

AXMINSTER TOWN COUNCIL

MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE

Held at Axminster Guildhall at Noon. on Monday, 4th March 2019

PRESENT: Cllrs. J.W. Walden, A.L. Young (Vice-Chairman) and P.G. Hayward.

Town Clerk and Deputy Town Clerk

0 Members of the Press

0 Members of the Public

1. APOLOGIES : Cllr. S.E. Clarke, Cllr. C.A. Doherty, Cllr. Cllr. D.R.H. Hull, Cllr. Mrs. S.L.N. Leat and Cllr. A. J E. Seward.

2. MINUTES OF THE MEETING HELD ON 21ST JANUARY 2019: having been approved by the Town Council these were signed.

3. PUBLIC FORUM: None.

4. MATTERS ARISING FROM MINUTES OF MEETING HELD ON 21ST JANUARY 2019: None.

5. MATTERS OF URGENCY: None.

6. REVIEW OF DISCIPLINARY AND GRIEVANCE POLICIES: Cllr. Walden said that the Town Council needed to have a dynamic awareness of changes in legislation and incorporate them in the documents as they were made. The Deputy Town Clerk said that the Arbitration and Conciliation Service Code of Practice had legal status.

Cllr. Walden, seconded by Cllr. Hayward, proposed that Disciplinary and Grievance Policies, as reviewed and revised be adopted. Agreed.

Cllr. Young said that forms should be supplied to handle grievance issues.

7. SOCIAL MEDIA POLICY: Any Town Council posts should be made via the office staff. The responsibility for removing any responses considered inappropriate received on Twitter or Facebook would lie with staff. All deleted comments would be circulated to Councillors.

Councillors using social media should make it very clear that it is their personal views that are being expressed. In an election year only officers should make comment on behalf of the Town Council during the purdah period. It was recommended that training be arranged in respect of social media use.

Cllr. Walden, seconded by Cllr. Young, proposed that the Social Media Policy, as amended in the light of discussion, be recommended to the full Town Council. Agreed.

The Deputy Mayor 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. Agreed.

8. LENGTHSMAN POSITION: few applications had been received. It was agreed that the position be advertised more widely and that consideration be given to increasing the hours offered.

9. STAFFING MATTERS: Cllr. Hayward said that the clerical pay scale points had been changed and that the Town Council should go through a bench-marking process. The question of Time Off in Lieu as opposed to pay for increased hours was also discussed and the Clerk and Deputy Town Clerk will prepare a briefing paper.

Signed Date