

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON THE 16 JANUARY 2020**

---

**PRESENT:** Councillors Knight, Howells (Chair), Morris, Vesma and Whattler

**IN ATTENDANCE:** The Town Clerk – Angela Price  
The Minute Taker- Olivia Bundy  
Councillor N Morris

**R49 APOLOGIES**

Apologies were received from Councillors Bannister, Eakin, Manns and Harvey

**R50 DECLARATION OF INTERESTS**

None were received

**R51 PUBLIC PARTICIPATION**

No members of public were present

**R52 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 19 DECEMBER 2019**

**RESOLVED:**

That the minutes of a meeting of the Resources Committee held on 19 December 2019 be approved and signed as a correct record, subject to the following amendments:-

- i. That it be noted that Councillor Howells was Chair for the Meeting.
- ii. That it be noted that Councillor Morris was also in attendance.

**R53 TIME OFF IN LIEU**

Members were provided with an update of the TOIL accrued by the Town Clerk due to attending meetings, conferences, events and workload pressures for the period 10 October 2019 – 7 January 2020.

**RESOLVED:**

That members receive and note the Town Clerks accrued TOIL with effect from 10 October 2019 – 7 January 2020

**R54 TRAINING MATRIX FOR STAFF AND COUNCILLORS**

Members were provided with a Training Matrix for both Staff and Councillors. The Town Clerk advised Members that when training is undertaken by staff and Councillors it would be updated on the spreadsheet and uploaded to the Council website. She also advised that Councillors would be welcome to join

staff at their statutory Health and Safety Training on Thursday 23<sup>rd</sup> January 2020 at the Council Offices.

Members agreed that it is beneficial for staff to receive training and discussed the option of enrolling a staff member onto a health and safety course to become the Council's Health and Safety Officer. Councillor Vesma suggested enrolling both Staff and Councillors onto a GDPR course.

Councillor Morris asked the Town Clerk for an update training in respect of post holder 04. The Town Clerk explained that due to the new administration at Ledbury Town Council the post holder had not had time to complete their course and that an extension had been requested. She advised that arrangements were being put in place to ensure the post holder takes time off to complete the course work.

**RESOLVED:**

**That the Training Matrix for Staff and Councillors be received and noted**

**R55**

#### **HEALTH AND SAFETY ISSUES**

Councillor Vesma advised members that no Health and Safety Signage was present on the low ceiling to the steps to the Clerk's office from reception. He suggested arranging the Council's HR consultants to visit the office. The Town Clerk advised that the Health and Safety was currently managed by a separate company to HR who provide a health check every year.

Councillor Whattler expressed his concerns with the lack of signage leading to the Town Clerk's new office on the first floor due to the low doorway. He suggested installing pipe insulation around the door frame to prevent accidents, he felt that safety tape would not be sufficient.

**RESOLVED:**

**That the Town Clerk arrange signage and safety precautions to be put in place on the stairway from reception to the clerks office.**

**R56**

#### **BUDGET MONITORING REPORTS**

The Town Clerk advised members that there had been an issue with the RBS software due to the switching of ICT providers and that unfortunately it had not been possible to produce reports in time for the meeting.

**RESOLVED:**

**That the Budget monitoring reports be deferred to the next Resources meeting held on 19 March 2020**

**R57**

#### **CONSIDERATION OF REINSTATING GRAVE DIGGER**

The Clerk advised members that a request had been made for the booking of the gravedigger for interments to come back under the umbrella of the Council, as had previously been the case, opposed to the Funeral Directors.

The Town Clerk advised members that it would potentially cause more work for the staff however would be easier to follow a process when arranging interments at Ledbury Cemetery.

The Clerk advised that no information had been received from the Grave Digger, and it was agreed that the agenda item be deferred to the next Environment and Leisure Meeting on 20 February 2020.

**RESOLVED:**

**That agenda item 8 be deferred to the next Environment and Leisure meeting on 20 February 2020.**

**R58**

**DATE OF THE NEXT MEETING**

**To note that the date of the next Resources meeting will be held on 19 March 2020**

**R59**

**EXCLUSION OF THE PUBLIC**

**RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public are excluded from the remainder of the meeting.**

**R60**

**OPERATIONAL ROLE**

Councillor Vesma asked why agenda item 11 had been placed on the agenda as a confidential item, the clerk advised there was no reason why this could not be discussed in the open meeting.

