

**MINUTES OF A MEETING  
OF A RESOURCES COMMITTEE MEETING HELD ON THE  
17 OCTOBER 2019  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT:** Councillors Bannister, Howells, Whattler, Vesma

**IN ATTENDANCE:** The Town Clerk – Angela Price  
The Minute Taker- Oliva Bundy  
Councillor N Morris

**R25 APOLOGIES**

Apologies were received from Councillor Harvey & Councillor Knight

**R26 DECLARATION OF INTERESTS**

None received

**R27 PUBLIC PARTICIPATION**

No Members of the public were present

**R28 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON THE 18<sup>TH</sup> JULY 2019.**

**RESOLVED:**

**That the minutes of the meeting of Resources committee be approved and signed as correct record.**

**R29 OCCUPATIONAL HEALTH PROVISION**

Members were provided with a detailed report on Occupational Health provision for the Council and were asked to consider the quotes, as provided by the Town Clerk.

The Town Clerk advised members that she could use either providers when needed as they did not require the Council to enter into a contract for the service. She also advised that the report from citation, to be considered later in the agenda, recommended having an Occupation Health provider available for the future.

Councillor Vesma proposed that the committee delegate the decision to the Clerk.

**RESOLVED:**

**That, if and when there is a need for occupational health, the Clerk decide on which provider of Occupational Health to use, taking into account the service needed at the time and the cost relevant to that service from each provider.**

**R30**

**TIME OFF IN LIEU**

The Clerk provided members with a report regarding her accrued toil and advised members on the meetings, conferences, events and workload pressures for the period 11 July - 9 October 2019.

The Clerk advised that she had an overall total of 84.30 TOIL Hours owing and that she had also accrued additional overtime due to meetings on the weekend as well as working the two evenings of the October Fair (Mop Fair).

**RESOLVED:**

**That members Receive and Note the report provided by the Town Clerk.**

**R31**

**HEALTH AND SAFETY ISSUES**

Councillor Morris advised members that he had been made aware of concerns from members of the public regarding the Market House and the plaster.

The Town Clerk advised that she is in the process of arranging for quotes for a temporary repair to the Market House.

**RESOLVED**

**That The Town Clerk arranges for a temporary repair to the Market House as a matter of urgency.**

**R32**

**HOLIDAY PAY FOR PERMANENT PART-YEAR WORKERS**

Members were updated of a change in legislation in respect of permanent, Part-time workers and their annual leave entitlement.

The Clerk advised members that the change in legislation will impact the councils budget with effect from 6<sup>th</sup> April 2020

**RESOLVED:**

**That members receive and note the change in legislation in respect of permanent Part - time Workers and their annual leave, noting that the changes will have an effect of the Council's budget in respect of staff salaries with effect from April 2020.**

**R33**

**PROVISION OF MOBILE PHONE FOR CLERK AND DEPUTY CLERK**

The Town Clerk advised that both she and the Deputy Clerk were currently using their personal mobile phones to receive work emails when out of the

office and that they had both had to provide their personal number to various organisations, in case of emergencies out of hours.

The Clerk felt that it would be beneficial for herself and Deputy Clerk as senior staff to be provided with a mobile phone for business purposes.

Councillor Vesma suggested that the senior officers should be provided with mobile phones from the Council, if only to ensure that the Council was complying with GDPR. He raised concerns that if staff were to continue using their own mobile devices to receive work related emails, calls and messages it could raise issues should the staff member leave, in respect of ensuring the access to emails had been deleted.

Members agreed that a recommendation be made to the Finance, Policy & General Purposes Committee that the Clerk and Deputy Clerk be provided with mobile phones at a total of £30 a month each and that the budget for each should not exceed £300

#### **RECOMMENDED**

**That a recommendation is sent to the next Finance, Policy and General Purposes Committee on the 24<sup>th</sup> October 2019 that the Clerk and Deputy Clerk be provided with a business mobile phone at a cost of no more than £30.00 per month contract and a purchase price of no more than £300.00 per phone.**

**R34**

#### **BUDGET MONITORING REPORTS 1 APRIL – 30 SEPTEMBER 2019**

Members were provided with a budget monitoring report for the period 1 April – 30 September (6-months).

It was noted that currently the Council are under budget in respect of staff salaries.

The Clerk expressed concerns that the Council do not make allowance for the contingency for staff overtime in their annual budget and suggested that this is something Council should consider including in future budgets.

