



LEDBURY TOWN COUNCIL

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29 April 2022

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

Dear Member

You are hereby summoned to attend an Extraordinary meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 5 May 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

AGENDA

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 470)
4. **To approve as a correct record the minutes of meetings of the Resources Committee held on 21 March 2022** (Pages 471-474)

5. **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 scheduled for 12 May 2022

6. **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

7. **Recruitment update** (Pages 475-483)
 - a. Receptionist/Administrative Assistant
 - b. Maintenance Operative/Town Cleaner
 - c. Tour Guide/Tourist Information assistant (To Follow)

8. **Request for job evaluation – Post Holder 53** (Pages 484-490)

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

Agenda front pages to all non-committee members (8)

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 THE RECONVENED RESOURCES COMMITTEE
HELD ON 21 MARCH 2022**

PRESENT: Councillors Eakin, Howells (Chair), Knight (Substitute) and Troy (Substitute)

ALSO PRESENT: Angela Price - Town Clerk

R149. ELECTION OF TEMPORARY CHAIRMAN

In the absence of Councillor Manns or Howells, Councillor Eakin was nominated to act as Chair until the Councillor Howells arrived (who took over at 7.05 apologising for being delayed by Herefordshire Council meetings).

R150. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bannister, Chowns, Hughes and Manns.

R151. DECLARATIONS OF INTEREST

No declarations of interest were received.

R152. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

R153. TO APPROVE AS A CORRECT RECORD THE MINUTES OF MEETINGS OF THE RESOURCES COMMITTEE HELD ON 6 AND 19 JANUARY 2022

RESOLVED:

That the minutes of the meetings of the Resources Committee held on 6 and 19 January 2022 be approved and signed as a correct record.

R154. **DATE OF NEXT MEETING**

RESOLVED:

1. **To note that the date of the next meeting of the Resources Committee is scheduled for 5 May 2022.**

R155. **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.

R156. **REVIEW OF POST HOLDER 50**

Members were requested to give consideration to a report provided by Post Holder 50 and the supporting report from the Clerk in respect of the review of the post holder. The purpose of the review was to consider whether the post holder should be offered a permanent, full-time position in their current role.

Members were satisfied that the post holder had met the demands of the Council in the role and that they should be offered a permanent position within the council, noting that a temporary member of staff had been recruited to fill the position whilst post holder 50 was on maternity leave.

RECOMMENDATION:

1. **That Post Holder 50 be offered a permanent position in their current role within the council, noting that a temporary member of staff had been recruited to fill the position whilst post holder 50 was on maternity leave.**
2. **That Post Holder 56, who had been employed to back fill the administration post previously held by post holder 50, be offered a full-time, permanent position with Ledbury Town Council.**

R157. **OPERATIONAL REQUIREMENTS**

Members were provided with a report on the issues being experienced by all office staff, in respect of the current workload, in particular the Clerk and the additional hours required to ensure that deadlines and statutory requirements are met.

AGENDA ITEM: 4

As part of the report the Clerk had provided information on the additional hours being worked, along with a breakdown of what work streams had been undertaken during the past three weeks. Members expressed concern that they have a duty of care to all their staff which was not currently being met.

The Clerk advised that the resignation of post holder 48 meant that the amount of admin support to officers would be reduced until such time as a new member of staff could be recruited and trained up, which would undoubtedly impact on the workload of senior officers.

During discussion on how the workload of senior officers and admin staff could be reduced it was suggested that one way to help would be to adjust the job description of the Receptionist/Administrator to include minute taking and agenda preparation. The Clerk advised that currently post holder 56 is responsible for the transcribing of all minutes and helping with the preparation and despatch of agendas. Due to the amount of Standing Committees and Working Parties this takes up about 75% of the administrator's time and thus impacts on the support that can be offered to senior officers. If the minutes and agenda preparation were shared between the administrator and Receptionists/administrator, the Clerk believes this would be beneficial.

The Clerk also advised that Councillors need to be mindful that when events are being held currently it is usually 2/3 members of staff that make themselves available with the occasional Councillor making themselves available. It would be helpful if councillors could provide support at events, and this in turn would reduce the need for all staff to be present and thus help reduce the overtime bill.

RECOMMENDED:

1. **That the Clerk be authorised to advertise the vacancy for a Receptionist/Administrator, subject to the above amendment being made to the job description.**
2. **That the Clerk be authorised to advertise the vacancy for a Town Cleaner/Maintenance Operative.**
3. **That the Council's current TOIL Policy be suspended in respect of the Town Clerk, until the matter can be discussed further at Full Council.**
4. **The Clerk review her workload with a view to agreeing with Councillors what is urgent and what is not.**
5. **That in the interim the Clerk be paid for additional hours worked until the matter can be discussed further at Full Council.**

6. **That Councillor Howells, in the absence of the Mayor due to ill health, draft an email on behalf of himself and the Mayor to all Councillors for approval by members of the Resources Committee via email prior to sending, advising them of the current workload of staff and asking them to be aware that new initiatives proposed may not be deliverable in the short term, and to request more Councillor support for events such as the upcoming Jobs Fair and Community Day to relieve staff pressure and keep overtime payments down.**

The meeting ended at 20.15 pm.

Signed Dated