



NELSON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE held at the Council Chambers, Nelson Town Hall, Market Street, Nelson on Wednesday 10th July 2018 at 6.30pm

Councillors Present: Cllr Zafar Ali [Chair], Sajid Ali, Mohammed Aslam, Nazeem Hayat, Sheila Wicks

Absent Councillors: None

Non-Councillor (without voting rights): None in attendance

Observing Councillors (not a member of the committee): None permitted in accordance with SO

Officers: Safia Kauser - Town Clerk/RFO [minute taker]

Members of the Public: None

2018/001 **ELECTION OF COMMITTEE CHAIRMAN**
(P) To elect a committee chair for the ensuing year

Proposed by Councillor Hayat, and Seconded by Councillor S Ali, and
RESOLVED: That Cllr Zafar Ali is elected as Chair for the ensuing year

2018/002 **ELECTION OF COMMITTEE VICE-CHAIRMAN**
(P) To elect a committee vice-chair for the ensuing year

2 nominations were received for the Vice Chair

- Cllr Aslam was proposed by Cllr S Ali and Seconded by Cllr Wicks
- Cllr Hayat proposed himself and was Seconded by Cllr Z Ali

Both nominations had a tied vote (2 each) and the Chair exercised his casting vote in favour of Cllr Hayat.

Proposed by Councillor Hayat, and Seconded by Councillor Z Ali, and
RESOLVED: That Cllr Nazeem Hayat is elected as Vice-Chair for the ensuing year

2018/003 **APOLOGIES FOR ABSENCE**
(P) To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

None received.

Signed Chair:

Dated:

2018/004

DECLARATIONS OF INTERESTS

(P)

Members are reminded of the legal requirements concerning the declaration of interests. A Member must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

The Town Clerk declared an interest in agenda item 7.2.

2018/005

ADJOURNMENT FOR PUBLIC PARTICIPATION

(P)

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.

No members of the public were present.

2018/006

MINUTES

(P)

To approve the draft minutes of the Personnel committee meeting held on 27 March 2018

Proposed by Councillor S Ali and Seconded by Councillor Hayat, and

RESOLVED: That the minutes of the Personnel committee meeting held on the 27 March 2018 be confirmed as a true record and signed by the Chair.

2018/007

EMPLOYMENT MATTERS

(P)

2018/007.1 - 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 S Ali and Seconded by Councillor Hayat, and

RESOLVED: In accordance with the Public Bodies (Admissions to Meetings) Act 1960; That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw for reasons and matters appertaining to staff are of a confidential nature.

2018/007.2 - To consider outstanding issues relating to members of staff and contracts (report enclosed)

Former Employee

Communications had been exchanged between a former employee and the Chair. Consideration was given to the issues raised and the employment advice obtained from Liberata.

Proposed by Councillor S Ali and Seconded by Z Ali, and

RESOLVED: That Liberata drafts a response for the Town Clerk to send on behalf of the Council to the former employee highlighting the decision made by the committee for each of the points raised in the correspondence.

Catering Co-Ordinator/Cook

An employment matter had been raised regarding cover for the Catering Co-ordinator which was considered by the committee.

Proposed by Councillor Aslam and Seconded by Councillor S Ali, and

RESOLVED: That the issue regarding cover for the Catering Co-Ordinator is fully considered at the annual appraisal and that in the interim, the status quo arrangement is to continue.

Town Clerk's Apprentice

The six-month appraisal had been carried out however a resignation letter had been submitted with one week's notice. A recent request from a council member regarding the provision of a taxi service for the employee was considered. The Council had recently approved a lone working device which had been provided to the apprentice.

Proposed by Councillor S Ali and Seconded by Councillor Aslam, and

RESOLVED: That the committee rejects the request for the provision of a taxi service to be provided for the apprentice after evening council meetings.

Assistant Clerk Post

Due to the resignation of the Town Clerk's apprentice, concerns were expressed by the Town Clerk of the demand of the role and the increased workload. The Clerk suggested that an administrative role is devised which incorporates finance. It was stated that from a risk management aspect, the Council should have another officer who is trained and can step into the breach if required to ensure the effective service continuity of council business.

Proposed by Councillor S Ali and Seconded by Councillor Aslam, and

RESOLVED: That the Clerk works with the Chair to develop the job description and assist with the recruitment for the Assistant Clerk post to incorporate Finance for a 25 hour per week post.

