

BRAUNSTONE TOWN COUNCIL
MINUTES OF EMPLOYING COMMITTEE
HELD AT BRAUNSTONE CIVIC CENTRE
13th JANUARY 2022 at 8.40pm

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.

10. Apologies

No apologies for absence were received.

11. Disclosure of Interest

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

12. 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.

13. Minutes of the Meeting held 5th August 2021

The Minutes of the Meeting held on 5th August 2021 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 5th August 2021 be approved and signed by the Chairperson as a correct record.

14. Flexible Working Time Requests

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 requests from employees for a fixed term adjustment to their respective contracted hours, starting 1st April 2022 and ending 31st March 2023 (item 5 on the agenda).

RESOLVED

1. that the application by Employee 102 for a fixed term reduction in contracted hours of 5 hours per week to an average of 32 hours per week from 1st April 2022 until 31st March 2023 be approved; and
2. that the application by Employee 8 for a fixed term reduction in contracted hours of 2 hours per week to an average of 35 hours per week from 1st April 2022 until 31st March 2023 be approved; and

Reasons for Decision

1. *To allow Employee 102 to balance work and family commitments, while ensuring that staff salary costs were met within existing budgets, and 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 allow Employee 8 to balance work and family commitments, while ensuring that staff salary costs were met within existing budgets, and 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.*

15. Shared Parental Leave Update

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 an update on an employee's Shared Parental Leave arrangements, approved by the Committee on 5th August 2021 (item 6 on the agenda).

RESOLVED that the request by an employee to update their approved Shared Parental Leave, as submitted in the letter dated 5th January 2022 at Item 6 on the agenda, be approved.

Reason for Decision

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

The meeting closed at 8.50pm.

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.

SIGNED:

DATED: