



LEDBURY TOWN COUNCIL

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23 December 2020

TO: Councillors Bannister, Eakin, Harvey, Knight and Vesma (Town Mayor)

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held via Zoom on **Thursday, 7 January at 7.30 pm** for the purposes of transacting the business set out below.

During the Covid-19 Pandemic meetings will take place via Zoom.

Members of the public will be able to watch the non-confidential part of the meeting live on the Council's Facebook Page at the link below.

<https://www.facebook.com/Ledbury-Town-Council-1834014213360154/?ref=bookmarks>

Yours faithfully

Angie Price
Clerk

A G E N D A

1. **To receive apologies for absence**
2. **To receive declarations of interest and written requests for dispensations**
(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)
(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)
3. **To approve as a correct record the minutes of an extraordinary meeting of the Resources Committee held on 24 November 2020** (Pages 180-182)

4. **Health & Safety Issues** (If any)

5. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee is scheduled for 4 March 2021

6. **Exclusion of Press and Public**

In accordance with Section 912) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

7. **Future Staffing Structure** (Pages 183-194)

8. **Recruitment of Deputy Town Clerk** (Pages 195-204)

9. **Potential Changes to Committee Meeting Structure** (Pages 205-207)

Distribution: Full agenda to: - Committee members (5)

Agenda front pages to all non-committee members (5)

LEDBURY TOWN COUNCIL

**MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE HELD 24 NOVEMBER 2020 VIA VIRTUAL MEANS**

PRESENT: Councillors Bannister, Eakin, Harvey, Knight, Morris and Vesma
(Town Mayor and Chair)

ALSO PRESENT: Angie Price – Town Clerk

R94. APOLOGIES

None received

R95. DECLARATIONS OF INTEREST

No declarations of interest were received.

**R96. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINTUES
OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE HELD ON 3 SEPTEMBER 2020**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 3 September be approved and signed as a correct record.

R97. EXCLUSION OF PRESS AND 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 were excluded from the remainder of the meeting.

R98. OPERATIONAL/STAFF REVIEW

Members were provided with a copy of the Staff/Organisational Review report and an additional report from the Clerk.

Members were requested to take into consideration that since the report was first drafted there had been a number of changes in respect of staffing.

After considerable discussion in respect of both reports and options provided within and it was felt that this needed considerably more concepts and options prior to any one option being agreed on.

RESOLVED:

1. That the Clerk undertake a market analysis and costing out of different roles as suggested and provide the various options discussed and that these be submitted to a meeting of the Resources Committee scheduled for 7 January 2020.
2. That Members of the Resources Committee provide any suggestions for consideration to the Clerk no later than Monday, 21 December 2020.
3. That the Resources Meeting scheduled for 7 January 2020 should be a meeting of Committee Chairs only with no substitutes.
4. That the summary and action plan provided on pages 45 and 46 of the Staff/Organisational Review be provided to all other Councillors.
5. That Members consider using the review as an opportunity to review the Council's committee structure
6. That the Clerk provide a draft job description for the Deputy Town Clerk at the meeting of the Resources Committee scheduled for 7 January 2020, with a view to commencing the recruitment early in 2021.

R99. DATE OF NEXT MEETING

To note that the next meeting of the Resources Committee is scheduled for 7 January 2020

The meeting ended at 8.15 pm.

Signed

Dated

**ACTION SHEET
EO RESOURCES COMMITTEE
24.11.2020**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R98(1)	That the Clerk undertake an analysis and costing out of different roles as suggested and provide the various options discussed and that these be submitted to a meeting of the Resources Committee scheduled for 07.01.2022	TC			On agenda for consideration
R98(2)	That Members of the Resources Committee provide any suggestions for consideration to the Clerk no later than Monday, 21 December	Councillors		None received	Completed
R98(3)	That the Resources meeting scheduled for 07.01.2021 should be a meeting of committee chairs only with no substitutions	TC	07.01.2021		Completed
R98(4)	That the summary and action plan provided on pages 45 and 46 of the staff/organisational review be provided to all other councillors	TC	30.11.2020		Completed
R98(5)	That Members consider using the review as an opportunity to review the Council's committee structure	Councillors			Report on agenda for discussion
R98(6)	That the Clerk provide a draft job description for the Deputy Town Clerk at the meeting of the Resources Committee in January 2021, with a view to commencing the recruitment early in 2021.	TC			Report on agenda for discussion

