**

8.1. To agree a date for an additional committee meeting (if required)

8.2 To note the date of the next committee meeting scheduled for Wednesday 20 March 2018 at 6.30pm, Unity Wellbeing Centre