

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

**15<sup>th</sup> AUGUST 2024 at 5.30pm**

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

**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 submitting a petition and/or 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 11<sup>th</sup> January 2024**

The Minutes of the Meeting held on 11<sup>th</sup> January 2024 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 11<sup>th</sup> January 2024 be approved and signed by the Chairperson as a correct record.

**5. Annual Report 2024 and Capital Plan 2024/2025**

The Committee received a copy of the Annual Report of the Town Council setting out achievements from 2023/2024 and priorities for 2024/2025, alongside the Capital Plan for 2024/2025 and beyond. The purpose was to set the context for the Employee Development/Appraisal Review of the Chief Executive & Town Clerk (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) Chief Executive & Town Clerk's Employee Development/Appraisal Review 2023;
- b) Job Description and Person Specification for the Chief Executive & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2024, 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**

1. that the Employee Development/Appraisal 2024 review of the Chief Executive & Town Clerk be approved, as set out at item 6c (confidential item filed with the minutes); and
2. that the following actions be approved for the coming year:
  - a) Support the Shakespeare Park Sports Pavilion Management Association to be sustainable and become a Charity and support the Sports Clubs to grow while supporting new activities;
  - b) build on the previous attempt and deliver tennis initiatives to enhance participation;
  - c) have finance and contractor in place to deliver flood alleviation works and improvements at Mossdale Meadows;
  - d) have a plan, finance, and contractor in place to enhance Impey Close Play Area and surrounding open space;
  - e) successful tender process for next Bar and Café Service Contract;
  - f) continue to deliver the actions in the Climate Change & Environmental Action Plan to keep up momentum to achieve our 2030 Carbon Neutral target;
  - g) arrangements in place for a Biodiversity Study and development of Management Plans to enhance the biodiversity of our parks;

- h) continue to support and facilitate the cycling and walking route improvements, including identifying potential, and funding for connecting routes around the Town;
- i) transfer of new parkland adjacent to M1 bridge to Lubbesthorpe;
- j) enhance the Council's website and social media, including the approach to marketing; and
- k) adoption of Braunstone Village Conservation Area.

*Reasons for Decision*

1. *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.*
2. *To ensure effective delivery of initiatives and projects given the limits on resources.*

The meeting closed at 7.05pm.

**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.*

*These minutes are a draft and are subject to consideration for approval at the next meeting.*