

AXMINSTER TOWN COUNCIL

MINUTES OF THE EXTRA-ORDINARY MEETING OF THE EMPLOYMENT COMMITTEE

Held at Axminster Guildhall at 5.00 p.m. on Monday, 23rd March 2017.

PRESENT: Cllr. P.G. Hayward, (Chairman), J.W. Walden and Cllr. A.L. Young.

Town Clerk
0 Members of the Press
0 Members of the Public

1. APOLOGIES : Cllr. C.A. Doherty, Cllr. D.R.H. Hull and Cllr. L.A. Rowe and the Deputy Town Clerk.

2. MINUTES OF THE MEETINGS HELD ON 6th FEBRUARY 2016: having been approved by the Town Council these were signed.

3. PUBLIC FORUM: None.

4. MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 6TH FEBRUARY 2017: None.

5. DISCIPLINE POLICY: the draft policy was considered and various minor amendments made. A copy is attached to these minutes

6. GRIEVANCE POLICY: the draft policy was considered and various minor amendments were made. A copy is attached to these minutes.

7. STATEMENT OF PARTICULARS: the draft document was considered and, because several amendments were put forward, was referred back to the Deputy Clerk for comment and reconsideration at a later meeting of this Committee.

Cllr. Young 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. Agreed.

5. STAFFING MATTERS – RISK ASSESSMENT:

It was agreed that this would consist of:

Compliance with Employment Law to be met via staff membership of various national and regional bodies including such as SLCC, and Town Council membership of D.A.L.C.

Compliance with Inland Revenue requirements to be met via regular advice/updates received from HMRC and Internal and external auditor carry out annual checks.

Safety of Staff and Visitors to be met via alarm/camera fitted to restrict access to building. Regular risk assessment checks of buildings where staff operate. Staff provision with mobile telephones. Staff provision with personal protective clothing and training where appropriate.

Signed Date