

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 5 MAY 2022**

PRESENT: Councillors Bannister, Chowns, Eakin, Howells, Hughes and Manns (Chair)

ALSO PRESENT: Angela Price
Councillor Morris

R158. **APOLOGIES FOR ABSENCE**

None

R159. **DECLARATIONS OF INTEREST**

None received

R160. **NOLAN PRINCIPLES**

RESOLVED:

That the Nolan Principles be received and noted.

R161. **TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF MEETINGS OF THE RESOURCES COMMITTEE HELD ON 21 MARCH 2022**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 21 March 2021 be approved and signed as a correct record.

R162. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Resources Committee will be agreed at the Annual Council meeting scheduled for 12 May 2022.

R163.

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, that the press and public be excluded from the remainder of the meeting.

R164.

RECRUITMENT UPDATE

Members of the Resources Committee were provided with an update on the current recruitment process in respect of the following posts:

- a. Receptionist/Administrative Assistant
- b. Maintenance Operative/Town Cleaner
- c. Tour Guide/Tourist Information Assistant

The Clerk advised that since preparing the report a further Post Holder 56 had submitted a letter of resignation and that their last day would be 27 May 2022. She suggested that as this vacancy is an administrative post, it may be possible to fill from the applications received for the current vacancy of Receptionist /Administrative Assistant.

Members were also advised that the information in respect of the Tour Guide/Tourist Information Assistant was not available for consideration at the meeting and the Clerk suggested that Members may wish to consider an extraordinary meeting after the Annual Council meeting to progress this.

RESOLVED:

- 1. That the CV's received in respect of the Receptionist /Administrator vacancy be considered in respect of filling the vacancy created by the resignation of Post Holder 56.**
- 2. That the Clerk, Deputy Clerk and incoming Mayor shortlist and interview candidates for the two administrative roles.**
- 3. That applications received via CV's be considered in conjunction with application forms received.**
- 4. That the Clerk, Deputy Clerk and Chair of the Environment & Leisure Committee shortlist and interview candidates for the Maintenance/Town Operative role.**

5. That an extraordinary meeting of Resources be arranged following the Annual Meeting to discuss the Tour Guide/Tourist Information officer role further.
6. That the Clerk produce a draft Volunteer Policy to be submitted to the next Finance, Policy & General Purposes Committee.

R165.

REQUEST FOR JOB EVALUATION

RESOLVED:

That a recommendation be made to the next meeting of Council that a job re-evaluation be carried out in respect of post holder 53.

Signed

Dated