



NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
14 March 2019

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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 20th March 2019 at 6.30pm**

S. Kauser
Town Clerk

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

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 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 8th February 2019 including the 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 from the disciplinary sub-committee on a confidential employment matter and to consider any further actions required

5.3 To consider the confidential staffing report from the Town Clerk. A copy of the pay awards for local government employees 2018/19 and the National Award 2019/20 for Clerks is enclosed.

5.4 To receive employment advice in relation to a complaint raised

6. Job Evaluation

6.1 To consider the job evaluation report carried out for the post of Catering Co-Ordinator (enclosed)

6.2 To consider a formal job evaluation to be carried out by the Society of Local Council Clerks for the post of Town Clerk/RFO (paperwork previously circulated)

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 is to be confirmed.