

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

13 October 2022

Dear Member of the Employment Committee.

Chair: Cllr. Sedgewick, Vice-Chair: Cllr. Holt
Members: Cllrs. Birnie, Farrow, Leat, Paice, Spurway, Steadman and Walden.

You are hereby summoned to a meeting of the Employment Committee which has been arranged for 7.30p.m. on Tuesday 18th October 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).

EC22/100

To note members of the Employment Committee present at the meeting.

EC22/101

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

EC22/102

To note members of the committee who are neither present nor have given their apologies for absence.

Continued overleaf

EC22/103

To note the recent addition of Cllr. Sara Leat to the Employment Committee membership.

EC22/104

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.*

EC22/105

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 19th July 2022.

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

EC22/106

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*).

EC22/107

To consider any matters considered as urgent by the presiding Chair for discussion.

Business to be considered:

EC22/108

To consider arrangements, costs and priority for staff training provision;

- a) **Administrative Staff**
- b) **Outdoor Grounds-staff**

EC22/109

To consider arrangements for forthcoming appraisal (performance review) training and delivery of appraisals for Council employees.

EC22/110

To consider matter pertaining to the future scheduling of Employment Committee meetings.

EC22/111

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.

Matters to be considered in Part Two session; those which are considered as confidential as they relate to employment matters.

Continued overleaf

Business to be considered in Part Two session; matters which are considered as confidential as they relate to Council employment.

EC22/112 (IC)

To consider matters pertaining to specific employee matters: probationary periods and subsequent remuneration.

EC22/113 (IC)

To further consider a request for a variation to wording of employment contracts for members of staff holding elected roles at other local authorities.

EC22/114 (IC)

To consider a matter pertaining to a former Council employee which requires the attention of the employment committee.

EC22/115 (IC)

To consider matters pertaining to recruitment of new member of the Grounds-staff team; timing, remuneration and recruitment process.

EC22/116 (IC)

To consider matters pertaining to a specific matter of employee remuneration.

With no further business to attend to, the Chair will bring the meeting to a close.

Yours sincerely,

Paul Hayward

Town Clerk

13th October 2022