

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

13 September 2023

Dear Members of the Employment Committee.

Members: Cllrs. Birnie (Chair), Farrow, Leat, Paice, Steadman and Walden.

You are hereby summoned to a meeting of the Employment Committee which has been arranged for 7pm on Monday 18th September 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).

EC23/035

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

EC23/036

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

EC23/037

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

Continued overleaf

EC23/038

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.

EC23/039

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 26th June 2023.
And to consider matters arising from those minutes not otherwise listed on this agenda.

EC23/040

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).

EC23/041

To receive a report from the Clerk in relation to the revised Organisational Chart for Axminster Town Council (incorporating the Guildhall staff cohort);

EC23/042

To receive a report from the Clerk on LGPS Pension Discretion Policy requirements and, if thought fit, to approve the declaration to the scheme trustees on behalf of ATC.

EC23/043

To receive a training update report from the Clerk on staff training progress and anticipated future requirements; to consider request for two staff member attendances on the next available ICCM “Cemetery Management and Compliance” training event (virtual) at a cost of £185 per person (net). 5th and 6th December 2023 (first available date).

EC23/044

To receive a report from Clerk on the ongoing review of Employment Policies (via retained HR consultancy) and to consider whether this committee wishes to extend the review to include a draft Compassionate Leave Policy.

EC23/045

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

EC23/046

To note the date of the next scheduled meeting of the committee.

EC23/047

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.

Continued overleaf

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

EC23/048 (IC)

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

EC23/049 (IC)

To receive and review an updated “leave” summary for council employees (including GH personnel).

EC23/050 (IC)

To consider specific matters pertaining to employee job roles, terms and conditions, benefits, remuneration and superannuation and to resolve actions/decisions accordingly.

EC23/051 (IC)

To receive a report from the Clerk on, and to consider matters with regards to, employment matters relating to performance reviews (appraisals) and to agree upon contractual remuneration uplifts for those employees within the framework of the NALC/NJC Pay Scale Agreement and to receive a report from the Clerk on the ongoing FY23-24 Pay Settlement negotiations (and their impact on the Council’s finances in-year)

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

Yours sincerely,

Paul Hayward
Town Clerk

13th September 2023