Temporary Caretaker

The handyman contractor who was currently providing temporary caretaking relief for the Unity Wellbeing Centre was no longer able to cover weekends. Due to the short notice provided, immediate cover was required from this weekend. Consideration was given to creating a voluntary role, however as the role required responsibility and out of office hours work, it was felt that voluntary cover was not adequate. It was recommended that a relief caretaker is appointed on a casual zero hours contract in the interim until a permanent caretaker has been appointed.

Proposed by Councillor S Ali and Seconded by Councillor Aslam, and

RESOLVED: That the Clerk is authorized to engage a temporary caretaker on a casual zero hours contract for weekend cover at an hourly rate of £8.50 per hour for the interim period until a permanent caretaker has been appointed.

Town Clerk Annual Leave

Clarification was sought on annual leave entitlement as per discussions previously held with the Chair.

Proposed by Councillor S Ali and Seconded by Councillor Aslam, and

RESOLVED: That the entitlement of annual leave is increased to 25 days holiday and that the leave entitlement to increase from 25 days to 30 days per year on the 5th anniversary of continuous service.

2018/007.3 - To receive a report from the Town Clerk on the six-month probationary review carried out for the Catering Co-Ordinator and the Town Clerk's apprentice

The report on the six-month appraisal for both employees was shared with the committee. A formal request made by the Catering Co-Ordinator was also considered.

Proposed by Councillor S Ali and Seconded by Councillor Z Ali, and

RESOLVED: That the Catering Co-ordinator has satisfactorily completed the six-month probation and that the post be confirmed.

Proposed by Councillor Z Ali and Seconded by Aslam, and

RESOLVED: That the request is fully considered in accordance with the annual appraisal. Liberata is tasked to draft a response for the Town Clerk to send on behalf of the committee.

2018/008
(P)

HANDYMAN CONTRACT REVIEW

To review the current contract arrangements in place for the Handyman and to consider the request for a change in hourly rates (report enclosed)

A formal request was made on the 02 July 2018 from the handyman requesting a review of the current rate of pay from £9.50 per hour to £12.00 per hour. The work is on a self-employed basis and the current rate after review was not enough for covering costs and left the contractor with a living wage. The rates for a handyman were compared with other Town and Parish Councils. Some preferred to employ and others had opted to appoint self-employed contractors. There was a significant difference in the rates for both contracts. The average rate for a self-employed contractor varied from £10-15 per hour.

Proposed by Councillor Z Ali and Seconded by Councillor Hayat, and

RESOLVED: That the hourly rate for the Handyman contractor is increased to £11.00 per hour with immediate effect.

2018/009
(P)

FACILITIES CARETAKER RECRUITMENT

2018/009.1 - To consider the recommendation brought forward from the Unity Well Being Management Committee meeting held on 20 June 2018

Minute reference 2018/019.3

Proposed by Councillor Barrett, and Seconded by Councillor Ahmad, and

RECOMMENDED: That the Personnel committee considers the recruitment of (x2) Facilities Caretaker posts. One post to be advertised for 20 hours a week Monday to Friday. The other for Saturday to Sunday for 6 hours – **Resolved (In favour)**

The committee voted unanimously in favour of the recommendation above.

2018/009.2 - To approve the job description and job specification enclosed

Proposed by Councillor Z Ali and Seconded by Councillor S Ali, and

RESOLVED: That the job description and specification for the Facilities Caretaker posts are approved

2018/009.3 - To delegate the task of advertising the vacancies to the Town Clerk. It is recommended that the post is advertised for four weeks

Proposed by Councillor Z Ali and Seconded by Councillor Hayat, and

RESOLVED: That the Town Clerk advertises the vacancy immediately for a four week period

2018/009.4 - To agree an interview panel, interview structure and a date, time and venue for the interviews to be held for the post of Facilities Caretaker. It is recommended that Liberata are commissioned to assist with the interviews and post-interview process including drawing up a formal contract of employment and carrying our pre-employment health checks for the successful candidates.

Proposed by Councillor Z Ali and Seconded by Councillor S Ali, and

RESOLVED: That all members of the Personnel committee are appointed on the shortlisting and interview panel. The Chair to agree a date and time for the shortlisting and interviews to take place after the closing date.

2018/010
(P)

ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

None

2018/011
(P)

DATE OF THE NEXT COMMITTEE MEETING

2018/011.1 - To consider holding an additional ordinary committee meeting (if required)

It was felt that another meeting was not required at this time.

2018/011.2 - To note the date of the next committee meeting scheduled for Wednesday 24 October 2018 at 7.00pm, Unity Wellbeing Centre

Noted.

There being no further business, the Chair closed the meeting at 7.10pm.