



**Minutes of a meeting of the Personnel Committee held on Wednesday 23rd  
September 2020 via Zoom**

**Commenced: 7.00pm - Concluded: 7.30pm**

**Councillors Present:** Zafar Ali [Chair], Nazeem Hayat, Mohammad Kamran Latif and Sheila Wicks

**Absent Councillors:** Mashuq Hussain

**Non-Councillor (without voting rights):** None permitted

**Observing Councillors (not a member of the committee):** None permitted

**Officers:** Nick Harbour – Assistant Town Clerk [minute taker]

**Members of the Public:** None

2020/007 (P)	<p><b><u>APOLOGIES FOR ABSENCE</u></b> To receive and approve apologies for absence and reasons given to the Assistant Clerk prior to the meeting.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and <b>RESOLVED:</b> That the apologies received from Councillor Mashuq Hussain are approved and accepted.</p>
2020/008 (P)	<p><b><u>DECLARATIONS OF INTERESTS</u></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.</p> <p>None declared.</p>
2020/009 (P)	<p><b><u>MINUTES</u></b> To approve the draft minutes of the Extraordinary Personnel committees meeting held on:</p> <ul style="list-style-type: none"><li>• 22<sup>nd</sup> July 2020</li></ul> <p>Proposed by Councillor Latif and Seconded by Councillor Hayat, and <b>RESOLVED:</b> That the draft minutes of the Personnel committee meeting on 22<sup>nd</sup> July 2020 be confirmed as a true record and be signed by the Chair.</p>
2020/010 (P)	<p><b><u>EMPLOYMENT MATTER</u></b> <b>2020/010.1 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</b></p>

	<p><b>involves the likely disclosure of exempt information.</b></p> <p>Proposed by Councillor Latif and Seconded by Councillor Hayat, and  <b>RESOLVED:</b> That no Press or Public be permitted to attend the meeting. Only the Members of the Personnel committee are to participate in the meeting, with the Assistant Town Clerk in attendance as minute taker.</p> <p><b>2020/010.2 To discuss the next steps forward in relation to a number of employment matters.</b></p> <ul style="list-style-type: none"> <li>• <b>4.2a Town Clerk</b></li> <li>• <b>4.2b Assistant Town Clerk</b></li> </ul> <p><b>REDACTED</b></p>
2020/011 (P)	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b></p> <p>To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>None.</p>
2020/012 (P)	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b></p> <p>To note the date of the next committee meeting scheduled to take place on Wednesday 27th January 2020 at 7.00pm, Unity Wellbeing Centre.</p> <p>There being no further business, the meeting was closed by the Chair at 7.30pm.</p>