



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk

28 March 2023

TO: Councillors Bradford, Chowns, Hughes, l'Anson (Chair), Morris

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 4 April 2024 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

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 and sign as a correct record the minutes of meetings of the Resources Committee held on 13 March 2024** (Pages 257 - 261)
4. **Action Sheet** (Pages 262 - 264)

5. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee is scheduled for 4 April 2024

7. **Exclusion of Press and Public**

In accordance with Section 12(2) 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

8. **Staffing Matters**

(To Follow)

Distribution: Full agenda to: - Committee members (4)

Agenda front pages to all non-committee members (6)

LEDBURY TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE
HELD ON 13 MARCH 2024

PRESENT: Councillors Bradford, Chowns, l'Anson (Chair) and Morris

ALSO PRESENT: Angela Price – Town Clerk
Councillor McAll

R48. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hughes.

R49. DECLARATIONS OF INTEREST

None received.

R50. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 FEBRUARY 2024

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 1 February 2024 be approved and signed as a correct record.

R51. ACTION SHEET

Councillor Morris questioned the information that the Clerk had provided to Members in respect of minute no. R46. The Clerk advised that this was the information that she had been provided by the individual.

RESOLVED:

That the action sheet be received and noted.

R52. COMMITTEE STRUCTURE REVIEW

Councillor McAll presented a spreadsheet that he had been working on with the Clerk and explained the process of getting to this.

He explained that the spreadsheet was in four sections; project details, project schedule, project budget and project resources. He noted that the first three sections were quite self-explanatory, however the problematic part is the fourth section.

He explained that when the initial data capture was undertaken at the Standing Committee's the work commitment of staff working time had been expressed as percentage and then during the process this was changed to days. He noted that the percentage time spent on projects conflicts with the routine and reactive work of staff.

It was noted that routine and reactive work can take up a considerable amount of an individual's time, in particular the Clerk, where it is judged that her time is continuously more than 100% of the two fields when added together.

Councillor McAll advised that to calculate this realistically it would be necessary to establish the level of routine and reactive work undertaken by staff, and to this effect the Clerk was going to provide an anonymised document which will provide information about what, on average, each staff member spends on routine and reactive work, so that for each staff role it will be known what the demand on their time is. This will then be input into the spreadsheet, and this will be tracked as a percentage for example 25% of the Clerk's time is routine/reactive work, and if it goes to 26% this would turn from green, to amber, and potentially red.

It was suggested that once this format is completed it would be helpful to have some training in how it works. It was agreed that this would be necessary for both staff and councillors, and that a workshop could be set up for this.

It was noted that as well as being an indicator for staff workloads, it would the spreadsheet would also provide an alert system in respect of budget allocation for projects etc. which would be brought to the attention of the Resources Committee for consideration and appropriate action.

RESOLVED:

That the update provided be received and noted, noting that the Clerk and Councillor McAll will provide further updates once available.

R53. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Resources Committee is scheduled for 4 April 2024.

R54. EXCLUSION OF PRESS AND PUBLIC

Councillor Bradford proposed that Councillor McAll be permitted to remain in the meeting for consideration of the confidential part of the agenda.

RESOLVED:

1. That Councillor McAll be permitted to remain in the meeting for consideration of the confidential part of the agenda.
2. 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, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

R55.

RESIGNATION OF POST HOLD 59

Members were advised of the content of the resignation letter and exit questionnaire received from Post Holder 59.

Members were advised that the post holders last working day with Ledbury Town Council would be Wednesday, 14 March 2024 and that the Clerk had made arrangements for a temporary member of staff to help fill the gap between the post holder leaving and recruitment of a new member of staff.

The Clerk advised that due to confusion around some job descriptions she had been working with the relevant staff and the Deputy Clerk to review the job descriptions to ensure that these match the roles of these staff members. She advised that she had a meeting scheduled with HALC the following week to discuss the job descriptions of all staff and the staff structure and following that would provide a report to the Resources Meeting in April 2024.

She advised that she would not be in a position to advertise the current vacancy until such time the relevant job descriptions had been reviewed and amended, and that it was important not to rush into the recruitment process. The Clerk also advised that the report in respect of the additional hours that have been identified, due to other staff reducing their working hours may not be ready for the Full Council meeting at the end of March, as it would make sense to work on all of this as one project.

RESOLVED:

1. That the content of the resignation letter and exit questionnaire be received and noted.
2. That the Clerk write to the post holder to thank her for taking the time to write the resignation letter and complete the exit questionnaire and advising that the Resources Committee has been made aware of the content.

R56.

FEEDBACK FROM POST HOLDER 49 IN RESPECT OF CORRESPONDENCE RECEIVED

Members picked up on a number of the points raised within the report provided by the post holder, in particular their disappointment at the lack of public support and rebuttal from the Council in respect of allegations and comments made towards the post holder over the past three-years.

Members were also provided with a copy of the apology that the post holder had received from the individual, and the post holder had provided a report informing Members on whether they were content with the apology.

The post holder advised that they did not consider the apology sufficient, however appreciated it was unlikely that they were going to get anything more than what had been provided and in order to help draw a line under this matter, they would be willing to accept the apology that had been offered.

