



NELSON TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE Held In the Hardy Meeting Room, Unity Wellbeing Centre, Nelson, on Wednesday 27th March 2019 at 5.30pm

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

2018/045 (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.

2018/046 (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.

2018/047 (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.

2018/048 (P) **MINUTES**

To approve the draft minutes of the Personnel committee meeting held on the 8th February 2019 including the receipt of confidential notes

Proposed by Councillor Ali and Seconded by Councillor Hayat, and

Signed Chair:

Dated:

RESOLVED: That the minutes of the Personnel committee meeting held on the 8th February 2019 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.

2018/049 (P)

EMPLOYMENT MATTERS

2018/49.1 - 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 Hayat and Seconded by Councillor Aslam, 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.

2018/49.2 - To receive an update from the disciplinary sub-committee on a confidential employment matter and to consider any further actions required

Proposed by Councillor Hayat and Seconded by Councillor Aslam, and
RESOLVED: That Councillors Hayat and Aslam are appointed onto an appeals panel

2018/49.3 - To consider the confidential staffing report from the Town Clerk. A copy of the pay awards for local government employees 2018/19 and the National Award 2019/20 for Clerks is enclosed.

Due to the introduction of the national living wage, the NJC agreement included the introduction of new pay spines to take effect from 01 April 2019. Documents circulated, showed the existing spine and the new spinal point.

Confidential notes retained on file.

Proposed by Councillor Ali and Seconded by Councillor Hayat, and
RESOLVED: That the Facility Caretakers are transferred to the new SCP, spinal point continued within the confidential notes

Confidential notes retained on file.

Proposed by Councillor Ali and Seconded by Councillor Hayat, and
RESOLVED: That the contractual changes are agreed for the Catering Co-ordinator post as per confidential notes

Action: Clerk to provide the employee with an amendment to the contract and an updated job description to take effect from 01 April 2019

Confidential notes retained on file.

Proposed by Councillor Ali and Seconded by Councillor Hayat, and
RESOLVED: That the incremental increase is agreed for the Town Clerk/RFO post as per confidential notes

2018/049.4 - To receive employment advice in relation to a complaint raised

The Clerk provided a verbal update to the committee on a recent complaint received and requested confirmation on the proposed action that was required. A discussion took place.

Proposed by Councillor Hayat and Seconded by Councillor Ali, and
RESOLVED: That the Clerk is not authorized to take any further investigations into the complaint raised. There was no agreement that took place with the complainant present. If the complainant felt strongly about the issues raised, then the complainant should not have left the meeting when the panel deliberated.
(One abstention)

2018/050 (P) **JOB EVALUATION**
2018/050.1 - To consider the job evaluation report carried out for the post of Catering Co-Ordinator (enclosed)
This item was dealt within agenda item 2018/049.3.

2018/050.2 - To consider a formal job evaluation to be carried out by the Society of Local Council Clerks for the post of Town Clerk/RFO (paperwork previously circulated)

The Clerk left the meeting to enable a confidential discussion to take place.

Confidential notes retained on file.

The Clerk was invited back to the meeting and provided with an update on the committee decision.

Action: Councillor Hayat to email the confidential notes to the Clerk.

2018/051 (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.

2018/052 (P) **DATE OF THE NEXT COMMITTEE MEETING**
To note the date of the next committee meeting is to be confirmed.

The meeting was closed by the Chair at 6.40pm.