

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

29 March 2023

Dear Members 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 7pm on Monday 3<sup>rd</sup> April 2023 in the 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).***

**EC23/001**

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

**EC23/002**

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

**EC23/003**

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

*Continued overleaf*

**EC23/004**

**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.*

**EC23/005**

**To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 23<sup>rd</sup> January 2023.**  
*To consider matters arising from those minutes not otherwise listed on this agenda.*

**EC23/006**

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

**EC23/007**

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

**EC23/008**

**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.**

**EC23/009 (IC)**

**To consider matters pertaining to a specific employee; to note resignation and to consider matters pertaining to their notice period, final remuneration and to agree arrangements for their exit interview.**

**EC23/010 (IC)**

**To consider matters pertaining to recruitment of replacement employee; to consider salary, hours of work, job role and terms & conditions of employment, and to agree recruitment process and interview panel composition.**

**EC23/011 (IC)**

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

*Continued overleaf*

**EC23/012 (IC)**

**To receive an update from Chair and Clerk on forthcoming staff appraisals.**

**EC23/013 (IC)**

**To consider proposal to renew the Council's Annual membership of the (supplier name) Employee Support Package at a cost of £785 (covering period 6/4/23 to 5/4/2024)**

**EC23/014 (IC)**

**To receive an update from Clerk on the employee leave not used in the current leave year and to approve the carry-over of employee leave hours into the following leave period as per the agreed terms of employee 'contracts of employment'.**

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

Yours sincerely,

*Paul Hayward*  
Town Clerk

29<sup>th</sup> March 2023