

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

12 August 2021

Dear Councillor,

You are hereby summoned to a meeting of the Employment Committee which has been arranged for 7.30 p.m. on Tuesday 17th August 2021 at Axminster Guildhall.

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. 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. REVIEW OF ACTIONS, MATTERS ARISING AND OUTSTANDING TASKS FROM PREVIOUS MEEETINGS WHICH ARE NOT AGENDA ITEMS FOR THIS MEETNG AND ARE NOT TO BE TAKEN IN COMMITTEE.

5. TO CONSIDER ANY ARRANGEMENTS DEEMED NECESSARY IN LIGHT OF PRESENT SITUATION REGARDING COVID 19.

6. 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.

7. MATTERS AND ACTIONS ARISING FROM PREVIOUS MEETINGS:

8. TO DISCUSS STAFFING MATTERS.

- a. To consider any arrangements deemed necessary in light of the present situation regarding COVID 19.
- b. Cemetery Caretaker Options Report – Deputy Clerk to speak.
- c. Revisions to Induction Policy – Cllr. Sedgewick to speak.
- d. To Consider Request from Deputy Clerk to undertake C.I.L.C.A. Training.
- e. Carried-forward staff leave – Town Clerk to speak.
- f. Employee Handbook Update – Town Clerk or Cllr. Holt to speak.
- g. Contracted hours, Annualised hours, Additional hours, Overtime hours – A.C.A.S. definitions – Town Clerk to speak
- h. Monthly overtime report – Town Clerk to speak.
- i. Annual Leave Policy.
- j. Reception Office Plan – Cllr. Holt to speak.
- k. Staff Absence.
- l. Staff Training Report, training requests and authorisation.
- m. Feedback on Recent Staff Training – Town Clerk to speak.
- n. Website Updates – policies and procedures, job descriptions.
- o. Monthly Overtime Report – Town Clerk to speak.
- p. Overtime Policy – Cllr. Holt to speak.
- q. Matters of Urgency.

Yours sincerely,

Hilary Kirkcaldie

Town Clerk