



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Executive Officer & Town Clerk*

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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10th June 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 Fosse Room at Braunstone Civic Centre on **Tuesday, 18th June 2019** commencing at **5.00pm**, 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 19th June 2018**  
To confirm the accuracy of the Minutes of the meeting held 19th June 2018 to be signed by the Chairperson (**Enclosed**).
5. **Annual Report 2018/2019 and Capital Plan 2019/2020**  
To receive 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 (**Enclosed**).

**6. Flexible Working Time Request**

**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 an employee request for a 12 month extension to a fixed term adjustment to contracted hours, starting 1st July 2019 and ending 30th June 2020 (**Enclosed for Members of the Committee**).

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

**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 undertake the Personal Performance & Development Appraisal Review of the Executive Officer & Town Clerk.

**Enclosed for Members of the Committee**

- a) Executive Officer & Town Clerk's Personal Performance & Development Appraisal 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.

*Next Scheduled Meeting: June 2020.*



**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 19th JUNE 2018 AT 5.30PM**

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

There were no apologies for absence.

**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 26th July 2017**

The Minutes of the Meeting held on 26th July 2017 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 26th July 2017 be approved and signed by the Chairperson as a correct record.

**5. Annual Report 2017/2018 and Capital Plan 2018/2019**

The Committee received the Annual Report of the Town Council setting out achievements in 2017/2018 and priorities for 2018/2019, alongside the approved Capital Plan for 2018/2019 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 fixed term adjustment to contracted hours, flexible working hours and shared parental leave (item 6 on the agenda).

### **RESOLVED**

1. that the application by Employee 102 for a fixed term reduction in contracted hours of 7 hours per week (364 per annum) to an average of 30 hours per week (1560 per annum) from 1st July 2018 until 30th June 2019 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 the application by Employee 102 to take Shared Parental Leave during the week's commencing 12th November 2017, 21st January 2018 and 25th March 2018 be approved.

### *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 by working longer hours during busier periods and taking time off during quieter periods.*
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. *Employee 102's request for three separate periods of Shared Parental Leave did not raise any issues which would be considered unacceptable for business reasons.*

## 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 2017;
- b) Job Description and Person Specification for the Executive Officer & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2018, 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 2018 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.*

## **8. Termination of the Meeting**

The meeting closed at 6.20pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & 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 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.*



## Welcome to our Annual Report 2018/2019

By Councillor Nick Brown, Leader of Braunstone Town Council

The Town Council continues to provide important services to the community and this Annual Report provides a summary of our achievements over the last 12 months and looks ahead to our aspirations for the next 12 months. Recently the Council reviewed its consultation processes with an aim to undertake a range of short surveys/consultations throughout the year. We value your input and therefore, I encourage residents to respond to our surveys and consultations, to help us shape our priorities and services to meet residents' needs.

A full list of our achievements over the year are set out overleaf, however, I wish to reflect on two of these.

The year began with the opening of the NHS facility at Thorpe Astley Community Centre, which the Town Council had been trying to bring about since 2010. I along with many residents are delighted that Kingsway Surgery opened this branch surgery since you consistently told us about the difficulties you faced in accessing GP services. I am grateful to Kingsway for their positive and sensible approach in expanding their provision to meet increasing demand, which included within six months increasing opening from two to five days a week. We continue to work with them to ensure that this service is successful and will continue to meet the needs of patients. This year we commemorated the 100th anniversary of the end of world war one. The Town Council provided both a dedicated grant and programme of events scheme for community groups wishing to run commemorative events. Thank you to all those who responded; particularly Braunstone Community Life for their dedicated hard work organising and creating the magnificent poppy cascade, remembrance events and for the vision to refurbish our memorial garden. The memorial garden will provide a focal point in the years to come for acts of remembrance and dedication to our service personnel through Armed Forces Day and other events.

More up to date information on the Council's services and the latest news can be found on our website at www.braunstonetowncouncil.org.uk or contact our Customer Service Shop at Braunstone Civic Centre where the Council's staff would also be pleased to help.

Once again, thank you for your time.

Councillor Nick Brown



### Accounts for the Year Ended 31<sup>st</sup> March 2019

Year Ended 31 <sup>st</sup> March 2018		Year Ended 31 <sup>st</sup> March 2019
£		£
<b>350,420.68</b>	<b>Balances brought forward</b>	<b>268,198.63</b>
519,556.00	(+) Annual Precept	574,107.00
275,112.89	(+) Total other receipts	188,870.62
462,128.74	(-) Staff costs	463,923.55
63,786.42	(-) Loan interest / capital repayments	60,891.04
313,358.56	(-) Total other payments	269,579.65
<b>268,198.63</b>	<b>(=) Balances carried forward</b>	<b>236,782.01</b>
250,239.41	Total cash and short term investments	229,438.14
4,549,629.49	Total fixed assets and long term assets	4,551,639.29
<b>335,103.23</b>	Total borrowings	<b>289,474.07</b>
<b>The Audit for 2018 was completed on 3<sup>rd</sup> October 2018</b>		

### MEMBERS ALLOWANCES 2018/2019

The Council believes in openness and transparency, therefore, each year we publish the amount paid to Town Councillors in allowances and the amounts claimed in expenses. Below are the allowances paid (gross) and expenses claimed.

