



NELSON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE Held In the Pankhurst Meeting Room, Unity Wellbeing Centre, Nelson, on Wednesday 26th June 2019 at 8.15pm

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

Absent Councillors: Mashuq Hussain OBE

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): Faraz Ahmad

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

Members of the Public: None

2019/012 (P)	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p>No apologies were received.</p>
2019/013 (P)	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p>None declared.</p>
2019/014 (P)	<p><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></p> <p>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.</p> <p>No members of the public were present.</p>
2019/015 (P)	<p><u>MINUTES</u></p> <p>2019/015.1 - To approve the draft minutes of the Personnel committee meeting held on the 24TH April 2019 and the confidential notes therein (previously circulated) – Deferred from the last meeting.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hayat, and</p> <p>RESOLVED: That the draft minutes of the Personnel committee meeting held on the 24th April 2019 and the confidential notes therein be approved as a true record of</p>

Signed Chair:

Dated:

	<p>proceedings and be signed by the Chair.</p> <p>2019/015.2 - To approve the draft minutes of the Personnel committee meeting held on the 29th May 2019</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ali, and RESOLVED: That the draft minutes of the Personnel committee meeting held on the 29th May 2019 be approved as a true record of proceedings and be signed by the Chair.</p>
2019/016 (P)	<p><u>HANDYMAN CONTRACT</u></p> <p>To consider a review of the Handyman Contract and the recent health and safety documentation submitted.</p> <p>Note: A report from the Town Clerk was received by members at the last meeting. The Committee may determine actions without regards to the advice from their Officer. In such circumstances, a letter of exemption can be requested if the advice is rejected.</p> <p>The Clerk updated Members that the Handyman had submitted the health and safety documentation and contractor's questionnaire as requested at the last meeting which was subsequently emailed to all the committee members. The Clerk expressed concerns relating to the documentation submitted which was not completed sufficiently to comply with health and safety standards. A letter of exemption was requested from the Committee to state that the committee would be responsible for all future jobs allocated to the Handyman and a Councillor would act as a point of contact to assign tasks referred from the office. The request for the said letter was declined by members but members agreed to meet the handyman to discuss concerns. It was also agreed that the handyman should be put on notice by the clerk that the paperwork completed is insufficient at present and request him to review his paperwork again.</p> <p>Proposed by Councillor Hayat and Seconded by Councillor Ali, and RESOLVED: That Councillors Hayat, Latif and Ali arrange to meet with the Handyman to review the documentation and allow an additional seven days to resubmit the forms.</p>
2019/017 (P)	<p><u>EMPLOYMENT MATTERS</u></p> <p>2019/017.1 - 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.</p> <p>Proposed by Councillor Latif 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.</p> <p>2019/017.2 – To agree a shortlist of candidates for the Catering Assistant post and agree a date, time and venue for the interviews to be held. The closing date was on Friday 21st June 2019.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: The Personnel committee to meet at Nelson Town Hall on Tuesday 02nd July 2019 at 09:30 to review the applications and agree a shortlist on candidates to interview.</p> <p>Action: Assistant Town Clerk to scan and email Members a copy of all applications</p>

	<p>received to allow them chance to review the applications before the meeting takes place.</p> <p>2019/017.3 – To receive a report from the Clerk on the outcome of the six-month probationary review meetings carried out for the Facility Caretakers and to consider any actions arising from the review. The committee is requested to formally resolve the confirmation of a successful probationary review period and to confirm the appointment. This item was deferred from the last meeting.</p> <p>The probationary review forms had been circulated to the committee in advance in addition to a request for an increase in hours from an employee.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: 1) That there is an increase in hours from 6 to 8 hours per weekend for the Weekend Caretaker and that the probationary period is extended for another 3 months. 2) That the probationary period for the Weekly Caretaker is confirmed as satisfactory and that the employee is informed that the position is permanent.</p> <p>2019/017.4 – To receive an update from the disciplinary sub-committee on a confidential employment matter and to consider any further actions required. No progress has been made yet with regards to the employee in question's appeal. It was noted that the employee had been informed that the delay of the necessary appeal meeting was due to the changeover in council and appointment of a new Personnel committee. The sub-committee agreed to discuss this matter at their meeting on Tuesday 02nd July and set a date for the meeting.</p> <p>2019/017.5 – To receive an update from the grievance sub-committee on the submission of a recent grievance. The sub-committee is required to follow the Council's Grievance Policy. The Chairman apologised that the grievance sub-committee was yet to meet to discuss the recently submitted grievance. It was noted that the employee who had submitted the grievance is not taking issue with the delay but requests that the matter is investigated at the earliest convenience. The sub-committee will be meeting on Tuesday 02nd July to discuss the matter and set a date for the meeting.</p>
2019/018 (P)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>No matters were raised for inclusion.</p>
2019/019 (P)	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u> 2019/019.1 (P) – To agree a date for an additional committee meeting (if required). No additional meeting was proposed.</p> <p>2019/019.2 (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.</p> <p>There being no further business, the Chair closed the meeting at 8.50pm.</p>