The post holder was aware that there was support from Councillors and that some of them had advised other Councillors of the facts, however the post holder pointed out that this had been undertaken mostly on a one-one basis, and not actually been undertaken in a public arena, which in turn had allowed the allegations and comments to continue in public forums.

Members agreed that a public statement should be made to this effect, in support of the post holder.

Members were reminded of a decision taken at the Extraordinary Full Council meeting held on 28 February 2024:

“That the Council prepare a chronology of events in respect of the War Memorial to be released prior to the Annual Town Meeting on 25 April 2024.”

It was hoped that the above would help bring this matter to a conclusion.

RESOLVED:

- 1. That an item be included in the agenda for the Full Council meeting on 28 March 2024 providing a draft press release in support of the post holder, and that the press release include something to inform members of the public that any allegations made against the post holder over the past three-years are not true and that there is no evidence to support these allegations.**

2. That in order to help draw a line under the matter, it be noted that whilst the post holder did not consider the apology sufficient, they did appreciate that it was unlikely that they were going to get anything more substantial.

The meeting ended at 8.30 pm.

Signed Date
(Chair)

DRAFT

ACTION SHEET
EO RESOURCES COMMITTEE

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
Jul-23					
R7(7)	That the Local Government Pension Scheme be referred to the Finance, Policy & General Purposes Committee for further consideration.	TC	24.03.2024	To be included FP&GP Agenda - 24.03.2024	In progress
01.02.2024					
R40	That the original content of minute no R27 of the meeting of Resources held on 05.10.2023 be struck from the record and all relevant copies of those minutes and that the above amendment become the content of that minute.	TC	02.02.2024	All amendments undertaken	Completed
R42	That the following observations be considered ahead of the document being submitted to Full Council for adoption - 1. Point 11 - That a footnote be added to provide clarity on what is an "Essential User" as opposed to a "Casual User" in relation to mileage payments - 2. Point 12 - Clarification was sought on the final sentence of the following paragraph: "Full time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional statutory days (25 days plus holiday). an increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant year.	TC	24.02.2024	1. Footnote added re essential/casual user 2. Clarification of point 12 - if completion of a five year service occurs part way through the annual leave year the additional time will pro-rata for the remainder of the leave year - i.e. if they started in April they will receive the full three days - however if they started in August then they would receive 1.5 additional annual leave days	Completed
R45(2)	That Ledbury Town Council do not seek quotations for HR Services, noting that NALC/HALC provide this service via Worknest to all member councils	TC	28.03.2024	Recommendation to Full Council - 28.03.2024	In progress
R45(2)	That the Clerk check with NALC/HALC on whether either they or Worknest can provide an Employee Assistance Programme for all staff and Cllrs of LTC.	TC	14.02.2024	HALC advised they do not offer this service, waiting for response from Worknest	In progress

R46	That the Clerk provide details of the qualifications of the persons	TC	03.02.2024	Information received and forwarded to Resources Members accordingly	Completed
R47(1)	That Members note the change in working practice in relation to the Charter Market and endorse the actions of the Clerk, as a short-term measure.	TC	01.02.2024	Noted that this would take immediate effect	Completed and in place
R47(2)	That the clerk be instructed to provide a straightforward report to Council with guidelines as to how Councillors should be contacting the office, to include a "hard and fast" rule that Councillors should not be contacting any staff other than the Clerk or Deputy Clerk in their absence, in respect of Council business, with no exceptions	TC	28.03.2024	Report to be included on Full Council agenda - 28.03.2024	In progress
R47(3)	That staff be advised that if Councillors contact them either via email, in person or phone, they should report this to their line manager who will report it to the Clerk to discuss with the Mayor, who will then speak to the relevant cllr to remind them that it is not appropriate for them to contact staff, other than the Clerk or Deputy Clerk in their absence, on council matters.	TC	02.02.2024	All staff advised accordingly	Completed
R47(4)	That a recommendation be submitted to Council that on completion of the committee structure review process a review of all staffing be undertaken to ensure that all employees have a clear understanding of their roles within the council, and that tasks that have crept into their roles via mission creep are either allocated to the appropriate staff members or consideration is given to recruitment in respect of these tasks and projects.	TC	TBC	Clerk has met with HALC and they have advised that this is a service that they can offer in the cost of membership. Clerk has a meeting scheduled 21.03.2024 to discuss/review all job roles with HALC	In progress

R47(5)	That the request from PH 53 be granted on a trial period until 1 June 2024, and that a meeting be held in mid/late May with the PH, Clerk and a Member of the Resources Committee to consider whether the change in their working pattern and hours has impacted on other staff roles and how the workload of the PH has been managed during this period	TC/Com	May-24	Review date to be agreed	In progress
R47(6)	That a recommendation be submitted to Council that consideration be given to the hours that are being lost due to two members of staff reducing their working hours being used to create a part time role, and that the Clerk be instructed to prepare a report this effect for consideration at the next council meeting	TC	28.03.2024	Report to be included on Full Council agenda - 28.03.2024	In progress
R47(7)	That the Clerk contact HALC to arrange a meeting as soon as possible to discuss a number of issues and establish a way forward.	TC	14.02.2024	Meeting with HALC took place - some issues have resolved themselves which will be reported to next meeting - further assistance to be provided via review of job roles	In progress