



## NELSON TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
23 November 2018

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**YOU ARE HEREBY SUMMONED TO ATTEND** an **ADDITIONAL** meeting of the **Personnel Committee** which will be held at the Selina Cooper Hall, Unity Wellbeing Centre, Nelson, on **Wednesday 28<sup>th</sup> November 2018 at 6.00pm**

*S. Kauser*  
Town Clerk

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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 24 October 2018 (previously circulated)

**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 a report from the Chairman on the outcome of the six-month probationary review meeting carried out for the Town Clerk and to consider any actions arising from the review

**6. Catering Assistant Recruitment**

6.1 To note the resignation of the Catering Assistant and the exit interview carried out by the Town Clerk

6.2 To approve the job description, job specification, hours of work and hourly rate for the post (to be tabled)

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

**7. Budget 2019/20**

To draft and submit staffing budgets in respect of revenue and capital income and expenditure for the following year (financial reports to be tabled)

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

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

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

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