#### **RESOLVED:**

**Members received and noted the budget monitoring report for the period 1 April – 30 September.**

**R35**

#### **DATE OF THE NEXT MEETING**

**The date of the next Resources meeting is on the 16 January 2020**

**R36**

#### **EXCLUSION OF PRESS & 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, in the public interest the press and public are excluded from the remainder of the meeting.**



## CITATION REPORT

Members were asked to receive and note the report from Citation in respect of a recent HR Health Check meeting.

Members discussed the Cooperate Plan stating that since reading the report from Citation they had a better understanding of how beneficial it would be for staff and councillors as well as Ledbury residents going forward. Councillor Howells suggested having a draft Cooperate plan before the end of the year.

Members agreed that the report from Citation was positive and noted that the staff in the office are a great asset to the Town Council.

Councillor Morris felt that members of the Full Council and possibly members of the public should be aware of the progress that the staff and the council have made in the past 6-months.

Members agreed with Councillor Morris and suggested publishing the Citation report on the website including Facebook and felt that it would be worth mentioning how far the council has come in the next Councillor Newsletter.

Councillor Vesma suggested looking into a possible Employee Assistance Programme for staff.

**RESOLVED:**

- 1 **That Members receive and note the Report from Citation.**
- 2 **That the HR Health Check Report from Citation be published to the website, subject to any redaction where necessary and that the next Council Newsletter include extracts from the report, giving details on the progress of the Council over the past 6-months.**

## UPDATE ON STAFFING MATTERS

Members were requested to give consideration to a report prepared by the Town Clerk on various staffing matters.

1. Post Holder 47 – Members were provided with a copy of a job description in respect of Post Holder 47 following a request by the Committee at its meeting in July.
2. Post Holder 48 – Members were advised of a change in the working pattern of Post Holder. Members felt that the change in the post holders working pattern was a practical approach to the post holders working week.
3. Post Holder 49
  - a) Members were requested to give consideration as to who would carry out the end of probationary and future appraisals of Post Holder 49.
  - b) Members were provided with a request from Post Holder 49 in respect of their annual leave for the 2019/20 Municipal year and asked to take this in consideration alongside their current TOIL owed balance.

The report advised that the post holder was concerned about how they were going to manage their current TOIL owing and their annual leave allowance due to the current work load, and as such the post holder was asking Members to give consideration to either reimbursing any outstanding leave days or some of the Toil accrued to ensure that the post holder is not required to lose annual leave or TOIL unfairly due to the extreme workload being placed upon them at the current time.

Members felt that this issue needed to be addressed now rather than wait until further monitoring of the TOIL in January 2020 and it was agreed that a recommendation should be made to the Finance, Policy & General Purposes Committee for them to give consideration to this matter accordingly.

#### **RESOLVED:**

1.
  - a. That a consultation period be entered into with Post Holder 47 in respect of the job description provided and that once that consultation period has ended a recommendation be made to Full Council to approve the new job description, subject to any amendments as a result of the consultation.
  - b. That the sentence "To provide regular written updates to line manager – time sheets, job lists and mileage sheets for van" be moved to the section entitled "Key Duties and Responsibilities".
2. That the actions taken by the Town Clerk in respect of the change in working pattern of Post Holder 48 be endorsed.
3. That the annual appraisal of the role of Post Holder 49 now and in the future, be carried out by the Mayor and Deputy Mayor along with a representative from Citation and the 6-month interim appraisal be carried out by the Mayor and Deputy Mayor.
4. That the following RECOMMENDATIONS be made to the Finance, Policy & General Purposes Committee:-
  - a. That should post holder 49 not be in a position to use all of their leave in 2019/20 they be reimbursed for any outstanding leave as at the end of that year (31 March 2020).
  - b. That consideration be given to making a payment to post holder 49 in respect of TOIL accrued to-date.
  - c. That the Post Holder's TOIL be monitored regularly during each year with consideration being given to how to manage this going forward.

R39

#### **POST HOLDER 04 – REVIEW OF ROLE AND SALARY**

Members were requested to give further consideration to a request from Post Holder 04 for an increase in their salary to reflect their role above other staffing the same department.

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At their meeting in July the Resources Committee had agreed that this item should be deferred until such time an appraisal had taken place and a report back from their line manager could be prepared and submitted for consideration. An appraisal had now been carried out of the post holder and Members were advised of the outcome of that appraisal.

A suggestion was put to Members that it would be useful if they were to pay a visit to the Painted Room and also meet with staff to discuss their roles to gain an understanding of the work undertaken by all staff involved with the day-to-day running of the Painted Room.

**RESOLVED:-**

1. **That a RECOMMENDATION be made to the Finance, Policy & General Purposes Committee to review Post Holder 04's current salary scale in relation to other staff within the same department.**
2. **That the Deputy Town Clerk arrange a date for Members of the Resources Committee to take the Painted Room Tour and meet with the staff to discuss their role in relation to the Painted Room.**

**R40**

Members were provided with an amended draft Councillor & Staff Protocol & Principles of Good Practice and a draft Civic Protocol for consideration.

Members felt that due to only having received the documents shortly before the meeting they had not had sufficient time to read and digest the information in both documents and Councillor Bannister proposed that the item be deferred to the next meeting of the Resources Committee.

A point was raised in relation to item 3.6.5 in the draft Councillor & Staff Protocol & Principles of Good Practice, in so far as it was felt a response time for staff to get back to Councillors should be included.

**RESOLVED:**

**That the amended draft Councillor & Staff Protocol & Principles of Good Practice and the draft Civic Protocol be deferred for consideration at the next meeting of the Resources Committee in January 2020, noting the comment in respect of point 3.6.5 as above.**

The Meeting ended at 9:12pm

Signed .....  
(Chairperson)

Dated .....

# ACTION SHEET

## RESOURCES COMMITTEE EXTRA ORDINARY 17-Oct-19

| Minute No. | Action   | To be Actioned by | Date Actioned                       | Comments   |
|------------|--|-------------------|-------------------------------------|--|
| R29        | That if and when there is a need for occ health, the TC decides on which provider of occ health to use, taking into account the service needed at the time and the costs relevant to that service from each provider   | TC                | On-going                            | On-going   |
| R31        | That the TC arranges for a temporary repair to the Market House as a matter of urgency   | TC                | Waiting for quotes for work         | In progress  |
| R33        | That a Recommendation be submitted to the next FP & GP Meeting on 24.10.19 that the TC and DTC be provided with a business mobile phone at a cost of no more than £30 per month contract and a purchase price of no more than £300 per phone.                    | TC                | Report on FP&GP Agenda for 24.10.19 | Completed  |
| R37(2)     | That the HR Health Check Report from Citation be published to the website, subject to any redaction where necessary, and that the next Council newsletter include extracts from the report giving details on the progress of the council over the past 6-months. |                   |                                     | In progress  |
| R38(1)(a)  | That a consultation period be entered into with Post Holder 47 in respect of the job description provided and that once that period has ended a recommendation be made to FC to approve the new JD subject to any amendments as a result of the consultation.    | DTC               |                                     | DTC advised to enter into consultation period of 90 days |
| R38(1)(b)  | That the sentence "To provide regular written updates to line manager ..." be moved to the section entitled "key Duties and Responsibilities"  | TC                | 22.10.19                            | Completed  |

|           |  |                   |          |                                 |
|-----------|--|-------------------|----------|---------------------------------|
| R38(3)    | That the annual appraisal of the role of PH 49 now and in the future, be carried out by the Mayor and Deputy Mayor along with a representative of Citiaton and the 6-month interim appraisal be carried out by the Mayor and Deputy Mayor.         | Mayor & D. Mayor  | 22.10.19 | TC contacted Citiaton for dates |
| R38(4)(a) | That a recommendation be submitted to the FP & GP Comm that should PH 49 not be in a position to use all of their leave in 2019/20 they be reimbursed for any outstanding leave as at the end of that year (31.03.20)                              | On FP & GP Agenda | TC       | Completed                       |
| R38(4)(b) | That consideration be given to making a payment to PH 49 in respect of TOIL accrued to-date  | On FP & GP Agenda | TC       | Completed                       |
| R38(4)(c) | That the PH's TOIL be monitored regularly during each year with consideration being given to how to manage this going forward  | On FP & GP Agenda | TC       | Completed                       |
| R39(1)    | That a Recommendation be made to the FP & GP Comm to review PH 4's current salary scale in relation to other staff within the same department  | On FP & GP Agenda | TC       | Completed                       |
| R39(2)    | That the DTC arrange a date for Memmbers of the Resources com to take the Painted Room Tour and meet with the staff to discuss their role in relation to the Painted Room  | On FP & GP Agenda | TC       | Completed                       |
| R40       | That the amended draft Cllr & Staff Protocol and Principles of Good Practice and the Draft Civic Protocol be deferred for consideration at the next meeting of the Res comm in January 2020, noting the comment in respect of Point 3.6.5 as above | On FP & GP Agenda | Tc       | Completed                       |