



NELSON TOWN COUNCIL

MINUTES OF AN ADDITIONAL MEETING OF THE PERSONNEL COMMITTEE held at the Selina Cooper Hall, Unity Well Being Centre, Vernon Street, Nelson on Wednesday 28th November 2018 at 6.00pm

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

Absent Councillors: Cllr Sajid Ali

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

2018/020 (P) **APOLOGIES FOR ABSENCE**

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

No apologies for absence were received.

2018/021 (P) **DECLARATIONS OF INTERESTS**

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.

None declared.

2018/022 (P) **ADJOURNMENT FOR PUBLIC PARTICIPATION**

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.

2018/023 (P) **MINUTES**

To approve the draft minutes of the Personnel committee meeting held on 24 October 2018 (previously circulated)

Signed Chair:

Dated:

Proposed by Councillor Hayat and Seconded by Councillor Wicks, and
RESOLVED: That the minutes of the Personnel committee meeting held on the 24 October 2018 be confirmed as a true record and signed by the Chair.

2018/024 (P) **EMPLOYMENT MATTERS**

2018/24.1 - 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 Wicks and Seconded by Councillor Nazeem, 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.

2018/24.2 - To receive a report from the Chairman on the outcome of the six-month probationary review meeting carried out for the Town Clerk and to consider any actions arising from the review

It was agreed to move this item to the end of the meeting.

2018/025 (P) **CATERING ASSISTANT RECRUITMENT**

2018/025.1 - To note the resignation of the Catering Assistant and the exit interview carried out by the Town Clerk

An email had been sent recently by the Clerk to the Personnel and Unity Well Being Management committee on the resignation received by the Catering Assistant. An exit interview was carried out and three areas identified for the reasons leading up to the notice.

2018/025.2 - To approve the job description, job specification, hours of work and hourly rate for the post (to be tabled)

The previous job description was amended with the inclusion of rate of pay, responsibilities for covering in the absence of the Catering Co-ordinator and the number of hours. A discussion took place surrounding the rate of pay. The Clerk referred members to comparable jobs in the Council sector and rates of pay that should be considered having regards to the living wage.

Proposed by Councillor Z Ali and Seconded by Councillor Aslam, and
RESOLVED: That the amended job description is approved, and the new rate of pay is agreed at the living wage of £9.00 per hour.

2018/025.3 - 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 Wicks, and
RESOLVED: That the Clerk is tasked to advertise the vacancy for a minimum of four weeks with a closing date in the second week of January 2019

2018/026 (P) **BUDGET 2019/20**

To draft and submit staffing budgets in respect of revenue and capital income and expenditure for the following year (financial reports to be tabled)

Proposed by Councillor Z Ali and Seconded by Councillor Hayat and
RESOLVED: That the RFO is tasked to draft the budget and calculate staffing costs accordingly. Budget heading Apprentice to be changed to Assistant Clerk. Any significant changes to be reflected in the second version of the budget

EMPLOYMENT MATTERS

2018/24.2 - To receive a report from the Chairman on the outcome of the six-month probationary review meeting carried out for the Town Clerk and to consider any actions arising from the review

The Clerk left the meeting to allow the members to have an open discussion.

The committee noted the six-month probationary review that was carried out by the Chair and Vice-Chair this morning. The Clerk had put forward a request for a full job evaluation to be carried out by the Clerk's professional body, The Society of Local Council Clerks (SLCC) for consideration by this committee.

Proposed by Councillor Z Ali and Seconded by Councillor Wicks, and
RESOLVED: That the pay arrangements are to continue as advertised. A job evaluation is not required however a review may take place in April 2019

The Clerk was invited back to the meeting, informed of the outcome and then allowed to address the committee. Reasons were provided to members as to why the job evaluation was requested and why it should be carried out by the professional body for Clerks. This was noted by members.

2018/027 (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 declared.

2018/028 (P) **DATE OF THE NEXT COMMITTEE MEETING**

The date of the next meeting was noted – Wednesday 20 March 2018 at 6.30pm, Unity Wellbeing Centre.

There being no further business, the Chair closed the meeting at 6.45pm.