



Nelson
Town Council

Nelson Town Council
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12 September 2019

To members of the Personnel Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Personnel Committee** to be held at the Hardy Meeting Room, Unity Wellbeing Centre, Nelson, on **Wednesday 18th September at 7.00pm.**

S. Kauser

Ms Safia Kauser
Town Clerk to the Town Council

Committee Membership

Councillor Zafar Ali (Chair)
Councillor M Kamran Latif
Councillor Sheila Wicks

Councillor Nazeem Hayat (Vice-Chair)
Councillor Mashuq Hussain OBE

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.

AGENDA

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 3.1 To approve the draft minutes of the Personnel committee meeting held on the 26 th June 2019. (Previously circulated) 3.2 To approve the draft minutes of the Extraordinary Personnel committee meeting held on the 04 th September 2019. (Previously circulated)
4.	Employee Appraisals To consider the draft Employee Appraisal Policy and recommend to full Council for approval. (Documentation enclosed) Note: The appraisal documentation has been provided by Peninsula Business Services Ltd
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 approve the employee contracts updated by Peninsula. The contracts have been updated to ensure they are consistent with the green book terms and conditions. All contracts are to be re-issued to employees following committee approval. (Copies enclosed) 5.3 To note the termination of the NEST pension scheme effective from 30 September 2019 and the effective date of the Local Government Pension Scheme from 01 October 2019 to coincide with the transfer of the new payroll provider. 5.4 To receive a report from the Clerk on the outcome of the six-month probationary review meeting carried out for the Assistant Clerk and to consider any actions arising from the review. The committee is requested to formally resolve the confirmation of a successful probationary review period and to confirm the appointment.
6.	Facilities Caretaker Recruitment 6.1 To note the resignation of the Facilities Caretaker weekend post and the termination interview carried out on 02 August 2019. (Copies previously circulated) 6.2 To receive an update on the interim weekend caretaking arrangements and to consider and agree a recruitment timetable for the vacant position.

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 To note the date of the next committee meeting scheduled to take place on Wednesday 22 nd January 2020 at 6.30pm, Unity Wellbeing Centre.