

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

Dear Members of the Employment Committee.

19th Jun. 2025

Members: Cllrs. Farrow (Chair) Dowdeswell, Hurren, Leat, Paice, Price and Walden.

You are hereby summoned to a meeting of the Employment Committee which has been arranged for 7.30pm (to immediately follow the preceding meeting of the Town Council Planning Committee) on Thursday 26th June 2025 in the Axminster Guildhall.

This meeting will be recorded and recordings will be held for one year by the Town Council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. If you wish to speak, please raise your hand and you will be invited to speak by the Chair. Voting will also take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting.**

To assist in this process, please raise your hand to show that you wish to speak, then wait to be invited to speak by the Chair.

Members are reminded:

- a) *Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary one.***
- b) *That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency.***
- c) *To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management** strategy.*

Public Forum session (limited to 3minutes per speaker and 15 minutes overall duration at the discretion of the Chair).

EC25/001

To elect a Chair of the Employment Committee.

EC25/002

To elect a Vice-Chair of the Employment Committee.

EC25/003

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

EC25/004

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

Continued overleaf

EC25/005

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

EC25/006

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.

EC25/007

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 25th November 2024

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

EC25/008

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 for business already tabled for discussion in Part two due to the confidential nature of the business to be discussed*).

EC25/009

To note that the Council continues to comply with the Pension Act 2004 (pension Regulation and Auto-Enrolment Legislation) and that the next statutory enrolment and declaration date is the 22nd July 2025.

EC25/010

To consider whether the Council should re-subscribe to Medigold Health in respect of Occupational Health Services for Council employees for a further period (12/24/36m).

EC25/011

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

EC25/012

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

Scheduled for 24th November 2025

EC25/013

A committee member to propose 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.

Continued overleaf

Matters to be considered in Part Two session; those which are considered as confidential as they relate to Council's employment matters and/or employees.

EC25/014 (IC)

To consider matters pertaining to Council employees and remuneration which require the attention and decision of the employment committee;

Clerk to present report to committee members.

EC25/015 (IC)

To receive an update report from Clerk relating to ongoing employee recruitment and to resolve any actions thereafter;

Clerk to present report to committee members.

EC25/016 (IC)

To receive an update report from Clerk relating to Guildhall employee matters and to resolve any actions thereafter;

i) Probationary Periods

ii) Performance Management / Appraisals

Clerk to present report to committee members.

EC25/017 (IC)

To consider practical methods to boost / improve member/employee engagement and interaction.

Clerk to present report to committee members.

With no further business to attend to, the Chair will bring the meeting to a close.

Yours sincerely,

Paul Hayward
Town Clerk / Proper Officer / RFO

19th June 2025