



# Nelson Town Council

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

**Tel: 01282 697079**

**Email:** info@nelsontowncouncil.gov.uk  
**Website:** www.nelsontowncouncil.gov.uk

**Town Clerk: Ms Safia Kauser**  
**Email: townclerk@nelsontowncouncil.gov.uk**  
**30 August 2019**

## To members of the Personnel Committee

**NOTICE IS HEREBY GIVEN THAT an EXTRAORDINARY meeting** of the **Personnel Committee** is to be held at the Pankhurst Meeting Room, Unity Wellbeing Centre, Nelson, on Wednesday **04<sup>th</sup> September** at 6.00pm.

**Councillor Zafar Ali**  
**Chairman of the Personnel Committee**

### 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 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>4.</b>	<b>Extraordinary Items of Business</b> 4.1 Draft minutes of the sub-committee.  4.2 Selection of Sub-committee to deal with grievance.  4.3 Update on assistant chef coordinator and noting of timetable.  4.4 Update on handyman.
<b>5.</b>	<b>Date of the Next Committee Meeting</b> To note the date of the next committee meeting scheduled to take place on Wednesday 16 <sup>h</sup> September at 6.30pm, Unity Wellbeing Centre.