



# Nelson Town Council

Nelson Town Council  
Town Hall  
Market Street  
Nelson  
Lancashire BB9 7LG

Tel: 01282 697079

Email: [info@nelsontowncouncil.gov.uk](mailto:info@nelsontowncouncil.gov.uk)  
Website: [www.nelsontowncouncil.gov.uk](http://www.nelsontowncouncil.gov.uk)

Assistant Town Clerk: Mr Nicholas Harbour  
Email: [nick.harbour@nelsontowncouncil.gov.uk](mailto:nick.harbour@nelsontowncouncil.gov.uk)  
16 September 2020

## To members of the Personnel Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the Personnel Committee to be held via video conference on **Wednesday 23rd September** at 7.00pm.

Members of the public wishing to attend the meeting should be in touch with the Assistant Town Clerk via email before 16:00 on the day of the meeting to allow a chance for the code to access the meeting be distributed. The meeting will be held through the app 'Zoom' ( <https://zoom.us/signup>) and will need to be downloaded in advance of the meeting.

To request attendance please email [info@nelsontowncouncil.gov.uk](mailto:info@nelsontowncouncil.gov.uk)

*N. Harbour*

Mr Nicholas Harbour  
Assistant Town Clerk to the Town Council

## Committee Membership

Councillor Zafar Ali (Chair)

Councillor M Kamran Latif

Councillor Sheila Wicks

Chair or Vice Chair of Council (Ex-Officio)

Councillor Nazeem Hayat (Vice-Chair)

Councillor Mashuq Hussain OBE

**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**

<b>1.</b>	<b>Apologies for Absence</b> To receive and approve apologies for absence and reasons given to the Assistant Clerk prior to the meeting.
<b>2.</b>	<b>Declarations of Interests</b> 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.
<b>3.</b>	<b>Minutes</b> To approve the draft minutes of the Extraordinary Personnel committees meeting held on:  <ul style="list-style-type: none"><li>• 22nd July 2020</li></ul> <p style="text-align: right;">(Previously circulated)</p>
<b>4.</b>	<b>Employment Matters</b> 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.  <ul style="list-style-type: none"><li>• 4.2a Town Clerk</li><li>• 4.2b Assistant Town Clerk</li></ul>
<b>5.</b>	<b>Any items for discussion for a future agenda</b> To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.
<b>6.</b>	<b>Date of the Next Committee Meeting</b> To note the date of the next committee meeting scheduled to take place on Wednesday 27th January 2020 at 7.00pm, Unity Wellbeing Centre.

