

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD 3 SEPTEMBER 2020
VIA VIRTUAL MEANS**

PRESENT: Councillors Bannister, Eakin, Knight, Morris, Vesma (Town Mayor and Chair)

ALSO PRESENT: Angie Price – Town Clerk

R75. APOLOGIES

Apologies were received from Councillor Harvey

R76. DECLARATIONS OF INTEREST

No declarations of interest were received.

R78. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 2 July 2020

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 2 July 2020 be approved and signed as a correct record.

R79. TIME OFF IN LIEU

RESOLVED:

That Members receive and note the Town Clerks accrued TOIL with effect from 1 June – 26 August 2020, noting that this is likely to increase considerably until such time due to the recent resignation of post holder 4.

R80. UPDATE ON STAFF/ORGANISATIONAL REVIEW

The Town Clerk advised that she had received the first final draft of the review which she has provided to the Mayor and Deputy to make comment. The Clerk hoped that the report would be available for the next Resources meeting in November.

RESOLVED:

1. That the update on the staff and organisational review be received and noted.

2. **That the Mayor, Deputy Mayor and Clerk provide their responses to the report no later than Friday, 11 September 2020.**

R81. FIRST AIDER PAYMENT

Members were asked to consider making a monthly payment to three members of staff who have undertaken First Aid at Work training to ensure that there is sufficient first aid cover available at the Cemetery and in the office.

Councillor Dee Knight suggested first aid training to be added to the job descriptions and that the salary be commensurate with this, in particular the Groundsman as he is lone working.

RESOLVED:

That the inclusion of an allowance for those staff who have recently received First Aid at Work training be deferred to the Staff review for inclusion in job descriptions.

R82. DRAFT RECRUITMENT POLICY

RECOMMENDATION

That a recommendation be sent to Finance, Policy & General Purposes Committee to adopt the Draft Recruitment policy.

R83. HEALTH AND SAFETY ISSUES

Staff at Ledbury Town Council had asked whether the Council would consider funding Flu Jabs for staff that do not qualify from the NHS.

Members agreed that they would like to offer the opportunity to fund flu jabs for staff that would like them and proposed an amount of £35 per person.

Tour guides had asked the Clerk to raise the issue of the entrance to the painted room at the rear of the council offices as they have concerns that this opens onto a potentially busy road.

Councillor Vesma asked whether it would be possible to see a formal risk assessment before suggesting a proposal.

RECOMMENDATION

That a recommendation is sent to the next Finance, Policy and General purposes meeting to fund the flu jab for staff at a total of £35 per person.

RESOLVED:

That the Tour Guides be asked to produce a formal risk assessment of the painted room in relation to the exit.

R84. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 5 November 2020.

R85. 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, in the public interest the press and public were excluded from the remainder of the meeting.

R86. STAFFING MATTERS

i. Resignation

Members were provided with an update on the resignation of post holder 4 and advised that the post holders last day of employment with Ledbury Town Council would be 4 September 2020.

Members felt that due to some of the issues raised within the post holder's resignation the Council should carry out a review of the Council's line management procedures and processes.

ii. Recruitment

Members were advised that as a result of the above resignation and due to the Council being in the process of a staff/organisation review, the Town Clerk, following consultation with the Mayor and Deputy Mayor, is seeking an temporary replacement for post holder 4 for a period of six-months. The Clerk advised members that it may not be possible to find someone who has local government experience to the temporary role, but that it may be possible to recruit someone who has project management experience who could provide assistance for the period in question.

Members were also requested to give consideration to recruiting a maintenance operative to assist around the town and at council premises, rather than a second groundsman.

RESOLVED:

1. That it be noted that the last day of employment of Post Holder 4, following their resignation, would be 4 September 2020.
2. That the Council undertake a review the line management procedures and procedures of the Council.
3. That the Clerk recruit a temporary replacement for post holder 4 for a period of 6 months.
4. That the Clerk, Deputy Mayor and Chair of the Environment & Leisure Committee be delegated to prepare a job description and person specification for the post of Town Centre Maintenance Operative and that this role be recruited as soon as possible.

The meeting ended at 8.15 pm.

Signed Dated

13-Aug-20

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R80(2)	That the Mayor, Deputy Mayor and Clerk provide their responses to the report no later than Friday, 11 September 2020.	DV,EH,TC		Deadline extended to Monday, 21 September	In progress
R81(1)	That the inclusion of an allowance for those staff who have recently received First Aid at Work training be deferred to the Staff review for inclusion in job descriptions.	TC		Deferred to staff review - to be included in comments in response to review	In Progress
R82	That a recommendation be sent to Full Council to adopt the Draft Recruitment policy.	TC	01.10.2020	To be included in Full Council agenda - 01.10.2020	on agenda
R83	That a recommendation is sent to the next Finance, Policy and General purposes meeting to fund the flu jab for staff at a total of £35 per person.	TC	24.09.2020	To be included in the FP GP agenda - 24.09.2020	on agenda
R83(2)	That the Tour Guides be asked to produce a formal risk assessment of the painted room in relation to the exit.	TG	14.09.2020	Clerk asked Tour Guide Team Leader to provide risk Assessment - to be included on next agenda of Resources committee	completed
R86(2)	That the Council undertake a review of all line management procedures and procedures of the Council.	TC		Clerk to obtain quotes	In progress
R86(3)	That the Clerk recruit a temporary replacement for post holder 4 for a period of 6 months.	TC	16.09.2020	Person starting with Council on 05.10.2020 on 6-month fixed contract	completed
R86(4)	That the Clerk, Deputy Mayor and Chair of the Environment & Leisure Committee be delegated to prepare a job description and person specification for the post of Town Centre Maintenance Operative and that this role be recruited as soon as possible.	TC/EH/DK	17.09.2020	Draft JD and PS on E & L Agenda for consideration - to be advertised	In progress

