

## LEDBURY TOWN COUNCIL

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27 June 2024

TO: Councillors Chowns (chair), Harvey, Hughes, Morris and Newsham

Dear Member

You are hereby summoned to attend an extraordinary meeting of the Resources Committee which will be held in the Council Offices, Church Lane, Ledbury, on Thursday, 4 July 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

### AGENDA

- 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 note the Terms of Reference for the 2024/25 Municipal year (Pages 265 266)

- 4. To approve and sign as a correct record the minutes of meetings of the Resources Committee held on 4 April 2024 (Pages 267 272)
- 5. Action Sheet (Pages 273 274)
- 6. Draft Amended Training Policy (Pages 275 278)
- 7. Date of next meeting

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

8. 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

- 9. Flexible working request received from Post Holder 50 (Pages 279 280)
- 10. Consideration of staffing at Ledbury Cemetery (Pages 281 286)
- 11. To approve draft Job Description and Person Specification in respect of assistant to the Clerk (Pages 287 289)

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

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

### **LEDBURY TOWN COUNCIL**

### **RESOURCES COMMITTEE**

QUORUM – The quorum of the Resources Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Resources Committee Quorum will be 3

MEMBERSHIP – The Membership of the Resource Committee will comprise of the Mayor, Deputy Mayor, and Chairs of all Standing Committees, which currently are Environment and Leisure, Finance, Policy & General Purposes Committee and Planning, Economy & Tourism Committee.

In the event that a Chair of one of the Standing Committees is not available they will request their Vice-Chair to attend as their substitute.

In the event that the Mayor or Deputy Mayor is also a Chair of a Standing Committee, they will attend the Resources Committee in their role of Mayor or Deputy Mayor and the Vice-Chair of said Committee will be asked to attend the Resources Committee for the Municipal Year in place of the Chair.

In the event that a Councillor is Vice-Chair of more than one Committee and the meeting is likely to be inquorate the meeting will be rearranged for an alternative date.

### **UNDER DELEGATED POWERS**

- 1. To receive information in respect of sickness absence figures in respect of all council staff
- 2. To receive information on the training and development of all council staff and councillors
- 3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis
- 4. To ensure that all staff contracts are compliant with legislation
- 5.. To make decisions on the Training and Development budget process for staff and Councillors
- 6. To receive and consider applications for vacant posts within the Town Council, in respect of Senior post i.e. Clerk & Deputy Clerk and to interview successful shortlisted candidates
- 7. To appoint Appeals Panels as required noting members' independence to any given situation
- 8. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented

# BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

- 1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
- 2. To make recommendation on requests for vocational training.

- 3. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
- 4. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations
- 5. To consider and make recommendations on requests for job evaluations
- 6. To make recommendation on the appointment of all Senior Council staff
- 7. To feed into the annual budget setting cycle

### LEDBURY TOWN COUNCIL

# MINUTES OF A MEETING OF THE RESOURCES COMMITTEEE HELD ON 4 APRIL 2024

**PRESENT:** Councillors Bradford, Chowns, l'Anson and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

Councillor Stephen Furlonger

R57. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hughes.

R58. **DECLARATIONS OF INTEREST** 

None received.

R59. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE HELD ON 13 MARCH 2024

### **RESOLVED:**

That the minutes of the extraordinary meeting of the Resources Committee held on 13 March be approved and signed as a correct record, subject to the following amendment:

Minute No. 52 5<sup>th</sup> paragraph – amend to read ".... this would turn from green, to amber, and potentially red."

### R60. **ACTION SHEET**

R7(7) - The Clerk advised that she needed to check whether it was possible for staff to be on an alternative pension scheme to the LGPS due to the Council being signed up to the National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service.

R40 – Councillor Bradford ask for clarity in respect of this minute no. The Clerk advised that it was in relation to staff protection methods, which Members of the Resources had been invited to attend the offices and listen to the recording to assist with the correct wording of the minute.

R47(5) – The Clerk advised Members of some concerns around the trial change of hours.

Councillor Bradford asked that if neither the Clerk nor Deputy Clerk were available in the offices, who would be the person to go to. The Clerk advised that whilst she appreciated that there may be times when both senior officers are absent at the same time, this should not be the norm. It is expected that at least one senior officer is available in the office at all times. However, she suggested that if for any reason both senior officers were unavailable, the CDO would be the next in seniority and the person most likely to be able to provide assistance to Councillors.

R47(6) – The Clerk advised that she had not been able to provide this information at Full Council, however she advised that there was information in respect of this included in the attached report.

