

18 January 2023

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 19.00hrs on Monday 23rd January 2023 in 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 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).

EC22/117

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

EC22/118

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

EC22/119

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

Continued overleaf

EC22/120

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.

EC22/121

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 18th October 2022.

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

EC22/122

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 for business already tabled for discussion in Part two due to the confidential nature of the business to be discussed).

EC22/123

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

EC22/124

To consider date for next scheduled meeting of this committee (noting that extraordinary meetings can be convened by Chair if so required):

The next meeting is scheduled for 3rd April 2023.

Business to be considered on this agenda:

EC22/125

To consider update on staff training arrangements/program from Clerk and to consider a proposal that a specific part of the working week be set aside for staff training provision.

EC22/126

To consider a proposal by Cllr. Birnie that this Council should implement a new Duty of Care Policy in respect of both its employees, and its members, to safeguard them in the event that they do not attend work/meetings as anticipated; Cllr. Birnie to speak on this matter.

EC22/127

To consider whether this committee wishes to proceed with approaches to local educational establishments regarding the possible introduction of workplace apprenticeships at this time.

EC22/128

To consider this committee's Terms of Reference and, if thought fit, to recommend their adoption by FULL Council.

Continued overleaf

EC22/129

To consider the timetable for the review and possible revision of this Council's extant Employment Policies and to consider any additional policies that may be required.

EC22/130

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.

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

EC22/131 (IC)

To consider matters pertaining to a specific employee; to include resolution on their probationary period, their hours of employment and subsequent remuneration.

EC22/132 (IC)

To further consider variations to wording of employment contracts for members of staff holding elected roles at other local authorities or additional employment elsewhere.

EC22/133 (IC)

To receive an update on a matter pertaining to a former Council employee which requires the attention of the employment committee.

EC22/134 (IC)

As per the minutes of the meeting held 18th October 2022, to further consider matters pertaining to recruitment of new member of the Grounds-staff team; possible timing, remuneration and the anticipated recruitment process.

EC22/135 (IC)

To receive an update from Chair and Clerk on the outcome of the recent Staff Performance Review (Appraisal) exercise and to note the date of the next cycle of formal staff appraisals.

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

Yours sincerely,

Paul Hayward

Town Clerk

18th January 2023