

Axminster Town Council – Employment Committee Report 2023 – Cllr Andrea Sedgewick

The purpose of the Employment Committee is to oversee matters relating to the employment and management of the Council's staff.

The Employment Committee meets quarterly, agendas and minutes are posted onto the Council website. Members of the public are welcome to attend the first part of our meetings.

Our responsibilities include:

- Overseeing the recruitment and appointment of staff

During this year we have successfully advertised for, and recruited:

- a new Town Clerk and Responsible Financial Officer
- a new Administrator as our 2nd Officer
- a new Administrative Assistant
- 2 new Outdoor staff

- Reviewing working conditions and health and safety matters for staff.
- Reviewing salary and pay-scales in line with national recommendations and increases.
- Monitoring and addressing staff absence in accordance with national guidelines
- Establishing and reviewing performance management and staff training.

This year we have conducted appraisals for all staff.

Staff have been trained in:

- NAMM – memorial safety (SIAM)
- PASMA – working at height.
- Fire Marshall
- First Aid
- EVAC chair
- Arranging new employment contracts and changes to contracts when we appoint new staff, and when staff change the hours they work
- Drafting implementing, reviewing, monitoring and revising policies for staff –
- Overseeing any process leading to the redundancy of staff should this be necessary.

Councillor Andrea Sedgewick
Chair of the Employment Committee

March 21st 2023