### **RESOLVED:**

That the action sheet be received and noted.

### R61. **DATE OF NEXT MEETING**

### **RESOLVED:**

To note that the date of the next meeting of the Resources Committee will be agreed at the Annual Council Meeting on 9 May 2024.

### R62. **EXCLUSION OF PRESS AND PUBLIC**

The Chair asked Councillor Furlonger if he had anything he wanted to contribute to the remainder of the business of the meeting. He advised that he did not have anything to add at this point.

It was proposed that Councillor Furlonger be invited to remain in the meeting for consideration of the confidential part of the agenda.

### RESOLVED:

- 1. That Councillor Furlonger 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.

### R63. **STAFFING MATTERS**

Members were provided with a report detailing a number of staffing matters and proposed solutions to some issues.

To help Members understand the reason behind the report and some of the elements within, the Clerk provided some background as to why she felt the actions taken and being proposed were necessary.

Councillor Morris expressed surprise at what had been presented at the meeting. He asked whether those Members who had not been present at the Full Council meeting on 28 March 2024, should be brought up to date on some of the matters discussed at that meeting.

Councillor Morris advised on the Notice of Motion that had been presented at the Full Council meeting. He pointed out that there were some concerns in respect of the wording of the motion and that after some discussion it was agreed that the Motion should be re-written and referred back to Full Council.

The Clerk advised that the wording of the Notice of Motion had been referred back to the Resources Committee prior to it being submitted back to a future meeting of Council, which is why there was a recommendation within in the report.

Councillor Chowns advised that he had been made aware of some of the discussion at the full council on this matter.

Councillor Morris had anticipated that the recommendation to Full Council from this meeting would be that the Clerk would be required to work her contracted hours and no more going forward.

Councillor Bradford reminded Members of the discussion that had taken place at the extraordinary meeting of Resources held on 13 March 2024, whereby concerns had been raised by the Clerk in respect of the lack of public support in relation to allegations that had been directed at her over past years. He pointed out that there had been a resolution at that meeting which it appeared had not been dealt with.

The Mayor explained the reason behind the Notice of Motion, and she was saddened that Council could not say "sorry" in the full council meeting.

The Mayor was asked what changes would an apology bring? How would an apology change the working practices of the Council, the pressure the Clerk is under and the external factors that contribute to the stress experienced by the Clerk?

The Clerk reminded Members of the conversation at the previous meeting of the Committee, and read out the following resolution:

"Minute R56(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-yeas are not true and that there is no evidence to support these allegations."

The Clerk reminded Members that it had been agreed that the Mayor and Deputy Mayor had been nominated to draft a press release, however this had not been provided for inclusion on the full council agenda, and the minute had not been considered at the meeting.

It was noted that the wording of the Notice of Motion had been referred to this committee for consideration and it was agreed that the decision at the previous meeting superseded the Notice of Motion and that this should be referred back to Full Council for approval. Councillor Furlonger offered to write a draft press release as per minute no. R56(1).

The Clerk advised Members of some of the issues that impact on her workload, and if these can be resolved then it should provide a marked decrease in the hours being worked by the Clerk. The Deputy Mayor recognised that as the two senior roles within the Council, it is the responsibility of the Mayor and Deputy Mayor to help with the resolution of these issues, which in turn will hopefully reduce the need for the Clerk to work so many hours.

There was further discussion around the Clerk's working hours and issues that cause this. It was felt that the recommendations within the report provided by the Clerk, expectations were being set out and that it provides a starting point for change.

### **RESOLVED:**

- 1. That the Deputy Clerk be instructed to commence work on the CiLCA qualification without delay and that they book to attend the four Saturday courses with HALC which are designed to help those undertaking the CiLCA qualification.
- 2. That the progress be reviewed in the weekly meetings with the officer, with appropriate action being taken if the post holder does not sign up or attend the four-day courses and cannot show good progress on the course work.
- 3. That the Deputy Clerk be given a timescale to complete the qualification of 12-months i.e. April 2024 March 2025
- 4. That the Deputy Clerk be allocated 100 hours of time off/paid time to undertake the CiLCA qualification, to include attendance at four Saturday sessions with HALC.

