

AXMINSTER TOWN COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE EMPLOYMENT COMMITTEE

Held at 7.30 p.m. on Monday, 15th February 2021.

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

Town Clerk and Deputy Town Clerk.

0 Members of the Press 0 Members of the Public

1. APOLOGIES: Cllrs. J.J. Farrow (Mayor), M. Mynard and J.W. Walden.
 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.

CLLR. FARROW DECLARED AN INTEREST AS BEING A MEMBER OF AXMINSTER TWINNING ASSOCIATION AND A GOVERNOR OF AXMINSTER COMMUNITY PRIMARY ACADEMY AND AS A JOINT TENANT OF A TOWN COUNCIL ALLOTMENT AT WOODBURY PARK ALLOTMENTS
 3. PUBLIC FORUM: None.
 4. MINUTES AND ACTIONS OF PREVIOUS MEETINGS: The Administrative Assistant was working on preparing the minutes for signing by the Chairman.
 5. COMMITTEE TERMS OF REFERENCE: Draft Terms of Reference had been circulated. Various changes were discussed and agreed. The final document will be put forward for approval by full Town Council on March 8th.
 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. Mrs. Leat seconded the proposal. Agreed.
8. MATTERS ARISING FROM PREVIOUS MINUTES: Matters still outstanding were:
 - a. Sourcing possible contractors to decorate the formal areas of the Guildhall.
 - b. Uploading of all staff job descriptions. It was agreed that this be done by the start of March.
 - c. Re-scheduling of meeting re email transfer.
 - d. Setting of date for Health and Safety Committee Meeting.
 9. COVID 19 RELATED MATTERS: None.
 10. DRAFT STAFF CODE OF CONDUCT: 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 8th March.
 11. DRAFT POLICY – LONE WORKER 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 8th March.
 12. DRAFT POLICY – HOME WORKING POLICY AND SELF-ASSESSMENT PROFORMA: 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 8th March.

Approved 2021/0111 8th March 2021

13. OVERTIME: The Deputy Clerk suggested that the Council invite an independent organisation to review the current staffing levels and their suitability for the work required Cllr. Sedgewick said that the Committee needed to get clear picture of what the diverse roles of staff.

14. IMPLEMENTATION OF PERFORMANCE MANAGEMENT: Two members of the Employment Committee will undertake the initial process with the Town Clerk and she and the Deputy Clerk will start the process with the staff they manage using the self-assessment form as the starting point and relating these to job descriptions. Cllr. Holt said that the process was a continuous one.

Signed Date