



NELSON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Personnel Committee** which will be held at the Selina Cooper Hall, Unity Wellbeing Centre, Nelson, on **Wednesday 11th July 2018 at 6.30pm**

S. Gauder

Town Clerk

Committee Membership

Councillor Zafar Ali
Councillor Sajid Ali
Councillor Sheila Wicks

Chair or Vice Chair of Council (Ex-Officio)

Councillor Mohammad Aslam
Councillor Nazeem Hayat

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. Election of Committee Chairman

To elect a committee chair for the ensuing year

2. Election of Committee Vice-Chairman

To elect a committee vice-chair for the ensuing year

3. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

4. 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.

5. 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.

6. Minutes

To approve the draft minutes of the Personnel committee meeting held on the 27 March 2018

7. Employment Matters

7.1 Exclusion of the Press and Public. 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 as defined in Schedule 12 of the Local Government Act 1972.

7.2 To consider outstanding issues relating to members of staff and contracts (report enclosed)

7.3 To receive a report from the Town Clerk on the six-month probationary review carried out for the Catering Co-Ordinator and the Town Clerk's apprentice

8. Handyman Contract Review

To review the current contract arrangements in place for the Handyman and to consider the request for a change in hourly rates (report enclosed)

9. Facilities Caretaker Recruitment

9.1 To consider the recommendation brought forward from the Unity Well Being Management Committee meeting held on 20 June 2018

Minute reference 2018/019.3

Proposed by Councillor Barrett, and Seconded by Councillor Ahmad, and

RECOMMENDED: That the Personnel committee considers the recruitment of (x2) Facilities Caretaker posts. One post to be advertised for 20 hours a week Monday to Friday. The other for Saturday to Sunday for 6 hours.

9.2 To approve the job description and job specification enclosed

9.3 To delegate the task of advertising the vacancies to the Town Clerk. It is recommended that the post is advertised for four weeks

9.4 To agree an interview panel, interview structure and a date, time and venue for the interviews to be held for the post of Facilities Caretaker. It is recommended that Liberata are commissioned to assist with the interviews and post-interview process including drawing up a formal contract of employment and carrying out pre-employment health checks for the successful candidates.

10. Any items for discussion for a future agenda

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

11. Date of the Next Committee Meeting

11.1 To consider holding an additional ordinary committee meeting (if required)

11.2 To note the date of the next committee meeting scheduled for Wednesday 24 October 2018 at 7.00pm, Unity Wellbeing Centre