



**Minutes of a meeting of the Personnel Committee held on Wednesday 21st
October 2026 at the Unity Well Being Centre, Vernon Street, Nelson,
Lancashire**

Commenced: 6.30pm - Concluded: 7.00pm

Councillors Present: Riaz Bashir, Sughra Bibi and M. Adeel Qamar

Absent Councillors: Mohammad Sakib and Ikram Ul-Haq

Non-Councillor (without voting rights): None

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

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

Members of the Public: None

2026/021
(P)

APOLOGIES FOR ABSENCE

To receive and approve apologies for absence and reasons given to the Assistant Clerk prior to the meeting.

None received.

2026/022
(P)

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.

None declared.

2026/023
(P)

MINUTES

To approve the draft minutes of the Personnel committees meeting held on:

- 14th September 2026

(Previously circulated)

Proposed by Councillor Bibi and Seconded by Councillor Qamar and

RESOLVED: That the draft minutes of the Personnel committee meeting outlined above be confirmed as a true record and be signed by the Chair.

2026/024
(P)

EMPLOYMENT MATTERS

2026/024.1 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.

Proposed by Councillor Bibi and Seconded by Councillor Qamar, and

RESOLVED: 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.

2026/024.2 To discuss the next steps forward in relation to a number of employment matters.

Vacancy Update

The Assistant Town Clerk updated those present that after the interview that took place earlier in the month with Daniel Guise, he had been offered the position of Town Clerk/ Responsible Finance Officer and had accepted the role.

The Assistant Town Clerk had written to Peninsula to seek guidance in preparing a contract for Daniel to sign and had brought a copy of it for Members to review before it is presented to the successful candidate.

The draft had been approved as acceptable to offer the candidate by Peninsula and all legal references that needed to be stated had been.

The Assistant Town Clerk ran through the areas that he felt were most significant in the contract, including a reference to the Council expecting Daniel to complete the CiLCA qualification as soon as possible and that the Personnel committee should be kept up to date with his progress.

Proposed by Councillor Bashir and Seconded by Councillor Qamar, and

RESOLVED: That the draft contract as presented at the meeting is approved to be issued to Daniel Guise.

Potential honorarium for Assistant Town Clerk

At the previous meeting of this committee, it had been proposed to award the Assistant Town Clerk an honorarium for taking on the role of Acting Town Clerk for the last six years. Members were not against the proposal but felt it would be appropriate to first seek advice as to whether this was allowed to be done.

The Assistant Town Clerk had been in touch with the NALC secretary who had confirmed in writing that this would be allowed to be done, but the payment would have to be made through payroll and not a cheque that was payable directly as any pay award would be subject to tax.

The Assistant Town Clerk left the meeting whilst Members considered the honorarium and called him back in once they had reached a decision.

Proposed by Councillor Bashir and Seconded by Councillor Qamar, and

RESOLVED: That the Assistant Town Clerk is awarded a £2,000 honorarium for his efforts in managing the Council alone over the last six years.

The Assistant Town Clerk thanked Members for their recognition of his role over the last few years.

New pay point for Assistant Town Clerk

	The Assistant Town Clerk highlighted to Members that given he will be moving back to his original assistant position, he would need to move back to the Assistant Town Clerk pay bracket (which is between SCP13 – 23) and that Members would need to authorise which pay point he would commence on once the new Town Clerk starts his role (01st December 2026). According to the Council policy (and most other employers), employees are to be moved on a pay point every year they have worked for the organisation. Given the Assistant Town Clerk started his role with Nelson Town Council in March 2019 at SCP13, Members took into consideration that the Assistant Town Clerk, who had he remained on that pay bracket, would now have reached SCP20 and this is where he should be placed on the pay scale from 01st December 2026. The Assistant Town Clerk agreed that this was a fair way of moving him back down to the relevant pay bracket for the role he would be moving back into. Proposed by Councillor Bahir and Seconded by Councillor Qamar, and RESOLVED: That the Assistant Town Clerk is moved back to SCP20 as of 01st December 2026 once the new Town Clerk/ Responsible Finance Officer is appointed and in post.
2026/025 (P)	<u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting. None.
2026/026 (P)	<u>DATE OF THE NEXT COMMITTEE MEETING</u> To date of the next meeting is scheduled to take place on Wednesday 06th January 2027 in the Selina Cooper Hall, Unity Well Being Centre. Members noted the date of the next meeting. There being no further business, the meeting was closed by the Chair at 7.00pm.