**RESOLVED**

**1. That the Councillor & Staff Protocol & Principles of Good Practice be referred to the Finance, Policy & General Purposes Committee for approval subject to the following amendments:**

- 1.1 Be amended to read "The Chair of the Council who will also be the Mayor,..";**
- 2.2.3 Minutes be amended to read " ... for the content of all Draft Minutes and for circulation...";**
- 3.2.8 All nine protected characteristics of the Equalities Act 2010 be included in this paragraph;**
- 3.3.13 Be amended to read "Councillors are expected to give timely responses to enquiries from staff (within 48 hours) , particularly where ...."**

**2. That the Civic Protocol be referred to the Finance, Policy & General Purposes Committee for approval subject to the following amendments:**

- 2.10 To be amended to read "If present at a Full Ledbury Town Council.."**

**REQUEST FOR JOB EVALUATION AND STAFFING RESOURCE**

Members agreed to take agenda items 12 and 13 together as they felt they were relevant to each other.

Members were requested to consider a request for a job evaluation of post holder 50 and a report provided by the Clerk in respect of the current staffing resources of the council.

**RECOMMENDED**

1. That the report be referred to a meeting of the Finance, Policy & General Purposes Committee for consideration with a view to making finance available for the purpose of undertaking a job evaluation of two members of staff (Post holders 48 and 50).
2. That a recommendation be made to the Finance, Policy & General Purposes Committee that post holders 48 and 50 be offered the opportunity to increase their working hours from 30 – 37.5 hours per week.

The Meeting ended at 8.45 pm

Signed .....

Dated .....

18 July 2019.

| Minute No. | Action   | To be Actioned by | Date Actioned | Comments  | Status |
|------------|--|-------------------|---------------|---|--------|
| R24(2)     | That a review of the needs of resources in the Painted Room be undertaken at the end of the 2019/2020 season |                   |               | Review to be carried out from October 2019 - awaiting date to be arranged for staff and cllrs to meet |        |

17.10.2019

| Minute No. | Action   | To be Actioned by | Date Actioned | Comments   | Status |
|------------|--|-------------------|---------------|--|--------|
| R37(2)     | That the HR Health Check Report from Citation be published to the website, subject to any redaction where necessary, and that the next Council newsletter include extracts from the report giving details on the progress of the council over the past 6-months. |                   |               | In progress  |        |
| R38(1)(a)  | That a consultation period be entered into with Post Holder 47 in respect of the job description provided and that once that period has ended a recommendation be made to FC to approve the new JD subject to any amendments as a result of the consultation.    | DTC               | 22.10.19      | DTC advised to enter into consultation period of 90 days |        |

184

19.12.2019

| Minute No. | Action  | To be Actioned by | Date Actioned | Comments                           | Status |
|------------|---|-------------------|---------------|------------------------------------|--------|
| R45(1)     | That a recommendation be made to the next meeting of Council, scheduled for 6 February 2020, that applications for co-option be invited for all 8 vacancies on the tc | TC                | 06.02.2020    | To be placed on agenda in February |        |

16.01.2020

| Minute No. | Action   | To be Actioned by | Date Actioned | Comments  | Status      |
|------------|--|-------------------|---------------|---|-------------|
| R52        | That the following amendments be made to the minutes of the meeting held on 19.12.19: 1. That it be noted that Cllr Howells was Chair for the meeting; 2. That it be noted that Cllr Morris was also in attendance | TC                | 28.01.20      | Amendments made and minutes on website  | Completed   |
| R55        | That the TC arrange for signage and other precautions to be put in place on the small stairway from the reception to the clerks office   | TC                |               |   |             |
| R56        | That the budget monitoring reports be deferred to the next meeting   | TC                | 19.03.2020    | To be included in agenda for next meeting                                     | In progress |
| R57        | That the item in respect of the grave digger be deferred to the next meeting of the E & L Committee  | TC                | 20.02.2020    | To be included in agenda for next meeting of E & L                            | In progress |
| R60.       | That the amendments as per the minutes be made to the Councillor & Staff Protocol & Principles of Good Practice and the Civic Protocol   | TC                | 06.02.2020    | Submitted to Full Council   | approved    |
| R61(1)     | That a RECOMMENDATION be made to FP&GP for finance being made available to undertake a job evaluation of two members of staff (PO's 48 and 50)   | TC/FP&GP          | 23.01.2020    | Considered at FP & GP with a further recommendation being referred to council | Completed   |
| R61(2)     | That a RECOMMENDATION be made to FP&GP for finance that post holders 48 and 50 be offered the opportunity to increase their working hours from 30 - 37.5 per week  | TC/FP&GP          | 23.01.2020    | Considered at FP & GP with a further recommendation being referred to council | Completed   |