	ALLOWANCE	EXPENSES	TOTAL
Cllr A Ambrose	£375	£0	£375
Cllr M S Aslam	£375	£0	£375
Cllr A S Basra	£375	£0	£375
Cllr P Basra	£375	£0	£375
Cllr R Berrington	£375	£0	£375
Cllr S Betts	£375	£0	£375
Cllr N J Brown	£375	£0	£375
Cllr A DeWinter	£375	£0	£375
Cllr D Di Palma	£0	£0	£0
Cllr S Fox-Kennedy	£375	£0	£375
Cllr A Hack	£0	£0	£0
Cllr S Sangha	£0	£0	£0
Cllr P Kennedy	£375	£0	£375
Cllr B Layne	£375	£0	£375
Cllr S Maxwell	£0	£0	£0
Cllr P L Moitt	£375	£0	£375
Cllr G Sanders	£375	£0	£375
Cllr T Shepherd	£375	£0	£375
Cllr D Singh	£375	£0	£375
Cllr R Waterton	£375	£0	£375
Cllr B Wright	£375	£0	£375

### Our Mission Statement

*"We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination."*



**BRAUNSTONE CIVIC CENTRE CUSTOMER SERVICE SHOP**

Monday – Friday, 9.00am – 5.00pm

Kingsway, Braunstone Town, Leicester, LE3 2PP TEL: 0116 289 0045 FAX: 0116 282 4785

EMAIL: enquiries@braunstonetowncouncil.org.uk www.braunstonetowncouncil.org.uk



# About Braunstone Town Council



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

The Council comprises 21 members who are elected every four years. Each year the Council elects from amongst its number the Town Mayor, Deputy Town Mayor, Leader and Deputy Leader

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Plans & Environment Committee. The Plans & Environment Committee meets approximately twelve times a year. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public a week before the meeting date. Meetings are held at the Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP. Further information is available on request by telephoning the Council on 0116 2899270 and can also be found on the notice board at the Town Council Offices, Thorpe Astley Community Centre and on the Council's Website

## Our Achievements in 2018/2019

- Appointed a contractor to undertake the improvement works to the **Pavilion and Site at Shakespeare Park** and awarded Sport England Grant funding of £100,000 and Developer Contributions of £17,213 towards the project.
- Concluded agreements with the County Council to transfer **Braunstone Town Library** to the Town Council's management by the summer of 2019, which provide for improvements to the service while avoiding additional costs for the Town's taxpayers.
- Working with Kingsway Surgery, facilitated the opening of their branch **GP surgery at Thorpe Astley Community Centre**, its expansion from 2 to 5 days a week and the opening of an additional GP consultation room.
- Our application for the **footpath between Watergate Lane and Staplehurst Avenue** to become a "Right of Way" was successful, protecting the path for future generations.
- Provided both a dedicated grant and programme of events scheme to groups wishing to run events to commemorate the **100th anniversary of the end of world war one**.
- Working with the community, delivered a **refurbishment of the Civic memorial garden** so that it can provide a focal point in the years to come for acts of remembrance and dedication.
- Supported Thorpe Astley residents to establish a **Community Speed Watch** scheme and group, data collected is forwarded to the police to address speeding concerns.
- Renewed and expanded the Council's network of **CCTV cameras** to include new areas including our parks.
- Completed the legal transfer and took possession of **public open space** at Thorpe Astley from David Wilson Homes and Wilson Bowden Developments.
- Merged Fire & Intruder Alarm Contracts at all buildings and appointed a new contractor to empty dog waste bins, **making on-going savings while protecting services**.

