

AXMINSTER TOWN COUNCIL  
MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE  
Held at the Guildhall on Thursday 18th February 2016 at 5.00 pm.

1. PRESENT: Chairman: Cllr D.R.H.Hull (Town Mayor);  
Cllr G.S. Godbeer (Deputy Mayor);  
Councillors: J.W. Walden; Mrs.S.R.Spiller, P. G Hayward, Miss J. Raymond

Deputy Town Clerk/RFO  
0 Members of the Press  
0 Members of the Public

2. APOLOGIES: The Town Clerk.
3. MINUTES OF MEETING HELD ON 9<sup>th</sup> January 2016: These Minutes having been approved and adopted by the Town Council were signed by the Chairman.
4. PUBLIC FORUM: None.

Councillor G.S. Godbeer proposed 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. It was carried unanimously to exclude the public.

5. TO DISCUSS VARIOUS STAFFING MATTERS
  - i) Performance Management: Cllr J.W. Walden proposed the Deputy Clerk/RFO draft an Appraisal system for Council approval and implementation. Seconded by Mrs S.R. Spiller and Miss J. Raymond. Agreed.
  - ii) Discipline D.R.H. Hull Grievance Policies: Cllr D.R.H. Hull proposed the draft Discipline D.R.H. Hull Grievance procedure be considered by the next Employment Committee meeting, following some re-working.
  - iii) Cllr J.W. Walden proposed that 3 Councillors form a Disciplinary Committee. Seconded by P.G. Hayward. Agreed.
  - iv) Dissemination of documents for meetings: Cllr J.W. Walden proposed that documents for any Council or Committee meeting be sent to Councillors three full days (excl. Sundays) before the meeting at the latest. Seconded by Mrs S.R. Spiller. The late addition of items for Planning agendas was raised by Cllr P.G. Hayward as unlawful. Deputy Clerk/RFO is to check with EDDC Planning Dept. regarding additional time for submission of comments from a statutory respondent if the additional Planning information is sent near to the deadline.
  - v) Cllr D.R.H. Hull requested that a list of volunteer Councillors take on the task of proof-reading minutes/agendas prior to dissemination. Cllr J.W. Walden volunteered. Deputy Clerk/RFO to collect names.

- vi) Job Evaluation: Cllr Mrs S.R. Spiller requested that the Deputy Clerk/RFO advise the committee on carrying out the job evaluation process. Cllr J.W. Walden proposed that the Deputy Clerk inform the Committee whether or not extra hours are to be required to carry out the additional work identified by the Employment Committee. Cllr Mrs S.R. Spiller seconded. Agreed.
  
- vii) Cllr J.W. Walden asked that it be considered at the next meeting of the Town Council that a Councillor be made responsible for Training D.R.H. Hull Development. Cllr Miss J. Raymond seconded. Agreed.
  
- viii) Cllr Mrs S.R. Spiller proposed a working party be formed to discuss the role of the HandyPerson. She suggested that Cllr J. Jeffrey be involved, possibly chairing the working party, due to his experience with resilience and many of the duties the HandyPerson would be undertaking. Cllr ? seconded. Agreed.