

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

11 November 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 16th November 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 Chair 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 Chair.

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**.*
- 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. To receive and, if thought fit, to approve apologies for absence:**
- 2. To note members of the committee not otherwise present:**
- 3. To receive declarations of interest from members of the committee (if any):**
This does preclude the need for members to declare further interests if they become aware of them during the meeting.
- 4. Public Forum**
- 5. To review the minutes of the previous Employment Committee meeting held 19th October 2021 and to consider any matters arising from those minutes:**
- 6. To consider any arrangements deemed necessary in light of ongoing situation regarding Covid 19:**
- 7. To consider any matters considered as urgent by the presiding Chair for discussion:**

A 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. To consider matters pertaining to the ongoing benchmarking exercise:**
- 9. To consider and agree arrangements for Clerk's retirement and handover to Locum:**
- 10. To consider update on ongoing appraisal/performance review process:**
- 11. To consider and agree upon frequency (and dates) of future Employment Committee meetings:**
- 12. To consider ongoing recruitment of two groundskeeper staff;**
 - i) To review applications for vacancies.*
 - ii) To consider method of interviews; practical and theory.*
 - iii) To consider shortlisting and pre-interview protocol.*
 - iv) To consider alternative recruitment / job allocation measures.*
 - v) To consider any other matters pertaining to the vacancies.*

Yours sincerely,

Paul Hayward

Locum Deputy Town Clerk