



NELSON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE Held In the Pankhurst Meeting Room, Unity Wellbeing Centre, Nelson, on Wednesday 29th May 2019 at 7.00pm

Councillors Present: Zafar Ali [Chair], Mashuq Hussain (OBE) and M Kamran Latif

Absent Councillors: Nazeem Hayat

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

Observing Councillors (not a member of the committee): Mohammed Aslam

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

Members of the Public: Raheel Gorski

2019/001 (P) **ELECTION OF COMMITTEE CHAIRMAN**
To elect a committee chair for the ensuing year

Proposed by Councillor Latif and Seconded by Councillor Hussain, and
RESOLVED: That Councillor Ali be elected Chairman of the Personnel committee for the ensuing year.

2019/002 (P) **ELECTION OF COMMITTEE VICE-CHAIRMAN**
To elect a committee vice-chair for the ensuing year

Proposed by Councillor Hussain and Seconded by Councillor Latif, and
RESOLVED: That Councillor Hayat be elected Vice-Chairman of the Personnel committee for the ensuing year.

2019/003 (P) **APOLOGIES FOR ABSENCE**
To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

Proposed by Councillor Latif and Seconded by Councillor Hussain, and
RESOLVED: That the apologies are received and approved from Councillor Wicks.

Signed Chair:

Dated:

2019/004 (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.

2019/005 (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.

The Town Council Handyman was in attendance for the meeting to take part in an item further down the agenda (item 2019/008 (P) – Handyman Contract). The Handyman updated the committee on a conversation held with the Clerk relating to the recent handyman jobs allocated and completed. The contractor reported that the tasks had been completed to a professional standard however training was required for the quad bike and some other specific tasks that had been allocated in order to meet the Council's required standards. The contractor was thanked by the Chairman for attending.

2019/006 (P) **MINUTES**

To approve the draft minutes of the Personnel committee meeting held on the 24th April 2019 the confidential notes therein

Proposed by Councillor Ali and Seconded by Councillor Hussain, and **RESOLVED:** That the draft minutes of the Personnel committee meeting held on the 24th April 2019 be approved as a true record of proceedings and be signed by the Chair and that the confidential notes dated 24th April be amended to include the original confidential notes from the meeting held on the 27th March and the amendments agreed by the committee meeting held on 24th April. The amended confidential notes from the meeting held on the 24th April are deferred to the next committee meeting for approval.

2019/007 (P) **REVIVE CAFE**

2019/007.1 – To receive an update on the Catering Assistant interviews held on the 16th May 2019

Only two of the four shortlisted candidates attended the interviews which took place on 16th May. The three people on the interview panel could not agree on appointing either of the two candidates and so decided to recommend to the Personnel committee that the role for Catering Assistant be re-advertised.

Proposed by Councillor Ali and Seconded by Councillor Latif, and **RESOLVED:** To re-advertise the role of Catering Assistant for a further three weeks before inviting shortlisted applicants along to an interview to be conducted by Members of the Personnel committee. The Catering Co-Ordinator will also be asked to sit on the interview panel. The previous two applicants who attended interviews on 16th May are also to be invited back for a second interview.

2019/007.2 – To confirm the interim arrangements to cover the Catering Co-Ordinators annual leave from the 17th June 2019

The Town Clerk has spoken to the Casual Employee who has previously filled in for the Catering Co-Ordinator in the past, who has agreed to assist for the time the Catering Co-Ordinator is on annual leave if required.

Proposed by Councillor Latif and Seconded by Councillor Ali, and
RESOLVED: That the Casual Employee who has previously assisted at the café be asked to cover the Catering Co-Ordinator whilst he is on annual leave.

