

BRAUNSTONE TOWN COUNCIL
MINUTES OF EMPLOYING COMMITTEE
HELD AT BRAUNSTONE CIVIC CENTRE
7th JULY 2022 at 6.30pm

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

Officer in attendance: Darren Tilley (Chief Executive & 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 January 2022

The Minutes of the Meeting held on 13th January 2022 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 13th January 2022 be approved and signed by the Chairperson as a correct record.

5. Annual Report 2022 and Capital Plan 2022/2023

The Committee received the Annual Report of the Town Council setting out achievements during 2021/2022 and priorities for 2022/2023, alongside the approved Capital Plan for 2022/2023 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 Chief Executive & Town Clerk's Employee Development and Appraisal Review.

6. Employee Development/Appraisal Review of the Chief Executive & 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 2021;
- b) Job Description and Person Specification for the Chief Executive & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2022, including the self-assessment by the Chief Executive & Town Clerk (item 6 on the agenda).

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

RESOLVED that the Employee Development/Appraisal 2022 review of the Chief Executive & 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 Chief Executive & Town Clerk to deliver the Council's Strategic Objectives and Priorities.

7. Annual Leave and Working Hours Record April 2020 – March 2022

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 the annual leave taken and working hours undertaken by employee 102 between April 2020 and March 2022 (item 7 on the agenda).

RESOLVED

1. that the annual leave taken during 2020/2021 and 2021/2022 as set out in the item enclosed with the agenda be received and noted;
2. that the position with working hours between April 2020 and March 2022, as set out in the letter enclosed with the agenda be received and noted; and
3. that pre-Covid arrangements for authorisation of leave and working hours be restored.

Reasons for Decision

1. *Full details had been recorded at the time; however, due to Covid-19 restrictions these were not authorised at the time. Full details had been provided to the Committee.*
2. *Due to the Covid-19 incident and workload pressures, there were some gaps in the record. The Committee was satisfied that there had been attendance at work due to the evidence of work, which had been undertaken during the period.*
3. *To ensure the work life balance of the employee and to evidence compliance with working time regulations.*

The meeting closed at 7.25pm.

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: