

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

14 March 2022

Dear Member of the Employment Committee.

Chair: Cllr. Sedgewick, Vice-Chair: Cllr. Holt
Members: Cllrs. Birnie, Farrow, 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 Monday 21st March 2022 in Axminster Guildhall, Jubilee 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 15 minutes overall duration at the discretion of the Chair).

EC22/037 To note members of the Employment Committee present at the meeting:

EC22/038 To receive and, if thought fit, to note the absence and to approve the reasons given for the absence: (LGA 1972 s.85(1))

EC22/039 To note members of the committee who are neither present nor have given their apologies for absence:

EC22/040 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.

EC22/041 To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 15th February 2022.
To consider matters arising from those minutes not otherwise listed on this agenda.

EC22/042 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*).

EC22/043 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.

EC22/044 (IC) To further consider ongoing matter pertaining to former employee of the Town Council taking on board recommendations from Full Council meeting held on 14th March 2022.

EC22/045 (IC) To consider report from Locum Town Clerk regarding Occupational Health matters and to approve any further action in that respect.

EC22/046 (IC) To receive update from Chair on ongoing recruitment campaigns and, if thought fit, to consider variations to the advertisements/job specifications already issued.

EC22/047 (IC) To note recommendations/decisions of the Full Council meeting held 14th March 2022 in respect of the recent NJC/NALC Pay Settlement Award of 1.75% for 2020-21.

EC22/048 (IC) To consider offer from Administrative Assistant to extend their notice period (of resignation/retirement) beyond 31st March 2022 and to decide whether to accept said offer.

EC22/049 (IC) To consider recommendations of the Employment Panel Working Party in relation to the proposed Shortlisting of candidates for the vacant Town Clerk/RFO position and to approve that shortlist if committee members so agree.

EC22/050 (IC) To receive report from Locum Clerk/RFO in relation to employee superannuation.

Yours sincerely,

Paul Hayward

Locum Town Clerk

14th March 2022