

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

MINUTES APPROVED on 26th February 2024; Part ONE version (Redacted).

Held in person on Monday 22nd January 2024 at 7pm.

Members present:

Cllrs. Farrow (JF), Paice (EP), Leat (SL), Steadman (BS) and Walden (JW). (Quorate).

Together with Clerk to the Council, Paul Hayward.

No members of the public in attendance.

Chair welcomed all present. 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.

EC24/001

To elect a Chair of the Employment Committee.

(This is required after the resignation for the former Chair, Sarah Birnie)

JW proposed JF as Chair. JF accepted the nomination. Seconded by SL. No other nominations received. Resolved unanimously.

EC24/002

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

As above. Meeting was quorate.

EC24/003

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

None.

(After the minutes were prepared, the Clerk was reminded that Cllr. Mark Dowdeswell was nominated to serve on this committee but was erroneously omitted from the circulation list for the meeting agenda. That omission has now been corrected. My apologies – Clerk)

Continued overleaf.

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EC24/004

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

None – all members of the committee either present or absent (with approval).

EC24/005

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.

EC24/006

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 18th September 2023.

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

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

EC24/007

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 EC24/014 to 017 inclusive.

EC24/008

To elect a Vice-Chair of the Employment Committee.

It was proposed by the Chair that no Vice-Chair of the committee be elected at this time.

The Chair felt that, if they were unable to attend, any member of the committee could step forward to serve as Acting-Chair during that (period of) absence. Agreed.

As such, the consideration of this agenda motion was not heard.

Continued overleaf.

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EC24/009

To consider a proposal that key staff be provided with mobile devices for use during their day-to-day employment activities (for calls and data access) and to accord with Council's Lone Worker policy.

After a vigorous debate, during which both viewpoints (for and against the motion) were put forward by members, **it was subsequently proposed by Chair, seconded by JW, that the Clerk (as overall Line Manager) should firstly speak to the GMO staff members to discuss whether they wished to use a secondary mobile device, both in terms of preventing charges being accrued on their own mobile phone accounts, and also to provide added safeguards to the Lone Worker Policy. Resolved unanimously.** Clerk: Please discuss as directed and report back to EmployComm with the outcome of those discussions.

EC24/010

To consider whether the Town Council should adopt the NALC Model Contract of Employment 2024 document (endorsed and approved by SLCC) which incorporates Green Book terms.

Chair spoke on the subject of the new model Contract of Employment and supported the adoption of the document but stressed that it was not designed to replace the current employment contracts for existing staff, but rather was the version to be used if any further recruitment took place hereafter. One substantive change was proposed – that being under clause 11; all approved mileage to be reimbursed by the Town Council at a flat rate of 45pence per mile. **Adoption proposed by Chair, seconded by EP. Resolved unanimously.** Clerk: please note and use this new model contract as and when any new staff members are employed by the Town Council.

EC24/011

To consider any matters considered as urgent by the presiding Chair for discussion.
No matters raised by Chair for discussion or reference.

EC24/012

To note the date of the next scheduled meeting of the committee.

The next scheduled meeting date of the committee was noted as 22nd April 2024 but members agreed that an extraordinary Meeting could be convened if there was business to be considered before that time. Clerk: Please note.

Continued overleaf.

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EC24/013

SL 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 JW. Resolved.

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.

EC24/014 (IC)

To consider matters pertaining to Council employees which require the attention of the employment committee; Clerk to present report to committee members.

The minute of this agenda item has been redacted on the grounds of employee confidentiality.

EC24/015 (IC)

**To consider a matter relating to an employee's probationary period.
Clerk to present report to committee members.**

The minute of this agenda item has been redacted on the grounds of employee confidentiality.

EC24/016 (IC)

To consider matters pertaining to specific employee's job role, terms and conditions, benefits, remuneration and superannuation and to resolve actions/decisions accordingly; Clerk to present report to committee members.

The minute of this agenda item has been redacted on the grounds of employee confidentiality.

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EC24/017 (IC)

To receive a report from the Clerk on a proposal relating to the Council's annual schedule of meetings & the arrangements for those meetings which seeks to improve the efficiency of Council business and the deliverability of Council's services and amenities.

Clerk presented a report to members with a tentative re-scheduling of meeting dates and frequency. Chair asked that this matter be presented to FULL Council in February for their consideration and decision on any revision to the existing schedule of meetings for 2024 and beyond. Noted.

Clerk: please note and action accordingly.

With no further items to discuss, the Chair closed the meeting at 8.15pm.

Signed Date:

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Held in person on Monday 22nd January 2024 at 7pm.