

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

19 January 2024

Dear Members of the Employment Committee.

Members: Cllrs. 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 22nd January 2024 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).

EC24/001

To elect a Chair of the Employment Committee.

(This is required after the resignation for the former Chair, Sarah Birnie)

EC24/002

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

EC24/003

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

EC24/004

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

EC24/005

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.*

EC24/006

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 18th September 2023

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

EC24/007

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*).

EC24/008

To elect a Vice-Chair of the Employment Committee.

EC24/009

To consider a proposal that key staff be provided with mobile devices for use during their day-to-day employment activities (for calls and data access) and to accord with Council's Lone Worker policy.

EC24/010

To consider whether the Town Council should adopt the NALC Model Contract of Employment 2024 document (endorsed and approved by SLCC) which incorporates Green Book terms.

EC24/011

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

EC24/012

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

EC24/013

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.

Continued overleaf

EC24/014 (IC)

To consider matters pertaining to Council employees which require the attention of the employment committee; Clerk to present report to committee members.

EC24/015 (IC)

To consider a matter relating to an employee's probationary period.

EC24/016 (IC)

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

EC24/017 (IC)

To receive a report from the Clerk on a proposal relating to the Council's annual schedule of meetings & the arrangements for those meetings which seeks to improve the efficiency of Council business and the deliverability of Council's services and amenities.

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

Yours sincerely,

Paul Hayward

Town Clerk

15th January 2024