



Minutes of a meeting of the Personnel Committee held on Wednesday 12th August 2026 at the Unity Well Being Centre, Vernon Street, Nelson, Lancashire

Commenced: 6.30pm - Concluded: 7.00pm

Councillors Present: Riaz Bashir, Sughra Bibi, Mohammad Sakib and Ikram Ul-Haq

Absent Councillors: M. Adeel Qamar

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

2026/009
(P)

APOLOGIES FOR ABSENCE

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

Proposed by Councillor Ul-Haq and Seconded by Councillor Sakib and

RESOLVED: That the apologies received from Councillor Mohammad Adeel Qamar are approved and accepted.

2026/010
(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.

2026/011
(P)

MINUTES

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

- 10th June 2026

(Previously circulated)

Proposed by Councillor Ul-Haq and Seconded by Councillor Sakib 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.

2026/012

EMPLOYMENT MATTERS

(P)	2026/012.1 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 UI-Haq and Seconded by Councillor Riaz, 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. 2026/012.2 To discuss the next steps forward in relation to a number of employment matters. <u>Vacancy Update</u> As was resolved at the previous meeting of the Personnel committee, the Assistant Town Clerk had contacted the Local Council Consultancy for costings and advertisement for the Town Clerk/ Responsible Finance Officer role. The Assistant Town Clerk notified those present that he had done this and completed the form stating the roles and responsibilities of the post, hours needed etc. This would then be circulated to locum clerks by the Local Council Consultancy and then if anyone was interested in the position, costings would be set based on each individual who had come forward. Unfortunately, nobody had expressed an interest in the locum position made available in the seven weeks between the previous Personnel meeting and this one. The Assistant Town Clerk did update members however that an application had been received for the permanent post from what in their application appeared to meet all of the essential criteria and he suggested it would be worth while interviewing the potential candidate. He did point out though that the candidate had missed the original deadline for applications and that's why at the last meeting it was resolved to once again search for a locum. Given there has not yet been any interest from the locum clerks, Members thought it would be worthwhile re-advertising the vacancy so that the potential candidate could re-apply within the timeframe of the advertisement, as well as allowing anyone else interested in the role to have chance to submit their application. The advert will be advertised for a minimum of two weeks. The details are to remain the same as last time, including that the successful applicant must have already achieved CiLCA or currently be working towards it (and must provide evidence to show this). Proposed by Councillor Sakib and Seconded by Councillor UI-Haq, and RESOLVED: That the Assistant Town Clerk be requested to advertise the vacancy for Town Clerk/ Responsible Officer for a minimum of two weeks with the same criteria previously used in the job specification. <u>Events and Social Media Role</u> Members discussed the possibility of creating a position for an Events and Social Media role within the Council. All were in agreement that it is an area that would be beneficial for the Council moving forwards. The Assistant Town Clerk highlighted that budgets would have to be reviewed as at the start
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	of the financial year this role was unaccounted for. There may be some scope for funding though on the money which had been saved with there being to Town Clerk in post for the first five months of the year. Members agreed to take the item to a future Full Council meeting for consideration and that draft job descriptions could be readied to give an idea of costings and what the role would entail. Proposed by Councillor UI-Haq and Seconded by Councillor Sakib, and RESOLVED: That the Assistant Town Clerk investigate job descriptions and potential costings of similar roles at other Councils which can then be reviewed by Members. <u>Caretaker Role Review at Unity Hall</u> Councillor UI-Haq raised concerns about the difference between income and expenditure at the Unity Well Being Centre, specifically around the income from room bookings against the salary of the caretaker. Members asked that a review of income and expenditure in regards to the above be conducted. The Assistant Town Clerk did mention that without the figures to hand, the expenditure in this particular case would be more than the income generated from the room bookings. He suggested an increase in room hire figures may go some way to compensating for this and it is something that perhaps the Unity Well Being Centre Management Committee might want to consider. Proposed by Councillor UI-Haq and Seconded by Councillor Sakib, and RESOLVED: That the Assistant Town Clerk be requested to get income and expenditure figures for the above for review by this Committee and that the job description and roles and responsibilities are shared with Members to allow them to see where time is spent for the role.
2026/013 (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.
2026/014 (P)	<u>DATE OF THE NEXT COMMITTEE MEETING</u> To date of the next meeting is scheduled to take place on Wednesday 21st October 2026 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.