

# Axminster Town Council

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

Mayor: Cllr Jill Farrow  
Locum Clerk: Paul Hayward

[www.axminstertowncouncil.gov.uk](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## Axminster Town Council: Minutes of the meeting of the Employment Committee

**MINUTES APPROVED AT EC MEETING 17/05/2022; Part ONE version (Redacted).**

Held in person on Friday 25<sup>th</sup> March 2022 at 5.00 p.m.

Locum Town Clerk was NOT in attendance due to the conflict of interest arising from the business to be considered.

*Chair welcomed all in attendance. Chair highlighted the building fire precautions and alerted those present to the fire exits. Chair also reminded those present of their personal obligations in relation to the ongoing CV19 situation and health guidance in that regard.*

### Public Forum session.

No public speakers present.

Chair closed the Public Forum session at 5.05pm

### Part ONE business.

#### EC22/051

**To note members of the Employment Committee present at the meeting:**

Present: Cllrs Sedgewick (Chair), Holt (Vice-Chair), Birnie, Paice, Spurway, Farrow.

**(Meeting was quorate)**

#### EC22/052

**To receive and, if thought fit, to note the absence and to approve the reasons given for the absence: (LGA 1972 s.85(1))**

Apologies: Cllr Mynard – absence noted and reason for absence approved.

#### EC22/053

**To note members of the committee who are neither present nor have given their apologies for absence:**

Not present: Cllr Walden

#### EC22/054

**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 the meeting.*

No declarations of interest.

# Axminster Town Council

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

Mayor: Cllr Jill Farrow  
Locum Clerk: Paul Hayward

[www.axminstertowncouncil.gov.uk](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## EC22/055

**To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 21st March 2022.**

*To consider matters arising from those minutes not otherwise listed on this agenda.*

Minutes of meeting 21 March not yet available. Deferred by Chair to next Employment Committee meeting for consideration & approval.

## EC22/056

**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 (see below).**

No other matters to be considered in Part Two session.

## EC22/057

**To consider any matters considered as urgent by the presiding Chair for discussion:**

None raised by Chair.

*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. Seconded by Chair. Resolved unanimously.*

## Part TWO business.

### EC22/058(IC)

**To consider the outcome of the Clerk/RFO recruitment interviews held earlier on 25 March 2022 and, if thought fit, to recommend the appointment of the new Clerk/RFO to Axminster Town Council and to agree and recommend terms and conditions of their employment.**

Chair reported that the process adopted had been to ask the candidates to provide a short presentation on a given topic ("Should ATC seek the Quality Council award?") and to be interviewed by a panel consisting of four councillors and a Town Clerk who is a Fellow of the Society of Local Council Clerks (SLCC) as an independent advisor, with the same 10 questions put to each, using a scoring system with 4 points available for each question.

*Continued overleaf.*

# Axminster Town Council

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

Mayor: Cllr Jill Farrow  
Locum Clerk: Paul Hayward

[www.axminstertowncouncil.gov.uk](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

Applications had been received from two candidates, one of whom withdrew at short notice.

Before interviewing the remaining candidate, the panel decided that if they did not score 30 out of 40 points, ie. a 75% benchmark, the post would be re-advertised. In the event, the candidate gave a very strong performance and significantly exceeded this score.

The independent advisor was complimentary about the thoroughness, objectivity and accountability of the process.

It was agreed that the applicant will be offered employment for 37 hours per week with a salary at the first point of the substantive LC3 band, that performance appraisals will allow for annual increments, and that once SLCC is achieved this will add to the incremental opportunities.

The candidate will have a 6-month probationary period from the date of appointment, which will be once satisfactory references have been received.

**Proposed Chair, seconded Cllr. Birnie. Resolved unanimously.**

The successful candidate is aiming to achieve SLCC by May 2023.  
Our offer letter will give a December 2023 deadline.

**Proposed Chair, seconded Cllr. Paice. Resolved unanimously.**

Committee resolved to ask full Town Council that ATC take over paying for the SLCC qualification as we had previously offered to pay these fees for the former RFO.

**Proposed Chair, seconded Cllr. Farrow. Resolved unanimously.**

Independent advisor would advise on the appropriate leave allowance.

Reference questions were discussed – ACAS was unable to provide guidance, Cllr. Birnie had consulted LinkedIn and Indeed; after discussion the reference questions were agreed.

It was proposed that the Employment Committee recommend the appointment of Mr Paul Hayward as the new Town Clerk and RFO to Axminster Town Council and to agree the terms and conditions of their employment proposed and agreed in this meeting.

**Proposed Chair, Seconded Cllr. Farrow. Resolved unanimously**

*Continued overleaf.*

# Axminster Town Council

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

Mayor: Cllr Jill Farrow  
Locum Clerk: Paul Hayward

[www.axminstertowncouncil.gov.uk](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

With no further items to discuss the Chair closed the meeting at 17.22hrs.

Signed ..... Date: 17/05/2022