



LEDBURY TOWN COUNCIL

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30 December 2021

TO: Councillors Bannister, Chowns, Eakin, Howells, Hughes and Manns (Chair)

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Burgage Hall, Church Street, Ledbury**, on **Thursday, 6 January 2022 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela 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 (GDPR) 2018

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. **Nolan Principles** **(Pages 459)**

4. **To approve as a correct record the minutes of an extraordinary meeting of the Resources Committee held on 2 September 2021** (Pages 460-465)
5. **Town Clerks Time off in Lieu** (Pages 466)
6. **Feedback from Staff & Councillor Meeting** (Verbal report)
7. **Health & Safety issues** (If any)
8. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee will be agreed at the Annual Council meeting on 6 January 2021.

9. **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

10. **Staffing matters** (Verbal Report)

Post Holder 56 – Probation update

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

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

LEDBURY TOWN COUNCIL

The Seven Principles of Public Life

(Nolan Principles)

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF RESOURCE COMMITTEE
HELD ON
2 SEPTEMBER 2021

PRESENT: Councillors Bannister, Hughes and Manns, Chowns, Howells.

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker
Kevin Rose – Author of special audit

R123 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Eakin

R124 DECLARATIONS OF INTEREST

None received.

**R125 TO APPROVE AS A CORRECT RECORD THE MINUTES OF AN
EXTRAORDINARY VIRTUAL MEETING OF THE RESOURCES COMMITTEE
HELD ON 29 APRIL 2021**

RESOLVED:

That the minutes of the Virtual Extraordinary Resources Committee meeting held on 29 April 2021 be approved and signed as a correct record.

The Mayor asked Members if they would allow agenda item 14 to be brought forward to allow Mr Rose to leave the meeting once this item had been considered. Members were in agreement with this request.

R126 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with Section 1(2) of the Public 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.

R127 SPECIAL AUDIT REPORT

The Chair asked Members of the Resources Committee to consider deferring this item to an extraordinary meeting of the Finance, Policy & General Purposes Committee, which he considered to be the appropriate committee for audit

reports, and also to allow Councillor Harvey to be present when the report is considered. Councillor Chowns agreed that he would prefer to the report to be considered with Councillor Harvey present.

Councillor Hughes asked whether, as Mr Rose was present at the meeting, it would be possible to put some questions to him for clarification, the questions were as follows:

1. Is the second draft the final draft of the report? – Mr Rose advised that the report on page 423 of the agenda was his final report.
2. How do conclusions reference to evidence in the report? – Mr Rose appreciated that as the report was currently it did not clearly provide this detail and that this was something he could amend in readiness for the future meeting.
3. What is the commission document for the report? Mr Rose advised that the report addressed the points raised within the specification he had been provided, and again he would ensure that this is available for the next meeting.

Mr Rose reminded members that this report was a review and not an investigation.

RESOLVED:

1. That the Special Audit report be deferred to an extraordinary meeting of the Finance, Policy & General Purposes Committee to be arranged by the Clerk.
2. That the points raised above be addressed within the report submitted to the extraordinary meeting of the Finance, Policy & General Purposes Committee.

R128 RETURN TO OPEN SESSION

RESOLVED:

That the meeting be returned to open session.

R129 TO RECEIVE AND NOTE THE TERMS OF REFERENCE

RESOLVED:

That the Terms of Reference be received and noted.

R130 TOWN CLERKS TIME OFF IN LIEU (TOIL)

Members were requested to receive and note the Clerks TOIL record. Members were concerned at the level of TOIL accrued since March 2020, which it had not been possible for the Clerk to reduce by any considerable amount.

Members recognised that lack of staff over the past year and the pressure of work had made it difficult for the Clerk to take time off, noting that the Clerks TOIL balance from March 2020 to August 2021 was 96 hours owed.

Councillor Hughes was extremely concerned that the Council were not managing their duty of care to the clerk and other staff, and it was **RESOLVED:**

1. That a recommendation by submitted to the Finance committee that the Clerk be paid the 96 hours TOIL outstanding since March 2020.
2. That the Clerk draft a TOIL Policy to be submitted to the next meeting of the Finance, Policy & General Purposes Committee, scheduled for 23 September 2021.

R131 ROLES AND RESPONSIBILITIES

Members were provided with a report on the different roles and responsibilities within the Council i.e. Council, Councillors, Clerk, RFO and other staff roles.

RESOLVED:

That the report be received and noted.