2019/008 (P) **HANDYMAN CONTRACT**
To consider a review of the Handyman Contract

Following the representation made by the contractor during public participation, the Clerk circulated a confidential report and provided a verbal update on the matters which were supported by visual examples. The Clerk stressed the importance of health and safety and contractor obligations towards the Council. The confidential report contained a number of recommendations and actions taken by the Clerk to ensure the continuity of council business and support to Nelson in Bloom. The differences between employees and contractors were outlined to the committee. The Chair instructed the Clerk to allocate handyman tasks as required however the Clerk informed the committee that it would be unethical and a breach of professional standards to allocate tasks that will pose a health and safety risk to the Council. A discussion took place surrounding health and safety requirements and documentation for contractors.

Proposed by Councillor Ali and Seconded by Councillor Hussain, and
RESOLVED: That the Personnel committee does not consider the recommendations presented within the confidential report and that the current Handyman is retained and that the following actions are implemented by the Clerk:

- 1) The Clerk to write to the Handyman and ask for the necessary health and safety documentation including a contractor's questionnaire to be completed and that risk assessments and method statements are provided for all future jobs
- 2) Quad bike training to be arranged and training costs to be met by the Council (subject to the receipt of the health and safety documentation).

Action: A copy of the Handyman contract to be sent out to all members of the Personnel committee

2019/009 (P) **EMPLOYMENT MATTERS**
2019/009.1 - 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 Latif and Seconded by Councillor Hussain, 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.

2019/009.2 – To receive an update from Councillor Ali on the discussions held with the Catering Co-Ordinator relating to the resignation

As agreed at the last meeting, the Chairman met with the Catering Co-Ordinator who had retracted his resignation.

Proposed by Councillor Ali and Seconded by Councillor Latif, and
RESOLVED: That the retraction of the resignation be accepted and that the pay increase recommended at the Catering Co-Ordinator's review be upheld and backdated to 01st October 2018.

2019/009.3 – To receive an update from the disciplinary sub-committee on a confidential employment matter and to consider any further actions required

The Town Clerk reported that there is still an ongoing issue that needs action with regards to a confidential employment matter and gave some options as to how the matter can be resolved

Proposed by Councillor Ali and Seconded by Councillor Latif, and

RESOLVED: That Councillors Hayat, Hussain and Latif be appointed to a new disciplinary sub-committee and deal with the outstanding employment matter.

2019/009.4 – To receive a report from the Town Clerk on the six-month probationary reviews carried out for the Facility Caretakers

A report was presented in relation to the six-month probationary reviews which were carried out for the Facility Caretakers and the committee were requested to confirm or review the permeant posts.

Action: The Clerk to circulate a copy of the probationary review documentation to the committee for consideration at the next meeting.

2019/009.5 – To receive a declaration relating to an employment contract

The Chairman received a declaration of employment in relation to one of the Council employees. A discussion took place around the impact the declaration could have to Nelson Town Council. The employee who submitted the declaration stated that they remain fully committed to continue to provide an excellent level of service to Nelson Town Council and that the declaration will have no detrimental impact on Nelson Town Council. The declaration was noted.

2019/009.6 – To appoint a grievance sub-committee comprising of no less than three members to consider a grievance matter in accordance with the Council's Grievance Policy

A grievance matter was brought to the attention of the Personnel committee and the relevant documents submitted, which are to be reviewed by those appointed to the grievance sub-committee.

Proposed by Councillor Ali and Seconded by Councillor Latif, and

RESOLVED: That Councillors Ali, Latif and Hussain be appointed onto the grievance sub-committee to consider the grievance matter presented to the Personnel committee in accordance with the Grievance Policy.

2019/010 (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.

- Draft confidential notes from the meeting held on 24th April 2019
- Six month probationary reviews – Facility Caretakers
- Handyman update

2019/011 (P) **DATE OF THE NEXT COMMITTEE MEETING**

2019/011.1 (P) – To agree a date for an additional committee meeting (if required)

It was agreed that an additional meeting is to be convened on Wednesday 26th June at 7.30pm.

2019/011.2 (P) – To note the date of the next committee meeting scheduled for Wednesday 18th September 2019 at 7.00pm, Unity Wellbeing Centre

This was noted.

There being no further business, the Chair closed the meeting at 8.50pm.

DRAFT

Signed Chair:

Dated: