



LEDBURY TOWN COUNCIL

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14 June 20149

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

Dear Member

You are hereby summoned to attend an Extraordinary meeting of the **Resources Committee** which will be held in the **Town Council Offices, Church Street, Ledbury**, on **Thursday, 18 July 2019 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angie Price
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 1998

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 Executive Committee held on 19 June 2019** (Page 9-12)
4. **Terms of Reference** (Page 13)
5. **National Joint Council for Local Government Services, National Agreement on Pay & Conditions of Service** (Pages 14-15)
6. **Occupational Health Provision** (Pages 16-17)
7. **Time off in Lieu** (Page 18)
8. **Health & Safety Issues** (Pages 19-20)
9. **Lone Working Policy** (Pages 21-23)
10. **New Starter Induction Form** (Pages 24-30)
11. **Budget Monitoring Reports 1 April – 30 June 2019** (To Follow)
12. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee is scheduled for 17 October 2019

13. **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

14. **Update on staffing matters** (Pages 31-48)
15. **Outcome of Meeting with Citation – HR support** (Pages 49-50)
16. **Post Holder 35 Salary Review** (Pages 51-54)
17. **Post Holder 04 Review of Role and Salary** (To Follow)

Distribution: Full agenda to: - Committee members (7)

Agenda front pages to all non-committee members (3)