

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

12 May 2022

Dear Member of the Employment Committee.

**Chair: Cllr. Sedgewick, Vice-Chair: Cllr. Holt**

**Members: Cllrs. Birnie, Farrow, Mynard, 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 17<sup>th</sup> May 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).***

**EC22/060**

**To elect a Chair of the Employment Committee for the next year.**

**EC22/061**

**To elect a Vice-Chair of the Employment Committee for the next year.**

**EC22/062**

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

**EC22/063**

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

*Continued overleaf*

**EC22/064**

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

**EC22/065**

**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.*

**EC22/066i)**

**To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 21st March 2022.**

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

*This matter had previously been deferred from the Employment Committee meeting held 25/3/2022*

**EC22/066ii)**

**To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 25th March 2022.**

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

**EC22/067**

**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*).**

**EC22/068**

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

**EC22/069**

**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.**

**EC22/070 (IC)**

**To consider the outcome of the recent recruitment interviews held earlier on 9<sup>th</sup> and 16<sup>th</sup> May 2022 and, if thought fit, to recommend \* the appointment of the new employees to Axminster Town Council and to consider, agree and recommend \* terms and conditions of their employment;**

- i) Council Administrator role**
- ii) Administrative Assistant role**
- iii) Grounds-keeper role(s)**

*Continued overleaf*

**EC22/071 (IC)**

**To consider recent correspondence received from former employee and to agree actions arising from that letter.**

**EC22/072 (IC)**

**To consider matters pertaining to employee superannuation.**

**EC22/073 (IC)**

**To consider whether the Town Council should approach local agricultural colleges to start discussions about potential future employment opportunities and apprenticeships.**

**EC22/074 (IC)**

**To consider matters pertaining to Council's Disciplinary and Grievance Policy (and process) and to consider any amendments or revisions to that Policy in light of recent events.**

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

*\* This recommendation will need to be approved by a vote of the Full Council to be held at an extraordinary meeting on Monday 13<sup>th</sup> June 2022.*

Yours sincerely,

*Paul Hayward*

Town Clerk

12<sup>th</sup> May 2022