

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Locum Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

Axminster Town Council

Minutes of the meeting of the Employment Committee meeting.

Minutes approved at EC meeting 17/05/2022

Part ONE - Redacted version.

Held Tuesday 21st March 2022 at 7.00 pm in Axminster Guildhall, West Street, Axminster.

Present: Cllrs. Sedgewick (AS) (Chair), Holt * (SH) (Vice-Chair), Birnie (SBi.), Farrow (JF), Paice (EP), Spurway (MS) and Walden (JW). **Meeting was therefore quorate (Standing Orders apply).**

Locum Town Clerk, Paul Hayward (PH).

Part One (Open) session of this meeting was audio recorded and this recording will be available for one year from the date of the meeting upon request.

No members of the public were in attendance.

Public Forum session.

No members of the public present. Chair closed the Public Forum session at 7.05pm

EC 22/037

To note members of committee present:

Attendance at meeting shown above.

EC 22/038

To note and, if thought fit, to approve apologies for absence:

Cllr. Mynard (MM). Pre-existing health condition.

Absence noted and approval of reasons proposed from the Chair. Resolved unanimously.

EC 22/039

To note members of committee not otherwise present and to receive any other apologies for absence:

** Cllr. Holt had called to say he was running late due to an earlier meeting. Noted.*

EC 22/040

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 this meeting.

None declared.

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EC 22/041

To consider the minutes of the Employment Committee meeting held on 15th February 2022 & to approve if thought fit; to consider any matters arising from those minutes:

It was proposed by JF, seconded by JW, that the minutes of that meeting be approved.

Resolved unanimously. Chair signed the minutes as a true record of that meeting.

EC 22/042

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:

None other than that already listed for consideration in Part Two.

EC 22/043

To consider any matters considered as urgent by presiding Chair for discussion only.
No such matters raised.

JF 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. MS seconded the proposal.
Resolved.

Part One audio recording was stopped. Meeting moved into Part Two session.

Continued overleaf.

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Part TWO session of the Employment Committee meeting held 21st March 2022.

EC22/044 (IC)

To further consider ongoing matter pertaining to former employees of the Town Council taking on board recommendations from Full Council meeting held on 14th March 2022.

Members of the committee considered the recommendations of the Town Council meeting held 14th March 2022 and confirmed their agreement to the implementation of those. Other related matters were also considered as pertained to former members of Council staff. Full publication of the minutes from this agenda item have been redacted as they are deemed confidential as relating to staff matters.

EC22/045 (IC)

To consider report from Locum Town Clerk regarding Occupational Health (OHA) matters and to approve any further action in that respect.

After discussion, and consideration of the costings and conditions put forward by the external OHA suppliers, **it was proposed by Chair, seconded by JW, that the Committee approve the appointment of Contractor M (on an annual subscription basis, for an initial 12 month period) to provide the OHA package which would provide all staff with OHA and health support. Resolved unanimously. LTC duly delegated to make the necessary arrangements on Council's behalf.**

Other matters pertaining to employee health, wellbeing and performance review were also considered and actions agreed upon.

Full publication of the minutes from this agenda item have been redacted as they are deemed confidential as relating to staff matters.

EC22/046 (IC)

To receive update from Chair on ongoing recruitment campaigns and, if thought fit, to consider variations to the advertisements/job specifications already issued.

Chair outlined the progress with recent recruitment exercises. Noted.

Full publication of the minutes from this agenda item have been redacted as they are deemed confidential as relating to staff matters.

EC22/047 (IC)

To note recommendations/decisions of the Full Council meeting held 14th March 2022 in respect of the recent NJC/NALC Pay Settlement Award of 1.75% for 2020-21.

Noted by the committee.

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EC22/048 (IC)

To consider offer from Administrative Assistant to extend their notice period (of resignation - retirement) beyond 31st March 2022 and to decide whether to accept said offer.

Committee considered this matter and appropriate resolutions were proposed to ensure continuity of Council services. Chair thanked the Administration assistant for her many years of service to the Council.

Full publication of the minutes from this agenda item have been redacted as they are deemed confidential as relating to staff matters.

Chair proposed that agenda item EC22/050(IC) be brought forward for consideration.

EC22/050 (IC)

To receive report from Locum Clerk/RFO in relation to employee superannuation.

Clerk had presented a report to the Committee in light of new information which had come to light via Devon Pensions (Peninsula Pensions) [The Local Government Pension Scheme provider for Devon). After reviewing the report provided, appropriate resolutions were put forward and voted upon, which delegated to the LTC the authority to take actions as necessary to resolve the outstanding issues in this regard.

Full publication of the minutes from this agenda item have been redacted as they are deemed confidential as relating to staff matters.

EC22/049 (IC)

To consider recommendations of the Employment Panel Working Party in relation to the proposed Shortlisting of candidates for the vacant Town Clerk/RFO position and to approve that shortlist if committee members so agree.

At this point, the LTC was asked to leave the meeting as there was a potential conflict of interest arising as the LTC had submitted an application for the Town Clerk/RFO role.

LTC left the room accordingly.

Continued overleaf

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EC22/049 (IC)

To consider recommendations of the Employment Panel Working Party in relation to the proposed Shortlisting of candidates for the vacant Town Clerk/RFO position and to approve that shortlist if committee members so agree (continued).

Chair outlined the applications for the vacant role and proposed that they be shortlisted for review at the Interview Day on 25th March 2022 by the delegated Interview Panel of AS, SH, SBi, JF and the inclusion of the Independent Person (Mr. Vanderwolfe, the Proper Officer for a larger Town Authority in Devon and a Fellow of the SLCC). Resolved unanimously. Chair would notify all shortlisted candidates accordingly, invite them to the interview session and liaise with the Interview Panel to devise a structure for the presentations and interview questions. Noted.

With no further business to deal with, the Chair closed the meeting at 8.30pm.

Signed Date. 17/05/2022

Minutes of the meeting of the Employment Committee meeting (Part One REDACTED)

Held Tuesday 21st March 2022 at 7.00 pm in Axminster Guildhall, West Street, Axminster.