R132 TOWN COUNCIL OFFICE CLEANING CONTRACT

Members were requested to give consideration to a report in respect of the current cleaning contract advising that the current company have advised that due to Covid and the increase in the cost of cleaning products they would be increasing their hourly rate.

Members were advised that with the addition of more staff, more areas within the Council offices were being used which were not part of the current cleaning contract. The Clerk suggested that now would be a good time to review the current cleaning contract and undertake a review of the requirements of the council in respect of office cleaning.

RESOLVED:

That the Clerk be instructed to undertake a review of the requirements of the council in respect of office cleaning and obtain at least three quotes to be submitted to the Finance, Policy & General Purposes Committee for consideration.

R133 TELEPHONE CONTRACT REVIEW AND UPGRADE

Members were advised that the Clerk had recently contacted the council's telephone contractor who had advised they could provide an improved contract at a lower cost than the current contract at a rate of £70 per month less.

RESOLVED:

That Members of the Resources Committee receive and note the information provided in respect of the amended telephone contract and that it be reported to the next meeting of the Finance, Policy & General Purposes Committee.

R134 COMMUNITY DEVELOPMENT OFFICER STRATEGIC PLAN 2021/22

RESOLVED:

1. That the CDO Strategic Plan be received and noted and that the committee's thanks be passed to the CDO for the excellent work put into the plan.
2. That the report be referred to the appropriate committees for consideration.

R135 STAFF & COUNCILLOR MEETING

The Clerk advised that staff had expressed an interest in an informal meeting between staff and councillors, staff had felt some councillors did not understand roles of staff, a meeting would help everyone understand what roles everyone has, and this will help a good relationship be built between staff and councillors.

RESOLVED:

That the town Clerk arrange a meeting between staff and councillors noting that this should be an annual event.

R136 HEALTH & SAFETY ISSUES

Councillor Hughes asked whether there was a nominated person responsible for carrying out Health & Safety inspections within the Council. The Clerk advised that there is a Health & Safety Policy in place, but unfortunately, due to recent staff shortages no-one had been appointed to this role. She advised that she would speak with the Deputy Clerk about taking up this role and ensure that they are provided with the correct training for the role.

RESOLVED:

That the Clerk will speak with the Deputy Clerk in respect of taking up the responsibility for Health & Safety within Ledbury Town Council.

R137 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources committee is scheduled to be held on the 6 January 2022.

R138 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with Section 1(2) of the Public 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.

R137 STAFFING MATTERS

a) Request for change of working hours – Post Holder 48

RESOLVED:

That the decision taken by the Town Clerk in respect of Postholder 48 be endorsed.

b) Completion of ILCA qualification – Post Holder 50

RESOLVED:

That congratulations be given to postholder 50.

The meeting ended at 8:09pm.

Signed Dated
(Chair)

ACTION SHEET
RESOURCES COMMITTEE
02.09.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R127	That the Special Audit report be deferred to an extraordinary meeting of the Finance, Policy & General Purposes Committee to be arranged by the Clerk.	TC	27.09.2021	Agreed to submit to full council with covering report from Clerk	Completed
R130	That the TC draft a TOIL Policy to be submitted to the next meeting of the Finance, Policy & General Purposes Committee, scheduled for 23 September 2021.	TC	27.09.2021	Approved	Completed
R132	That the TC be instructed to undertake a review of the requirements of the council in respect of office cleaning and obtain at least three quotes to be submitted to the Finance, Policy & General Purposes Committee for consideration.	TC	Dec-21	Specification prepared and sent to cleaning companies - quotes awaited	In progress
R135	That the TC arrange a meeting between staff and councillors noting that this should be an annual event.	TC		1st meeting arranged for 3 November 2021	Completed
R136	That the Clerk speak to the DTC in respect of taking up the responsibility for H & S within LTC	TC			In progress

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LEDBURY TOWN COUNCIL

RESOURCES COMMITTEE	6 JANUARY 2022	AGENDA ITEM: 5
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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 September - December 2021.

Detailed Information

The Town Clerk's contract states that any hours worked in addition to the normal 37 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.

Currently the Clerk's TOIL balance is as shown below:

Carried forward – 27.08.2021	96.00
Hours accrue Sept-Dec 2021	<u>97.75</u>
	193.75
TOIL Paid as agreed	<u>114.00</u>
	79.75
TOIL Taken Sept-Dec	<u>34.25</u>
<u>TOIL outstanding as at 31.12.2021</u>	<u>45.50</u>

Recommendation

That Members receive and note the above information, noting that the Clerk's outstanding TOIL total as of 31 December 2021 is 45.5 hours owed.

