



**Minutes of a meeting of the Personnel Committee held on Wednesday 16<sup>th</sup> October 2024 at the Unity Well Being Centre, Vernon Street, Nelson, Lancashire**

**Commenced: 6.30pm - Concluded: 7.00pm**

**Councillors Present:** Shahbaz Ahmed, Zafar Ali, and Thabasum Ruby Anwar

**Absent Councillors:** Sughra Bibi and Marie Stone

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

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

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

**Members of the Public:** None

2024/001 (P)	<b><u>ELECTION OF COMMITTEE CHAIRMAN</u></b> To elect a committee chair for the ensuing year  Proposed by Councillor Ahmed and Seconded by Councillor Anwar, and <b>RESOLVED:</b> That Councillor Ali is elected Chairman of the Personnel committee for the year 2024/25.
2024/002 (P)	<b><u>ELECTION OF COMMITTEE VICE-CHAIRMAN</u></b> To elect a committee vice-chair for the ensuing year  Proposed by Councillor Ahmed and Seconded by Councillor Ali, and <b>RESOLVED:</b> That Councillor Anwar is elected Vice-Chairman of the Personnel committee for the year 2024/25.
2024/003 (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.  None.
2024/004 (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.  None declared.

2024/005 (P)	<p><b><u>MINUTES</u></b> To approve the draft minutes of the Personnel committees meeting held on:</p> <ul style="list-style-type: none"> <li>• 18<sup>th</sup> October 2023</li> </ul> <p>Proposed by Councillor Ali and Seconded by Councillor Anwar, and <b>RESOLVED:</b> That the draft minutes of the Personnel committee meeting on 18th October 2023 be confirmed as a true record and be signed by the Chair.</p>
2024/006 (P)	<p><b><u>EMPLOYMENT MATTERS</u></b> <b>2024/006.1 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 Ahmed and Seconded by Councillor Anwar, 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>2024/006.2 To discuss the next steps forward in relation to a number of employment matters.</b></p> <p><b>REDACTED.</b></p>
2024/007 (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> <ul style="list-style-type: none"> <li>• <b>REDACTED.</b></li> </ul>
2024/008 (P)	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b> To date of the next meeting is scheduled to take place on Wednesday 01st January 2025 in the Selina Cooper Hall, Unity Well Being Centre.</p> <p>There being no further business, the meeting was closed by the Chair at 7.00pm.</p>