

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

17 March 2021

Dear Councillor,

You are hereby summoned to an extra-ordinary virtual meeting of the Employment Committee which has been arranged for 7.30 p.m. on Monday 22<sup>nd</sup> March 2021 using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020. The meeting will be held using zoom technology.

The meeting will be held using Zoom technology.

Join Zoom Meeting

<https://us02web.zoom.us/j/88015079249>

Meeting ID: 880 1507 9249

Details on how to join the meeting are on the relevant Committee Page on our website, should you be unable to access the meeting, please contact us on 01297 32088

This meeting will be recorded and recordings will be held for one year by the town council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. If you wish to speak, please raise your hand and you will be invited to speak by the chairman, at which point your microphone will be unmuted. Voting will also take place by show of hands and the chairman will indicate the votes have been noted.

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting**. To assist in this process, please have a piece of card or something similar that you can raise to show that you wish to speak, then wait to be invited to speak by the Mayor.

Members are reminded:

- a) Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary** one. In virtual meetings, if members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.
- b) That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency**.
- c) To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management** strategy.

1. APOLOGIES:

2. DECLARATIONS OF INTEREST.

3. PUBLIC FORUM.

4. MATTERS ARISING FROM PREVIOUS MEETINGS.
5. REVIEW OF ACTIONS AND OUTSTANDING TASKS FROM PREVIOUS MEEETINGS.
6. TO CONSIDER ANY ARRANGEMENTS DEEMED NECESSARY IN LIGHT OF PRESENT SITUATION REGARDING COVID 19.
7. MATTERS OF URGENCY

Committee Member to propose that under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

8. MATTERS ARISING FROM PREVIOUS MEETINGS:
9. TO DISCUSS STAFFING MATTERS.
  - a. To consider any arrangements deemed necessary in light of present situation regarding COVID 19.
  - b. To make recommendations to Council regarding the following policies:
    - i. Recruitment and Selection
    - ii. Induction and Induction Checklist
    - iii. Training and Development
  - c. Job Descriptions
    - i. Town Clerk
    - ii. Responsible Financial Officer and Deputy Clerk
    - iii. Administrative Assistant
    - iv. Cemetery Caretaker
  - d. Update - Implementing Performance Management policy and getting started with appraisals
  - e. Staffing Changes.

Yours sincerely,

*Hilary Kirkcaldie*

Town Clerk