

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

5th AUGUST 2021 at 5.30pm

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

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 13th August 2020

The Minutes of the Meeting held on 13th August 2020 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 13th August 2020 be approved and signed by the Chairperson as a correct record.

5. Annual Report 2019 – 2021 and Capital Plan 2021/2022

The Committee received the Annual Report of the Town Council setting out achievements from 2019 – 2021 and priorities for 2021/2022, alongside the approved Capital Plan for 2021/2022 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. Shared Parental Leave Request

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 an employee request for Shared Parental Leave in accordance with paragraph 18 of the Council's Terms & Conditions of Employment (item 6 on the agenda).

RESOLVED that the request by an employee to take Shared Parental Leave, as submitted in Appendix 1 of the report, be approved.

Reason for Decision

The employee's request for Shared Parental Leave did not raise any issues which would be considered unacceptable for business reasons.

7. Additional Pension Costs – Early Retirement through Redundancy

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 received a recommendation from Policy & Resources Committee, held on 22nd April 2021, to determine whether any further investigation and action should be taken in respect of additional pension costs (item 7 on the agenda).

RESOLVED

1. that no further investigation be undertaken in respect of the additional pension costs; and
2. THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that a procedure for handling staff reorganisations be written into appropriate policies and the Financial Regulations, at the next scheduled review.

Reasons for Decision

1. *There had been a genuine mistake, which had been appropriately reported, lessons learned had been identified, and the impact had been marginal.*

2. *To ensure that clear procedures were in place to avoid future misunderstanding and reoccurrence.*

8. **Recommendation of an independent investigation into the handling of internal disputes**

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 received a recommendation from Policy & Resources Committee, on 22nd April 2021, that recommendation 9.1.7 of the Report of Independent Investigator on the handling of Internal Disputes (18th March 2021) be considered as part of the Executive Officer & Town Clerk's Annual Personal Performance & Development Appraisal (item 8 on the agenda).

RESOLVED that if and when an appropriate course (for example, handling difficult situations/behaviour) was available, then the Executive Officer & Town Clerk could consider attending.

Reason for Decision

An Emotional Intelligence course would not have provided the techniques to deal with the particular internal dispute. The Executive Officer & Town Clerk had done the right things for the authority and the circumstances had been difficult and were exceptional.

9. **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, 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) Executive Officer & Town Clerk's Employee Development/Appraisal Review 2019;
- b) Job Description and Person Specification for the Executive Officer & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2021, including the self-assessment by the Executive Officer & Town Clerk (item 9 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 2021 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 7.10pm.

SIGNED: _____

DATE: _____