

Axminster Town Council

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

Mayor: Cllr Jill Farrow
Town 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

DRAFT MINUTES – YET TO BE APPROVED; Part TWO version (unredacted).

Held in person on Monday 3rd April 2023 at 7pm.

Members present as listed below, together with Clerk to the Council, Paul Hayward.

Chair welcomed all in attendance. Chair highlighted the building fire precautions and alerted those present to the fire exits.

Public Forum session.

No public speakers present.

Chair closed the Public Forum session at 7.05pm

Part ONE business.

EC23/001

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

All present: Cllrs. Sedgewick (Chair), Holt (Vice-Chair), Birnie, Farrow, Leat, Paice, Spurway, Steadman and Walden. **(Meeting was quorate)**

EC23/002

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

No apologies received, all members of committee present.

EC23/003

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

None.

EC23/004

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 offered by members in relation to the business on the agenda for consideration.

Continued overleaf.

Axminster Town Council

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

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

EC23/005

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 23rd January 2023.

And to consider matters arising from those minutes not otherwise listed on this agenda.

It was proposed by the Chair, seconded by Cllr. Paice, that the minutes of that meeting be approved. Resolved unanimously. No matters arising from these minutes.

EC23/006

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 other than that already listed on the agenda and the matter detailed above under EC23/009 to 014 inclusive.

EC23/007

To consider any matters considered as urgent by the presiding Chair for discussion:
None raised by Chair.

EC23/008

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 Cllr. Walden. Resolved unanimously.

The Part One meeting recording was stopped and a separate recording commenced for Part Two.

Part TWO business.

Business to be considered in Part Two session; matters which are considered as confidential as they relate to Council employment.

Continued overleaf.

Axminster Town Council

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

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

EC23/009 (IC)

To consider matters pertaining to a specific employee; to note resignation and to consider matters pertaining to their notice period, final remuneration and to agree arrangements for their exit interview.

The resignation of member of staff was noted and accepted.

Clerk and Council Administrator to undertake the exit interview and provide a written transcript for members of EmployComm.

It was proposed by Cllr. Farrow, seconded by Chair, that the final remuneration arrangements be agreed. Resolved Unan.

The detail of this resolution is redacted as it relates to the employment of a former member of staff, the nature of which is considered confidential.

EC23/010 (IC)

To consider matters pertaining to recruitment of replacement employee; to consider salary, hours of work, job role and terms & conditions of employment, and to agree recruitment process and interview panel composition.

After discussion, it was agreed that role would be advertised as Groundskeeper / Handyperson / Grounds Maintenance Operative, pay range between SCP9 (£23194) and SCP12 (£24496) with a pay review scheduled for Autumn 2023.

Post to be advertised on all social media channels, noticeboards, local Job Centre, at Mole Avon and anywhere else that applicants might see the advert. No press advertising as felt to be poor value for money and unlikely to attract the candidates we were seeking for the role.

The same reasoning applied to DALC/SLCC recruitment/advertising.

Clerk to liaise with Chair and Council Administrator to develop interview questions.

EC23/011 (IC)

To receive an update on a matter pertaining to a former Council employee which requires the attention of the employment committee.

Noted by members present. Direction given to Clerk to liaise with 3rd party and report back to Committee as expeditiously as possible prior to June 2023.

Clerk: Please action directions of Committee accordingly and convey any response to EmployComm asap.

The detail of this resolution is redacted as it relates to the employment of a former member of staff, the nature of which is considered confidential.

Continued overleaf.

Axminster Town Council

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

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

EC23/012 (IC)

To receive an update from Chair and Clerk on forthcoming staff appraisals.

After receiving a verbal report from Clerk on the interim appraisals completed recently, it was proposed by Cllr. Holt, seconded by Cllr. Farrow, that the full year staff performance reviews be undertaken and completed by the end of June 2023 to allow time for the Guildhall works to be completed and the administration challenges of both elections and new Town Council formation to be dealt with by the Council's officers. Any incremental pay awards based on the last year's performance would be back dated to 1st April 2023. Resolved unanimously.

Clerk: Please note and action accordingly in conjunction with the employees involved.

EC23/013 (IC)

To consider proposal to renew the Council's Annual membership of the MH Employee Support Package at a cost of £785 (covering period 6/4/23 to 5/4/2024)

Proposed by Cllr. Holt, seconded by the Chair. Resolved unanimously.

RFO: Please process payment and obtain staff packs from Medigold Health for all employee's reference.

EC23/014 (IC)

To receive an update from Clerk on the employee leave not used in the current leave year and to approve the carry-over of employee leave hours into the following leave period as per the agreed terms of employee 'contracts of employment'.

It was proposed by Cllr. Holt, seconded by the Chair, that the leave (and TOIL) hours from FY22-23 detailed in the Employment Committee briefing report be carried forward into FY23-24 "holiday" year (starting 1/4/2023). Resolved unanimously.

With no further items to discuss the Chair closed the meeting at 8.20pm.

Signed Date:

DRAFT MINUTES – YET TO BE APPROVED; Part TWO version (unredacted).