



NELSON TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE Held In the Hardy Meeting Room, Unity Wellbeing Centre, Nelson, on Wednesday 24th April 2019 at 5.00pm

Councillors Present: Zafar Ali [Chair], Nazeem Hayat and Sheila Wicks

Absent Councillors: Sajid Ali and Mohammad Aslam

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

Observing Councillors (not a member of the committee): None in attendance

Officers: Safia Kauser - Town Clerk/RFO [to 5.30] and Nick Harbour – Assistant Town Clerk [minute taker]

Members of the Public: None

2018/053 (P) **APOLOGIES FOR ABSENCE**

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

Proposed by Councillor Hayat and Seconded by Councillor Wicks, and

RESOLVED: That the apologies are received and approved from Councillor Aslam

2018/054 (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.

2018/055 (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.

2018/056 (P) **MINUTES**

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

Signed Chair:

Dated:

March 2019 the confidential notes therein

A heated discussion took place regarding the amendment of the confidential notes. Against the advice of the Clerk, an amendment was made to the last sentence of minute reference 2018/050.2.

Proposed by Councillor Ali and Seconded by Councillor Hayat, and

RESOLVED: That the draft minutes of the Personnel committee meeting held on the 27th March 2019 and the confidential notes contained therein are approved as a true and accurate record and signed by the Chair subject to the amendment of the confidential notes contained in minute reference 2018/049.3 paragraph two line four the word 'should' to be replaced with 'could'; third paragraph starting with 'Although' to be removed and replaced with the wording provided by the Chairman (contained within the confidential notes) and the final amendment contained within minute reference 2018/050.2, first paragraph final sentence wording starting from 'that' to be removed and to be replaced with 'yes, that it could have.'

Confidential notes retained on file.

2018/057 (P)

EMPLOYMENT MATTERS

2018/057.1 - 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 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.

2018/057.2 - To note the Chef Co-Ordinator's resignation and agree the next steps

The Chairman read out the recently submitted resignation letter from the Chef Co-Ordinator to the Town Clerk. The content was very limited and members wished to find out the reasoning behind the decision before formally accepting the resignation.

Town Clerk left the meeting at 5.30pm.

Proposed by Councillor Ali and Seconded by Councillor Hayat, and

RESOLVED: Councillor Ali will arrange a meeting with the Chef Co-Ordinator to discuss the reasoning behind the resignation once the Chef Co-Ordinator returns from annual leave (29th April). Councillor Ali will then update the Town Clerk and members of this Committee with the outcome of the discussion and next steps can be decided at the next meeting.

2018/057.3 - To agree a date and time to interview applicants for the Catering Assistant post. As the Council is in purdah, the committee may delegate the recruitment and appointment of this post to the Town and Assistant Town Clerk.

Members were all in agreement to have the Personnel Committee be on the interview panel rather than delegate the task to the Town Clerk and Assistant Town Clerk. Pending on the discussion between the Chairman and Chef-Co-Ordinator, the Town Clerk could be asked to advertise the position of Chef Co-Ordinator with a view to possibly conducting interviews on the same date for the Catering Assistant.

Proposed by Councillor Ali and Seconded by Councillor Hayat, and

RESOLVED: That Members of the Personnel Committee will conduct the interviews

for the Catering Assistant on Thursday 16th May 2019.

2018/057.4 - To consider the adoption of a Social Media, Internet and Email Policy

A draft Social Media Policy was circulated. Following on from advice from Peninsula, it was suggested that a Social Media, Internet and Email Policy be implemented.

Proposed by Councillor Ali and Seconded by Councillor Hayat, and

RESOLVED: That a new Social Media, Internet and Email Policy be adopted.

2018/057.5 - To consider the adoption of an employment screening declaration

The Chairman has been in contact with a company who can carry out background checks on any potential employees who the Town Council may wish to employ before offering them a contract. This would include things such as criminal records and credit history.

Proposed by Councillor Ali and Seconded by Councillor Hayat, and

RESOLVED: That the employment screening declaration be adopted and implemented, and the final version be circulated to Members.

2018/060 (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 17.40.