



# BRAUNSTONE TOWN COUNCIL

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

*Darren Tilley – Chief Executive & Town Clerk*

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3<sup>rd</sup> January 2024

*To: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Sam Maxwell.*

Dear Councillor

You are summoned to attend a meeting of the **EMPLOYING COMMITTEE** to be held on **Thursday, 11<sup>th</sup> January 2024** commencing at **7.15pm** to be held in the **Ravenhurst Room** at Braunstone Civic Centre for the transaction of the business as set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/84228101356?pwd=r6hnVzvKRn1W87Fhz5lha9ZytHmaoJ.1>

Meeting ID: 842 2810 1356

Passcode: 331690

Yours sincerely,

Chief Executive & Town Clerk

## **AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Disclosures of Interest**

To receive disclosures of Interest in respect of items on this agenda:

- a) Disclosable Pecuniary Interests,
- b) Other Interests (Non-Pecuniary).

**3. Public Participation**

Members of the public may submit a petition and/or make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

**4. Minutes of the Meeting held 31<sup>st</sup> August 2023**

To confirm the accuracy of the Minutes of the meeting held 31<sup>st</sup> August 2023 to be signed by the Chairperson (**Enclosed**).

**6. Flexible Working Time Request**

***RECOMMENDED:** - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Personal Information.*

To consider a request from the Chief Executive & Town Clerk for a fixed term adjustment to contracted hours, starting 14<sup>th</sup> January 2024 and ending 29<sup>th</sup> March 2025 (**Enclosed for Members of the Committee**).



**NOTE:**

**CRIME & DISORDER ACT 1998 (SECTION 17)** – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.  
**EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

**BRAUNSTONE TOWN COUNCIL**  
**MINUTES OF EMPLOYING COMMITTEE**  
**HELD AT BRAUNSTONE CIVIC CENTRE**

**31<sup>st</sup> AUGUST 2023 at 5.30pm**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Sam Maxwell.

**Officer in attendance:** Darren Tilley (Chief Executive & Town Clerk).

There were no members of the public present at the meeting.

**1. Apologies**

No apologies for absence were received.

**2. Disclosure of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

**3. Public Participation**

In accordance with Standing order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

**4. Minutes of the Meeting held 7<sup>th</sup> July 2022**

The Minutes of the Meeting held on 7<sup>th</sup> July 2022 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 7<sup>th</sup> July 2022 be approved and signed by the Chairperson as a correct record.

**5. Annual Report 2023 and Capital Plan 2023/2024**

The Committee received the Annual Report of the Town Council setting out achievements during 2022/2023 and priorities for 2023/2024, alongside the approved Capital Plan for 2023/2024 and beyond (item 5 on the agenda).

**RESOLVED** that the achievements and priorities be received and noted.

*Reason for Decision*

*To provide a focus for undertaking the Chief Executive & Town Clerk's Employee Development and Appraisal Review.*

**6. Employee Development/Appraisal Review of the Chief Executive & Town Clerk**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Personal Information.*

The Committee considered the:

- a) Chief Executive & Town Clerk's Employee Development/Appraisal Review 2022;
- b) Job Description and Person Specification for the Chief Executive & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2022, including the self-assessment by the Chief Executive & Town Clerk (item 6 on the agenda).

The Committee then undertook the Personal Performance & Development Appraisal Review of the Chief Executive & Town Clerk.

**RESOLVED**

1. that the Employee Development/Appraisal 2023 review of the Chief Executive & Town Clerk be approved, as set out at item 6c (confidential item filed with the minutes); and
2. that the following actions be approved for the coming year:
  - a) complete Shakespeare Park Playground refurbishment,
  - b) support existing Clubs at Shakespeare to grow while supporting new activities,
  - c) commence the process for dealing with flooding and the brook at Mossdale,
  - d) commence the process for refurbishing and enhancing Impey Close Play Area and surrounding open space,
  - e) support the operator to make the Bar and new Café a success,
  - f) continue to deliver the actions in the Climate Change & Environmental Action Plan in order to keep up momentum to achieve our 2030 Carbon Neutral target,
  - g) get in place Management Plans to enhance the biodiversity of our parks,
  - h) continue to support and facilitate the cycling and walking route improvements, including identifying potential and funding for connecting routes around the Town,
  - i) delivery of Culvert works and transfer of Thorpe Astley Park,
  - j) transfer of new parkland adjacent to M1 bridge to Lubbesthorpe, and

k) enhance the Council's profile and publicity.

*Reasons for Decision*

- 1. To ensure that the support and resources, including training, was provided to enable the Chief Executive & Town Clerk to deliver the Council's Strategic Objectives and Priorities.*
- 2. To ensure effective delivery of initiatives and projects given the limits on resources.*

The meeting closed at 6.50pm.

NOTE:

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.*  
*EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

*These minutes are a draft and are subject to consideration for approval at the next meeting.*