



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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21st October 2019

To: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Phil Moitt.

Dear Councillor

You are summoned to attend a meeting of the **EMPLOYING COMMITTEE** to be held in the Winstanley Room at Braunstone Civic Centre on **Tuesday, 29th October 2019** commencing at **5.15pm**, for the transaction of the business as set out below.

Yours sincerely,

Executive Officer & 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 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 18th June 2019**
To confirm the accuracy of the Minutes of the meeting held 18th June 2019 to be signed by the Chairperson (**Enclosed**).

5. **Internal Dispute Resolution**

RECOMMENDED:- *That in view of the special / confidential nature of the business to be transacted, it is in the public interest that 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)*

To consider a complaint received under section 2 of the Council's Grievance Procedure (**Documentation circulated to 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

TUESDAY 18th JUNE 2019 AT 5.00PM

PRESENT: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Imran Uddin (substituting for Councillor Phil Moitt).

Officers in Attendance: Darren Tilley, Executive Officer & Town Clerk.

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

1. Apologies

An apology of absence was received from Councillor Phil Moitt.

2. Disclosures 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 19th June 2018

The Minutes of the Meeting held on 19th June 2018 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 19th June 2018 be approved and signed by the Chairperson as a correct record.

5. Annual Report 2018/2019 and Capital Plan 2019/2020

The Committee received the Annual Report of the Town Council setting out achievements in 2018/2019 and priorities for 2019/2020, alongside the approved Capital Plan for 2019/2020 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 Executive Officer & Town Clerk's Employee Development and Appraisal Review.

6. Flexible Working Time Request

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

The Committee considered a request from Employee 102 for a 12 month extension to a fixed term adjustment to contracted hours, starting 1st July 2019 and ending 30th June 2020 (item 6 on the agenda).

RESOLVED

1. that the application by Employee 102 to continue from 1st July 2019 until 30th June 2020 with reduced average weekly hours of 30 hours per week, 1560 per annum (a reduction of 7 per week, 364 per annum on the substantive contract) be approved;
2. that the arrangement set out in resolution 1 above be subject to termination by the employer or employee by giving at least four weeks' notice in writing; and
3. that Employee 102 take steps to ensure that Councillors and Colleagues were informed of the pattern of work and where to direct enquiries.

Reasons for Decision

1. *To allow Employee 102 to balance work and family commitments while allowing flexibility under the flexible hours and annualised hours system to respond to the needs of the organisation.*
2. *To enable the arrangements to be ended if the needs of the authority wasn't being met, the employee's circumstances changed or the arrangements did not work practically.*
3. *To ensure that service levels and expectations would be maintained.*

7. Employee Development/Appraisal Review of the Executive Officer & Town Clerk

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

The Committee considered the:

- a) Executive Officer & Town Clerk's Employee Development/Appraisal Review 2018;
- b) Job Description and Person Specification for the Executive Officer & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2019, including the self-assessment by the Executive Officer & Town Clerk (item 7 on the agenda).

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

RESOLVED that the Employee Development/Appraisal 2019 review of the Executive Officer & Town Clerk be approved (confidential item filed with the minutes).

Reason for Decision

To ensure that the support and resources, including training, was provided to enable the Executive Officer & Town Clerk to deliver the Council's Strategic Objectives and Priorities.

The meeting closed at 6.05pm.

NOTE:

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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 issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

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