



**Nelson**  
Town Council

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**Minutes of an Extraordinary meeting of The Personnel Committee held on  
Wednesday 04<sup>th</sup> September 2019 in the Pankhurst Room,  
Unity Well Being Centre, 62 Vernon Street, Nelson**

**Commenced: 6.00pm - Concluded: 6.40pm**

**Councillors Present:** Zafar Ali [Chair], Nazeem Hayat, Mashuq Hussain, Mohammad Kamran Latif and Sheila Wicks

**Absent Councillors:** None

**Non-Councillor (without voting rights):** None permitted

**Observing Councillors (not a member of the committee):** None permitted

**Officers:** Nick Harbour – Assistant Town Clerk [minute taker]

**Members of the Public:** Mr Raheel Gorski [from 6:20pm – 6:30pm]

2019/020  
(P)

**APOLOGIES FOR ABSENCE**

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

No apologies of absence were received.

2019/021  
(P)

**DECLARATIONS OF INTERESTS**

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.

None declared.

2019/022  
(P)

**EXTRAORDINARY ITEMS OF BUSINESS**

**2019/022.1 - Draft minutes of the sub-committee**

The draft minutes of the sub committee (produced by Councillor Ali) held on 28<sup>th</sup> August 2019 were presented to the Committee for approval.

Proposed by Councillor Hussain and Seconded by Councillor Latif, and

**RESOLVED:** That the draft minutes of the grievance sub-committee held on the 28<sup>th</sup> August 2019 be confirmed as a true record and be signed by the Chair.

**2019/022.2 - Selection of Sub-committee to deal with grievance**

Members were required to review the selection of the sub-committee that had been appointed to deal with an ongoing grievance. A discussion took place around who would be suitable to appoint to the sub-committee, with all present in agreement that those previously involved in

Signed Chair: .....

Dated: .....

the case should not be appointed. Upon a review of the scheme of delegation and standing orders, Members found no reason for the matter not to be dealt with by the Personnel committee. The Clerk had written for advice from LALC around this matter to seek advice on who could be appointed to the sub-committee (a copy of the email was circulated to Members at the meeting), but in the absence of a response from LALC, it was agreed that the Personnel committee would select one Member of the Full Council to join the sub-committee to conduct matters around the grievance in question.

Proposed by Councillor Latif and Seconded by Councillor Hussain, and

**RESOLVED:** That Cllr. Ikram Ul Haq would replace Cllr. Nazeem Hayat on the sub committee

**Action:** To ensure no further delays are made to the process, Councillor Latif is to write to the employee in question to request that the grievance hearing take place sooner than the usual 10-day notice requirement. The date of the grievance hearing will be set between Councillor Latif and the employee.

### **2019/022.3 - Update on Assistant Chef Co-Ordinator and noting of timetable**

Following on from the successful applicant in the July interviews turning down the vacancy, the position of Catering Assistant needs to be re-advertised.

The Assistant Clerk circulated a recruitment timetable for Members to review:

Job advertised	Friday 06 <sup>th</sup> September
Advert closing	Friday 27 <sup>th</sup> September (at noon so applications can be scanned and emailed to the panel to review over the weekend)
Shortlisting to be completed by	Sunday 29 <sup>th</sup> September
Candidates notified of interviews	Monday 30 <sup>th</sup> September
Interviews to take place	Wednesday 02 <sup>nd</sup> October

Proposed by Councillor Ali and Seconded by Councillor Latif, and

**RESOLVED:** That the recruitment timetable be approved and all Members of the Personnel committee be involved in the interviews.

**Action:** The Assistant Clerk to amend the job description to include the times the candidate would be expected to work and to circulate to Members and the Catering Co-Ordinator for review before advertising.

### **2019/022.4 - Update on Handyman**

\*Mr Raheel Gorski entered the meeting at this point – 6:20pm\*

Members requested the Handyman to provide complete health and safety paperwork to consider giving him the task of watering the flower baskets. If the paperwork was sufficient he would be sent on training to use the quad bike. All Members stressed the importance of having and following health and safety guidelines in all areas of work within the Town Council.

The Assistant Clerk reminded Members that the Clerk had previously given their professional opinion on this matter, in which the Clerk advised Members that the contractor was not up to the required standard and posed a risk to members of the public with the jobs previously carried out. The Clerk had previously requested a letter of exemption around the allocation of jobs to the Handyman, and the request was rejected by the committee.

Proposed by Councillor Hussain and Seconded by Councillor Latif, and

**RESOLVED:** That the Council continue to use Unique Facilities until the Handyman has fully completed all the documents previously requested. Once the paperwork has been reviewed by

	<p>the committee and deemed sufficient, the Handyman is then to be sent on the necessary training for using the Council quadbike to enable him to water the town centre hanging baskets</p> <p><b>Action:</b> The Assistant Clerk to circulate the documentation to Members once the Handyman has resubmitted the documents.</p> <p>Members also discussed a resident complaint that the current user of the quad bike didn't appear to be wearing a high-vis jacket and the Assistant Clerk was tasked to look into this.</p> <p><b>Action:</b> The Assistant Clerk to contact Darren at Unique Clean to discuss.</p>
2019/023 (P)	<p><b><u>DATE OF THE COMMITTEE MEETING</u></b></p> <p>To note the date of the next committee meeting scheduled to take place on Wednesday 18<sup>th</sup> September at 6.30pm, Unity Wellbeing Centre.</p> <p>There being no further business, the meeting was closed by the Chair at 6.40pm.</p>