



LEDBURY TOWN COUNCIL

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30 October 2020

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

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held via Zoom on **Thursday, 5 November 2020 at 7.30 pm** for the purposes of transacting the business set out below.

During the Covid-19 Pandemic meetings will take place via Zoom.

Members of the public will be able to watch the meeting live on the Council's Facebook Page at the link below.

<https://us02web.zoom.us/j/88604197422?pwd=UTZpbCtnRDVoZE5UeTRHcHIDWXFrQT09>

Meeting ID: 886 0419 7422

Passcode: 211391

Yours faithfully

A Price

Angie Price
Clerk

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 as a correct record the minutes of a meeting of the Resources Committee held on 3 September 2020** (Pages 276-279)
4. **Town Clerks Time off in Lieu totals** (Page 280)
5. **Health & Safety Issues** (Pages 281-282)
 - i. Painted Room – risk assessment for exiting the Painted Room onto Church Street
6. **Operational/staff review** (Pages 283)
7. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee is scheduled for 7 January 2021

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

Agenda front pages to all non-committee members (5)

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 MINTUES
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 policies 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

DRAFT

LEDBURY TOWN COUNCIL

RESOURCES COMMITTEE	5 NOVEMBER 2020	AGENDA ITEM: 4
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Report prepared by Angie Price – Town Clerk

TOWN CLERK TIME OFF IN LIEU (TOIL) ACCRUED

Purpose of Report

The purpose of this report is to advise Members of the Resources Committee of TOIL accrued by the Town Clerk due to attending meetings, conferences, events and workload pressures for the period 27 August 2020 – 27 October 2020.

Detailed Information

The Town Clerk’s contract states that any hours worked in addition to the normal 37½ hour working week will be managed as follows:-

Hours worked Monday – Friday in addition to normal working hours will be reimbursed as Time off in Lieu (TOIL). Hours worked on Saturday, Sunday and Bank Holidays will be reimbursed as overtime at basic rate.

As a result of this the Clerk has worked the following additional hours, to be recorded and reimbursed as TOIL for the period 27 August 2020 – 28 October 2020.

	27-31 Aug	1-30 Sep	1-27 Oct	Total
		CARRIED FORWARD		95.75
Time Worked	1.00	4.75	8.5	14.25
Time Taken	0	10.00	0	10.00
August - October Totals	1.00	-5.25	8.5	4.25

Carried forward	95.75
Aug-Oct 2020 outstanding total	<u>4.25</u>
Overall total TOIL hours accrued	<u>100.00 (as at 29.10.2020)</u>

Recommendation

That Members receive and note the above information noting that the Clerk’s outstanding TOIL total as at 27 October 2020 is 100 hours owing.

Report prepared by Angie Price -Town Clerk

HEALTH AND SAFETY ISSUES

PAINTED ROOM

Purpose of Report

The purpose of this report is to provide members of the Resources Committee with a risk assessment carried out in respect of the exit from the Painted Room which leads directly onto Church Street.

Detailed Information

At the meeting of the Resources Committee held on 3 September 2020, the Tour Guides had asked that the issue of the exit from the Painted Room which leads directly onto Church Street be raised with Members of the Resources Committee as a health and safety issue.

The Mayor asked that a risk assessment be provided in respect of this issue at the next meeting of the Resources Committee to ensure Members were fully apprised of the issues.

Members should note that during the Covid-19 Pandemic the need for one way in and one way out was looked at and it was agreed that as the Committee Room was not being used due to meetings being held via electronic means, they should make arrangements for ingress and egress of the Painted Room via the committee room. To this end the Tour Guides formed a two-way system within the committee room which meant that members of the public did not leave the building via Church Street which leads directly onto an open road.

The step leading from the Painted Room is rather steep and there are no handrails to assist members of the public to step down and out and the Tour Guides feel there is a risk that a less abled visitor or young child may experience difficulties with the step and there is a potential for them to fall into the road and into an oncoming vehicle.

However, the Tour Guides have for some time had concerns about using the entrance on Church Street and wished these concerns to be shared with Members.

The Tour Guides consider that a ramp and handrails would be a practical solution, however they recognise that the step is rather high and that this may need to be adjusted to enable a ramp with a suitable angle to be fitted. However, when considering these alterations, it will be necessary to consider how far out a ramp would need to reach into the road to ensure the ramp is not also too steep.

As the building is a Grade II listed building it will also be necessary to speak with the Heritage Officer at Herefordshire Council to establish whether what, if any, alterations to this area would be acceptable.

Members will be aware that the Painted Room is now closed to the public until March 2021 and therefore should it be possible to make alterations to the exit these works could be carried out between now and March in time for the 2021 opening.

The Tour Guide Leader has drafted a risk assessment detailing the issues above and a copy of this is attached for Members consideration.

Recommendation

1. That Members give consideration to the attached risk assessment and authorise the Clerk to investigate the possibility of a ramp being fitted to the exit onto Church Street from the Painted Room to establish what would need to be done to enable this and what would be possible, bearing in mind the building is a Grade II listed building.
2. That the Clerk submit a report to the Environment & Leisure Committee on completion of those investigations, providing details on what is permissible, what can be done and the potential cost of these alterations

Report prepared by Angie Price -Town Clerk

OPERATIONAL/STAFF REVIEW

Purpose of Report

The purpose of this report is to provide Members of the Resources Committee with an update on the Operational/Staff Review currently being undertaken.

Detailed Information

A draft copy of the report has been received and the Mayor, Deputy Mayor and Clerk met on 17 October 2020 to discuss and review the content of this first draft.

All observations and comments raised in that meeting were forwarded to the author, Mr Williams, of the report on the same day in the hope that these would be addressed by whilst the Clerk was on annual leave.

Mr Williams has contacted the Clerk to request a zoom meeting on 5 November 2020 to discuss the observations/comments provided.

On completion on this it is anticipated that a meeting will be arranged for Members of the Resources Committee to review the report. It is anticipated that this will be scheduled for the not-too-distant future.

Recommendation

That Members receive and note the above update and that Councillors Harvey and Vesma be asked to add any further comments to this report.