

**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.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_