



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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1 May 2026

TO: Councillors Chowns, Harvey (Hughes), Hughes and 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, 7 May 2026 at 9.30 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 a meeting of the Resources Committee held on 23 April 2026 and to consider any recommendations therein**

(Pages 777 - 780)
4. **Date of next meeting**

To note that the next meeting of the Resources Committee will be agreed at the Annual Council Meeting scheduled for 14 May 2026

5. **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

6. **Code of Conduct Matters** (Oral)

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

Agenda front pages to all non-committee members (7)

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 23 APRIL 2026**

PRESENT: Councillors Chowns, Harvey (Chair), Hughes, and Morris

ALSO PRESENT:

Angela Price – Town Clerk

R344. APOLOGIES FOR ABSENCE

None received.

R345. DECLARATIONS OF INTEREST

None received.

R346. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 2 APRIL 2026, AND TO CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 2 April 2026 be approved and signed as a correct record.

R347. DATE OF NEXT MEETING

RESOLVED:

1. That the meeting scheduled for 7 May 2026 would not take place in order to allow a meeting of Councillors to be scheduled ahead of the Annual Council meeting.
2. That the date of the next meeting of the Resources Committee will be determined at the Annual Council meeting on 14 May 2026.

R348. 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, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

STAFFING MATTERS**1. Employee Assistance Programme (EAP)**

Members were provided with additional information in respect of the quotes received for provision of an Employee Assistance Programme.

RECOMMENDATION:

That a recommendation be submitted to Full Council that company B be appointed to provide EAP services to Ledbury Town Council at a cost of £1,108 plus VAT per annum for a period of 36 months.

2. Staffing Review Update

Members were requested to give consideration to various matters relating to the Staff Review. The Clerk provided clarification on a number of the points raised within the report and the additional information provided by Hoople.

Members agreed that they require more detail as to how the scoring process has been calculated and it was agreed that in respect of the new role referred to in point one of the recommendations no further discussion be had at this meeting pending further information to be discussed with Hoople, but recognising that the 80/20 ratio is an important in terms of role matching for the consultation process.

The Clerk provided Members with advice received from Hoople stating that as the Clerk's role was part of the staff structure and therefore part of the review process the Clerk should now step back from direct involvement in the decision making and consultation process of the staff review, to help ensure the process remains transparent and fair, whilst also protecting the employee. Hoople advised that they would be happy to support or lead the consultation process on behalf of the Council in an independent capacity, but that it would be beneficial for a member of the Council to be visibly involved, as this would provide reassurance to staff and strengthen overall confidence in the process.

It was suggested that two Members of the Resources take the responsibility for taking the process forward on behalf of the Resources Committee with consistent support from Hoople, noting that there may be times where only one Councillor is available to attend alongside Hoople.

RESOLVED:

1. That Councillors Chowns and Harvey lead on the staff review process on behalf of the Resources committee, with support from Hoople as the lead and administrative support from the Clerk.
2. That the Clerk contact Sarah Watkins of Hoople to request a meeting with Councillors Chowns and Harvey as a matter of urgency.
3. That the amendments be made to the job description of the new role referred to in point one and sent to Hoople for a further review.
4. That a decision on whether to accept the evaluation scores in respect of all roles be deferred until Councillors Chowns and Harvey have had the opportunity to discuss this further with Hoople.
5. That the guidance set out in the Green Book be followed in respect of pay protection where this applies.
6. That the Clerk provides a master copy of all the documentation received from Hoople so far to Councillors Chowns and Harvey.
7. To note that should any member of staff request voluntary redundancy the Council would be open to receiving these requests to be considered on a case-by-case basis.
8. That a feedback form be drafted by Hoople to provide a consistent approach to feedback from staff and that this to be provided to Councillors Chowns and Harvey.
9. That point 7 be acknowledged as something that will need to be completed in due course and clarification be sought from Hoople that this would be something the Clerk, as the Head of Paid Services could do in respect of this process.
10. That Hoople be asked to assist with the preparation of the consultation document, to be signed off by Members.
11. That Hoople be asked to draft a template consultation letter to staff.

12. That a meeting be arranged with the Unions to meet with Councillors Chowns and Harvey and Hoople, following confirmation of the timescale for the preparation of the Consultation document.

The meeting ended at 18:42.

Signed Date

DRAFT