



NELSON TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE Held In the Town Hall, Nelson, on Friday 08th February 2019 at 3.00pm

Councillors Present: Cllr Zafar Ali [Chair], Sajid Ali and Sheila Wicks

Absent Councillors: Cllr Nazeem Hayat and Mohammed Aslam

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

2018/037 (P) **APOLOGIES FOR ABSENCE**

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

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

RESOLVED: That the apologies from Mohammed Aslam are received and approved.

2018/038 (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.

2018/039 (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.

2018/040 (P) **MINUTES**

To approve the draft minutes of the Personnel committee meeting held on the 17 December 2018 and the reconvened meeting held on the 20th December 2018

Signed Chair:

Dated:

including receipt of confidential notes

Proposed by Councillor S Ali and Seconded by Councillor S Wicks, and
RESOLVED: That the minutes of the Personnel committee meeting held on the 17 December and the reconvened minutes of 20th December 2018 be confirmed as a true record and signed by the Chair including the receipt of the confidential notes.

2018/041 (P)

EMPLOYMENT MATTERS

2018/41.1 - 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

Confidential notes retained on file.

Proposed by Councillor Z Ali and Seconded by Councillor Wicks, 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.

2018/41.2 - To receive an update on a confidential employment matter and to consider any further steps that may be required

Proposed by Councillor Z Ali and Seconded by Councillor Wicks, and
RESOLVED: That based upon the outcome of the investigation report and findings, that a disciplinary sub-committee is to be set-up
(1 abstention)

Confidential notes retained on file.

Proposed by Councillor Wicks and Seconded by Councillor S Ali, and
RESOLVED: That Councillors Z Ali, Wicks, Aslam and Hayat are appointed on the disciplinary sub-committee to act as a disciplinary panel, with a minimum of any two councillors to be present at any disciplinary hearing.

2018/41.3 - To receive an update on the recent appraisal carried out for the Catering Co-Ordinator

The Clerk circulated documentation on the recent appraisal carried out for the Catering Co-Ordinator and a discussion took place surrounding targets for the next 12 months.

Action: The Clerk to develop an annual appraisal scheme and bring back to a future meeting

2018/41.4 - To consider the recommendation from the Unity Wellbeing Management committee meeting held on the 23rd January 2019

Minute Reference

Proposed by Non-Councillor Azhar Ali and Seconded by Councillor Zafar Ali, and
RECOMMENDED: 1) That the Council's HR consultants are instructed to carry out a job review for the Catering Co-Ordinator post which entails a discussion with the post holder; 2) That any recommendations from the job review relating to salary schemes are reported back to the Unity Management Committee for consideration (Clerk is to inform post holder that a job evaluation has been agreed by the UWB Management Committee; 3) Any pay rises relating to the job evaluation are to be back-dated from October 2018

The recommendation from the management committee was discussed by members who agreed with point 1, however it was agreed that points 2 and 3 should come back to the Personnel committee who is discharged with dealing with all employment matters.

Proposed by Councillor Z Ali and Seconded by Councillor S Ali and,
RESOLVED: That the Council's HR consultants are instructed to carry out a job review for the Catering Co-Ordinator post which entails a discussion with the post holder; 2) That any recommendations from the job review relating to salary schemes are reported back to the Personnel committee for consideration (Clerk is to inform post holder that a job evaluation has been agreed; 3) That any requests for back dated payments to October 2018 relating to pay rises arising from the job evaluation are to be considered by the Personnel Committee

2018/41.5 - To receive a report on a recent complaint received

The Clerk reported on a recent complaint which had already been noted by the Unity Wellbeing Management committee however further issues had been brought to the attention of the Clerk.

Proposed by Councillor S Ali and Seconded by Councillor Z Ali, and
RESOLVED: That the Clerk carries out an interim three-month review with the employee and that refresher training is provided with a full review to take place at the six-month probationary period meeting.

Action: Clerk to document all actions taken with the employee

2018/042 (P) **RECRUITMENT**

To carry out a shortlisting exercise for the Assistant Clerk, Catering Assistant and Handyman/woman posts. It is recommended that interviews are held in the next two weeks.

- Assistant Clerk 22 applications
- Catering Assistant 06 applications
- Handyman/Woman 06 applications

A shortlisting exercise took place for the Assistant Clerk post. A shortlist of eight candidates was agreed by the committee.

Action: Clerk to inform shortlisted applicants to attend an interview on Tuesday 19th February 2019.

Action: Clerk to email the applications for the Handyman/woman and Catering Assistant Posts. Councillors to send their completed shortlists to the Clerk as soon as possible.

2018/043 (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.

2018/044 (P) **DATE OF THE NEXT COMMITTEE MEETING**

2018/044.1 - To agree a date for an additional committee meeting (if required)

It was agreed that another meeting was not required.

2018/044.2 - 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 5.10pm.