

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

20 January 2022

Dear member of the Employment Committee.

Chair: Cllr. Sedgewick, Members: Cllrs. Birnie, Farrow, Holt, Mynard, Paice, Spurway and Walden.

You are hereby summoned to a meeting of the Employment Committee which has been arranged for 7.00 p.m. on Thursday 27th January 2022 in Axminster Guildhall, Churchill Room.

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 Chair. 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.*

Public Forum session (limited to 3minutes per speaker and 15minutes overall duration at the discretion of the Chair).

EC22/001 To note members on the Employment Committee present at the meeting:

EC22/002 To receive and, if thought fit, to note the absence and to approve the reasons given for the absence: (LGA 1972 s.85(1))

EC22/003 To note members of the committee not other present:

EC22/004 To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded. This does not preclude the need for members to declare any additional interests that may arise during the meeting.

EC22/005 To note the minutes of the Employment Committee meeting held 16th November 2021 (these having been approved by FULL Council on 13th December 2021).

To consider matters arising from those minutes not otherwise listed on this agenda.

- EC22/006** To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960 (*see below*).
- EC22/007** To note resignation of the Administration Assistant and to consider proposals to recruit a replacement member of staff.
- EC22/008** To consider proposal to prohibit smoking (incl. e-cigarettes) by Axminster Town Council staff at the front of the Guildhall building (southern elevation) and to consider proposal for provision of amenity elsewhere within the building curtilage to accommodate this activity.
- EC22/009** To consider proposed expenditure for Play Area and Equipment Assessment and Inspection Training for Council employees, cost £200-£410 per participant.
- EC22/010** To consider proposed variation of Contract of Employment for Locum Deputy Clerk to recognise additional responsibilities of role as Locum Town Clerk and to consider proposed (weekly) hours of employment within that role.
- EC22/011** To receive update from Locum Town Clerk as to ongoing recruitment for Outdoor Groundskeeper roles, and to consider and agree upon next steps (noting recent recommendations of the Operations Committee).
- EC22/012** 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.

EC22/013 (IC) To consider matter pertaining to former employee of the Town Council.

EC22/014 (IC) To consider report from Local Council Consultant, James Corrigan, who was commissioned to undertake a review and assessment of Council's employment needs and overall Council structure (and hierarchy) and to make recommendations to FULL Council after review and consideration.

EC22/015 (IC) To receive report from Locum Town Clerk on recent Staff Performance Appraisals (Interim) and to consider revision to weekly hours of work for one staff member following their request; this matter to also include possible revisions to timing of employee's annual leave entitlement calendar.

Yours sincerely,

Paul Hayward

Locum Town Clerk

20th January 2022