- 5. That the Deputy Clerk be advised that they should complete circa 50% of the course work prior to registering on the online portal for the CiLCA qualification to ensure that they can complete the course within the timescale provided by the portal.
- 6. That the training policy be revisited in respect of reimbursement of training fees should a member of staff leave within a set time period.
- 7. That the Community Development Officer title be changed to Community Engagement Officer.
- 8. That the role of Community Engagement Officer continues to be line managed by the Clerk, until such time as the Deputy Clerk has completed the CiLCA qualification and received suitable line manager training.
- 9. That point 7 above be reviewed at 6-month intervals with a view to passing the line management responsibilities to the Deputy Clerk.
- 10. That Members note the discussion in respect of the Accounts/Burial Clerk and the CDO swapping offices.
- 11. That the Clerk be authorised to proceed with advertising for a replacement Administrator, but that she explores the possibility of employing an apprentice for this role.
- 12. Subject to the outcome of the occupational health visit, Members agreed to revisit the possible amalgamation of the two roles as detailed within the report.
- 13. That no time limit be placed on the post holder for passing both their theory and practical elements of the driving test at this time.
- 14. That the information in respect of two disciplinary matters be received and noted.
- 15. That a recommendation be made to the Finance, Policy & General Purposes Committee that funding be allocated for an additional role within the Council for a part time administrator to support the Clerk, 16-hours per week, considering the 7-hours reduction from the CEO role.
- 16. That Councillor Furlonger draft a press release for submission to Full Council as agreed in Minute no. R56(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-yeas are not true and that there is no evidence to support these allegations."

The meeting ended at 8.40 pm.

Signed	Date	

# ACTION SHEET EO RESOURCES COMMITTEE

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
01.02.2024		,			
R47(5)	That the request from PH 53 be granted on a trial period until 1 TC/Com 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	May-24 Review date to be agreed - delayed due In progress to annual leave of both Mayor and Clerk	In progress
13.03.2024					
R56	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 threeyeas are not true and that there is no evidence to support these allegations.	J1	28.03.2024	Discussion held at FC on 28.03.2024 - matter referred back to Resources committee	Completed
04.04.2024					
R63(1)	That the DTC be instructed to commence work on the CiLCA qualification without delay and that they book to attend the four Saturday courses with HALC	DTC	ongoing		In progress
R63(2)	That the progress be reviewed in the weekly meetings with the officer, with appropriate action being taken if the officer does not sign up or attend the four-day courses and cannot show good progress on the course work	TC/DTC (	ongoing	DTC has signed up for HALC course first date 15.06.2024	In Progress

R63(3)	That the DTC be given a timescale to complete the qualification of 12-months i.e. April 2024 - March 2025	DTC	Ongoing		In Progress
R63(4)	That the DTC be allocated 100 hours paid time off to undertake the qualification which includes the four Saturdays	5	Apr-24	Apr-24 DTC advised that she has 100 hours paid time and that any time in addition to this will not be paid	Completed
R63(5)	That DTC complete 50% of the course work prior to registering on the Online portal	DTC	Ongoing		In progress
R63(6)	That the training Policy be revisited in respect of Reimbursement of training fees should a member of staff leave within a set time period	72	Jun-24	Jun-24 Amended policy to be considered on July agenda	Completed
R63(8/9)	That the role of CEO continue to be managed by the TC until such time the DTC has completed the CiLCA qualification - but that this be reviewed at 6-month intervals	70	ongoing		ongoing
R63(12)	Subject to the outcome of Occ health visit, Members agreed to revisit the possible amalgamation of the two roles as detailed within the report	TC	Ongoing	Awaiting confirmation of Occ health appointment - delayed due to the post holder having annual leave	In progress
R63(13)	That no time limit be placed on the post holder for passing both their theory and practical elements of the driving test at this time	TC	Apr-24	Apr-24 Post holder advised accordingly - is now having regular lessons	Completed
R63(15)	That a recommendation be made to the FP&GP Com that funding be allocated for an additional role within the council for a part time administrator to support the clerk	TC/FC	Jun-24	Jun-24 Consideration given to this recommendation at FC meeting held on 6 June 2024 - agreed to offer 20 hours per week	Draft JD/PS on agenda for approval
R63(16)	Cllr Furlonger to draft press release for submission to Full Council as agreed in Minute no. R56(1) above	Cllr SF	твс		



This Policy is to be read in conjunction with the following policies:

- Equal Opportunities Policy
  - Agile Working Policy

Ledbury Town Council aims to operate effective and efficient high standards of service to the residents of and visitors to Ledbury. To achive this aim, the Council recognises that training and development plays an integral part in both employee and councillor development, based on equality of opportunity to all.

According to the Chartered Institute of Personnel and Development (2007), Training can be defined as a "planned process to develop the abilities of the individual to satisfy current and future needs of the organisation".

Ledbury Town Council recognises that its most important resource is its employees and councillors, and is committed to encouraging both to enhance their knowledge and qualifications through further training.

