

AXMINSTER TOWN COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE EMPLOYMENT COMMITTEE

Held at 7.30 p.m. on Monday, 23<sup>rd</sup> March 2021.

PRESENT: Cllrs. A.G. Sedgewick (Deputy Mayor, Chairman), J.J. Farrow (Mayor), C.A. Doherty, S.P. Holt, Mrs. S.L.N. Leat, M.D.G. Spurway and J.W. Walden.

Town Clerk and Deputy Town Clerk.

0 Members of the Press    0 Members of the Public

1. APOLOGIES: Cllr. M. Mynard.
2. DECLARATIONS OF INTEREST: CLLRS. DOHERTY, FARROW, MRS. LEAT, MRS. SEDGEWICK AND SPURWAY EACH DECLARED PERSONAL INTERESTS AS BEING MEMBERS OF THE AXMINSTER GUILDHALL MANAGEMENT COMMITTEE IN RESPECT OF ANY ITEMS RELATING TO THE GUILDHALL.

THERE WERE NO OTHER RELEVANT INTERESTS.

3. PUBLIC FORUM: None.
4. MATTERS ARISING FROM MINUTES OF 15<sup>TH</sup> FEBRUARY: None.
5. ACTIONS FROM PREVIOUS MEETINGS: No comments were raised. The list was deemed to be completed.
6. COVID 19 SITUATION: There were no Government announcements which would require any changes.
7. MATTERS OF URGENCY: None.

Cllr. Holt 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. Cllr. Spurway seconded the proposal. Agreed.

8. MATTERS ARISING FROM PREVIOUS MINUTES: None.
9. COVID 19 RELATED MATTERS: to be COVID compliant, two staff members travelling to the same training course were travelling separately, despite the fact that this would double the costs to the Council.
10. DRAFT STAFF RECRUITMENT AND SELECTION POLICY: in the course of discussion various amendments to the draft document were made. The final draft will be put forward to full Town Council on 12<sup>th</sup> April.
11. DRAFT INDUCTION POLICY AND INDUCTION CHECK LIST: In the course of discussion various amendments to the draft document were made. The final draft will be put forward to full Town Council on 12<sup>th</sup> April.
12. DRAFT TRAINING AND DEVELOPMENT POLICY: In the course of discussion various amendments to the draft document were made. The final draft will be put forward to full Town Council on 12<sup>th</sup> April.
13. JOB DESCRIPTIONS: The Town Clerk pointed out that she had advised that the hours should be stated as 37 hours, but the Chairman said that it would be considered in twelve months' time after a benchmarking exercise had taken place. Cllr. Holt said that it could be done within 6 months, but it would need everyone's commitment otherwise it would not be possible. All the documentation would need to be in place. Cllr. Sedgewick said that the Strategic Plan should predate any benchmarking exercise. She said that a time

frame for Strategic Planning was needed. The final draft will be put forward to full Town Council on 12<sup>th</sup> April.

The descriptions for the other office staff were deferred.

There was preliminary discussion regarding that of the Cemetery Caretaker Job Description. The present situation is that it is as a job share.

The discussion will be continued at the next meeting.

14. STAFFING CHANGES: Nothing to report.

Signed ..... Date .....