



**Minutes of a meeting of the Personnel Committee held on Wednesday 07th  
April 2021 via Zoom**

**Commenced: 7.00pm - Concluded: 7.15pm**

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

**Absent Councillors:** None

**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

2020/019 (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>No apologies were received for the meeting.</p>
2020/020 (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>
2020/021 (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>• 27th January 2021</li></ul> <p>Proposed by Councillor Wicks and Seconded by Councillor Hussain, and <b>RESOLVED:</b> That the draft minutes of the Personnel committee meeting on 27th January 2021 be confirmed as a true record and be signed by the Chair.</p>
2020/022 (P)	<p><b><u>EMPLOYMENT MATTER</u></b> <b>2020/022.1 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.</b></p>

	<p>Proposed by Councillor Hussain and Seconded by Councillor Wicks, 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>2020/022.2 To discuss the next steps forward in relation to a number of employment matters.</b></p> <p><b>REDACTED.</b></p>
2020/023 (P)	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b>  To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>None.</p>
2020/024 (P)	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b>  To note the date of the next committee meeting scheduled to take place on Wednesday 21st July 2021 at 7.00pm, Unity Wellbeing Centre.</p> <p>There being no further business, the meeting was closed by the Chair at 7.15pm.</p>