## Room Hire Figures

CENTRE		Year Ended 31 <sup>st</sup> March 2019
Braunstone Civic Centre	Hires	3400
	Income	69,529.06
Thorpe Astley Community Centre	Hires	1852
	Income	26,066.80

## Plans for 2019/2020

In addition to the continuing with the existing level of services, the Town Council aims to achieve the following during the forthcoming year:

- Invest in the redevelopment and improvement of sporting, recreation and play **facilities at Shakespeare Park**;
- **Improvements to our community facilities** at both Braunstone Civic Centre and Thorpe Astley Community Centre;
- Continue to provide and support important **quality of life** initiatives, such as crime reduction and grants for community groups, youth projects and individuals and tackling poor air quality;
- Positively and proactively respond to the evolving and changing social demographic of the community through developing and supporting new and existing events and **community/social inclusion initiatives**;
- Meet the needs of Thorpe Astley residents by facilitating the delivery of **services and events at Thorpe Astley Community Centre**;
- Continue to work to **keep Braunstone Town Library open**;
- Complete the legal transfer of open spaces at Thorpe Astley to the Town Council in order to enable future investment and improvement to the facilities, including ensuring improvements are implemented to the **Culvert at Thorpe Astley Park**;
- Actively working with the developer and Blaby District Council to ensure that the **land adjacent to the M1 bridge is suitably landscaped** to provide protection for residents from the new road and to provide a leisure and recreation space;
- Continue to look to make efficiency savings while ensuring the existing **services are safeguarded and where appropriate improved**.

## Your Views

Throughout the year we undertake a range of consultations and short surveys to ascertain the views of residents on our major projects, such as our improvement proposals for Shakespeare Park, other priorities and services and also to help us to articulate the needs and aspirations of the community.

We have a dedicated Consultation page on our website (found under *Town Council*).

[www.braunstonetowncouncil.org.uk/index.php/town-council/town-consultations](http://www.braunstonetowncouncil.org.uk/index.php/town-council/town-consultations)

Details of consultations and surveys will be notified on our website, in the Braunstone Life, on social media and at our community centres. If you respond to any of our consultations and surveys you will be eligible to be entered into an annual prize draw.



## BRAUNSTONE TOWN COUNCIL

### ***CAPITAL PLAN 2019/2020***

The Council's Capital Projects have been identified through identified emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding arise, as a result Policy & Resources Committee on 11<sup>th</sup> April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme.

Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

<b>Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Notes</b>
Franklin park	Improvement items identified by the Franklin Park Working Group: completion of gravel path in orchard (to enable access to lower part when the ground is water logged)	
Impey Close playground	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism).	Once open space registered with the Council
Mosssdale Meadows & Merrileys	Bridlepath resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Mosssdale: 2 x new litter bins and 2 x dog waste bins required	
	Toddler swings (estimated five year life span – medium risk) MM	
	Merrileys: 4 x new litter bins, 4 x dog bins, 4 x seats (replacements)	
	Refurbishment of Changing Rooms and Sports facilities at Mosssdale Pavilion. The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.	Once Shakespeare Park Improvements completed – scheduled 2018



<b>Parks and Open Spaces Projects (continued)</b>		
<b>Park</b>	<b>Project</b>	<b>Notes</b>
<i>Mosssdale Meadows &amp; Merrileys Continued</i>	Installation of bio-fuel boiler at Mosssdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The parks staff also have to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heat.	Once Shakespeare Park Improvements completed – scheduled 2018
Shakespeare Park	Consider alternatives to respond to problems of burst water pipes from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms)	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2018.  <b>Priority Project</b>
	Replacement to Perimeter fencing of Tennis Courts	
	Bowling Club Pavilion – (has an expected 10 – 15 year life span remaining) Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club’s involvement in sourcing funding opportunities for the replacement.	
	Provide additional basketball/netball nets/markings to existing tennis courts to provide an all-year use for the facility.	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2018.  <b>Priority Project</b>
	Additional balance in play area (2-5 or 5 – 12 age group)	
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	

<b>Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Notes</b>
Civic Centre	Refurbishment of both sets of Toilets. <i>The current toilets are approximately 20 years old.</i>	<b>Priority Project</b>
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	<b>Priority Project</b>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources
	Sound proofing of Partition Doors between Ravenhurst / Winstanley Rooms. <i>Complaints from hirers about noise from adjoining room, potential impact on ability to hire both rooms separately.</i>	
	Refurbishment/Replacement of Fire Doors in Council Chamber. <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	
Both Centres	Repainting of Rooms in both Civic Centre and Thorpe Astley Community Centre where there is dirt or damage (to ensure rooms are attractive to hirers).	<b>Priority Project</b>

<b>General Projects</b>		
<b>Location</b>	<b>Project</b>	<b>Notes</b>
Civic Centre, Thorpe Astley Community Centre, Franklin Park and Thorpe Astley Park	Conversion of Footpath Lighting and Car Park Lighting to LED. <i>Included in Revenue Savings Projects and approved with Centre conversion. Delayed in order to undertake with County Council LED Lighting roll-out, however, County Council decided not to include Parishes at this time. The potential savings make it worth seeking an alternative company to undertake the work.</i>	
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is considered steep and potentially presented difficulties for wheel chair users and those who are less able.</i>	

*Adopted by Council 31st January 2019 (Minute Reference 5712).*