



## NELSON TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
22 May 2019

Town Hall, Market Street  
Nelson, BB9 7LG  
Tel: 01282 697079 Mob:07735 350735  
Email: [info@nelsontowncouncil.gov.uk](mailto:info@nelsontowncouncil.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Personnel Committee** which will be held at the Pankhurst Meeting Room, Unity Wellbeing Centre, Nelson, on **Wednesday 29<sup>th</sup> May at 7.00pm** or **Upon the Rise of the Finance and General Purposes committee meeting**

*S. Kauser*  
Town Clerk

---

### **Committee Membership**

Councillor Zafar Ali  
Councillor M Kamran Latif  
Councillor Sheila Wicks  
Chair or Vice Chair of Council (Ex-Officio)

Councillor Nazeem Hayat  
Councillor Mashuq Hussain  
x3 Vacancies

**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.

Note: No resolutions can be under public participation.

6. **Minutes**  
To approve the draft minutes of the Personnel committee meeting held on the 24<sup>TH</sup> April 2019 and the confidential notes therein (previously circulated)

Note: The accuracy of draft minutes or any amendments made to them are confirmed by a resolution at the following meeting's minutes and are signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

7. **Revive Café**
  - 7.1 To receive an update on the Catering Assistant interviews held on the 16<sup>th</sup> May 2019
  - 7.2 To confirm the interim arrangements to cover the Catering Co-Ordinators annual leave from the 17<sup>th</sup> June 2019

8. **Handyman Contract**  
To consider a review of the Handyman Contract – Town Clerk to report on this item

9. **Employment Matters**
  - 9.1 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 items set out in agenda item number nine on the grounds that it involves the likely disclosure of exempt information.

9.2 To receive an update from Councillor Ali on the discussions held with the Catering Co-Ordinator relating to the resignation

9.3 To receive an update from the disciplinary sub-committee on a confidential employment matter and to consider any further actions required

9.4 To receive a report from the Town Clerk on the six-month probationary reviews carried out for the Facility Caretakers

9.5 To receive a declaration relating to an employment contract

9.6 To appoint a grievance sub-committee comprising of no less than three members to consider a grievance matter in accordance with the Council's Grievance Policy

Note: The sub-committee is required to appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

**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 agree a date for an additional committee meeting (if required)

11.2 To note the date of the next committee meeting scheduled for Wednesday 16<sup>th</sup> September 2019 at 7.00pm, Unity Wellbeing Centre