

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

22 June 2023

Dear Members of the Employment Committee.

Members: Cllrs. Birnie, 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 26th June 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).

EC23/015

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

EC23/016

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

EC23/017

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

Continued overleaf

EC23/018

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

EC23/019

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

EC23/020

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.*

EC23/021

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 3rd April 2023.

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

EC23/022

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*).

EC23/023

To consider proposal that the Chair of the Town Council be designated as the Line Manager to the Clerk/Proper Officer for the purposes of undertaking Performance Reviews and providing the day-to-day management role for that employee.

EC23/024

To note the proposed period for the completion of annual employee performance reviews (appraisals) as per the previous resolution of this committee.

EC23/025

To note that the Local Government Pension Scheme (LGPS) operated by Peninsula Pension Services on behalf of Devon County Council has increased the Employer Contribution Rate from 21.1% to 21.9% (effective from April 2023) to reduce the current Pension Scheme Deficit.

EC23/026

To review the draft Capability Policy and agree any amendments/revisions prior to approval and adoption by the committee (subject to FULL Council ratification).

Continued overleaf

EC23/027

To consider whether this Council should adopt an Employee Adverse Weather Policy.

EC23/028

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

EC23/029

The Vice-Chair (or a committee member in their absence) 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.

EC23/030 (IC)

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

EC23/031 (IC)

To receive an updated “leave” summary for Council employees for review.

EC23/032 (IC)

To note the recruitment of a new member of Council staff and to ratify terms and conditions of employment, pension arrangements and length of probationary period.

EC23/033 (IC)

To receive a report from the Clerk on, and to consider matters with regards to, an employment matter considered confidential and to resolve (if appropriate) that this Council should seek specialist HR advice to ensure compliance with all relevant extant employment legislation in that regard.

EC23/034 (IC)

To consider a matter pertaining to Council banking arrangements that directly affects employees.

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

Yours sincerely,

Paul Hayward

Town Clerk

21st June 2023