Training courses, which will benefit the Council, provide relevant development opportunities and enable employees and councillors to perform their duties and responsibilities efficiently and effectively will be prioritised.

The Council will look proactively at offering financial assistance to support appropriate training and development programmes.

Councillors will be provided with opportunities at induction and throughout their term of office to become familiar with changes to legislation, their roles and responsibilties as councillors and to develo themselves in order to better support the community they serve.

Employee training may be identified through formal and informal discussions, when reviewing job descriptions, at supervision and appraisals and agreed via line managers in liaisons with the Chief Officer.

### **Equality**

In putting this procedure into practice, no aspect of this procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability and/or union membership or any other grounds likely to place anyone at a disadvantage, in accordance with the Equality Act 2010.

### **PROCEDURE**

### **Training Categories**

Statutory – Statutory training is that which is required under legislation to ensure that all employees and councillors are trained to the level required by statute.

Occupational – Occupational training is that which is required in order to acquire and refresh the skills needed to carry out particular roles which form part of the employee's job profile or a role which they will undertake in the near futue. There may be some occupational training required for councillors who undertake specific duties, such as appraisal training, chairing skills, understanding planning legislation or other requirements that the council needs to comply with in its role as employer.

Vocational – Vocational training is that which is not necessarily required for the role, but may be deemed useful as the skills, knowledge and qualifications obtained will add to the development of the employee or councillors if not covered by statutory or occupational training.

### **Training Facilities**

The Council will make available facilities to employees to enable them to:-

- Attend approved daytime training courses or courses held wholly or partly outside office hours
- Study by way of distance learning courses
- Have provision of a study area at the Council offices for agreed study during working hours
- Support staff studying from home during working hours via its Agile Working Policy

The Clerk will arrange for Councillors to be booked onto relevant training as agreed through their induction programme or requested throughout their term of office.

### **Training Budgets**

The Clerk is responsible for managing the training budget for both staff and councillors. Requests to increase the training budget in year MUST be made to the Resources Committee, who will make recommendation to either the Finance, Policy & General Purposes Committee or Full Council.

In an election year the Councillor training budget will be increased by 75% in order to arrange a training package for new/returning councillors. This will include Code of Conduct and any other courses councillors may consider appropriate.

### Costs

The Council will meet the cost of reasonable expenses for:

- Staff salary and other contractural benefits
- Course and examination fees (noting that failure to attend a pre-booked course may result in the employee paying towards the cost of the course)
- Travel costs, either by public transport or use of own transport in line with the terms and conditions set out in the Natinoal Joint Council Local Government Services Pay and Conditions of Service. It is expected that wherever possible, all employees and councillors will use the cheapest form of transport available.

### **Study Material**

Any essential reading material purchasd by the Council will remain the property
of the Council and must be returned to the Council at the end of the training
course. Failure to do so will result in the employee being charged full
replacement costs.

### **Examinations**

Staff will be given suitable study leave ahead of examinations.

### **Requesting Training**

All staff have the right to request training and each case will be considered on its own merit.

- The Deputy Clerk is responsible for ensuring that all staff receive statutory training and attend all the appropriate refresher courses
- Requests must be made in writing to the employee's line manager who will forward them to the Town Clerk for consideration
- Requests for vocational training MUST be approved by the Resources Committee

### **Appeals**

If a request for training is declined any appeal **MUST** be made in writing to the Town Clerk within 5 working days of the refusal giving reasons why the training is required.

If this is not successful an appeal may be made, again within 5 working days of the Clerk's refusal, to the Resources Committee whose decision will be final.

### **Repayment of Training Costs**

If an employee leaves the employment of Ledbury Town Council, except for redundancy or dismissal, within two years of receiving training paid for by the Council they will be required to repay an aggregated percentage towards the cost of any training received, with the exception of statutory training.

Failure to complete a training course due to lack of interest may result in the Council reclaiming the cost of the training and any other costs involved i.e. travel and overtime.

Failure to complete statutory training may result in disciplinary action being taken.

### **Evaluation**

Records of all training undertaken by employees and councillors will be kept on a training database, and hard copies of certificates will be kept in staff personel files.

Staff will be asked to provide feedback to their line manager on the quality of the training they undertake, if they have any best practice or learning to highlight the overall value and effectiveness of the training. Councillors will be asked to provide feedback to the Town Clerk.

The Town Clerk will report annually to the Resources Committee on progress detailing employee and councillor training attended throught the year.

Adopted: December 2023 Review Date: December 2025