



LEDBURY TOWN COUNCIL

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17 April 2026

TO: Councillors Chowns, Harvey (Hughes), Hughes and Morris

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 23 April 2026 at 6:00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

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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 and sign as a correct record the minutes of a meeting of the Resources Committee held on 2 April 2026 and to consider any recommendations therein**
(Pages 777- 779)

4. **Date of next meeting**

To note that the next meeting of the Resources Committee is scheduled for 7 May 2026 at 6.00 pm

5. **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

6. **Staffing Matters**

(Pages 780-801)

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

Agenda front pages to all non-committee members (6)

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 2 APRIL 2026**

PRESENT: Councillors Chowns, Harvey (Chair) and Hughes

ALSO PRESENT: Angela Price – Town Clerk

R338. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Morris.

R339. DECLARATIONS OF INTEREST

None received.

R340. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 12 MARCH 2026

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 12 March 2026 be approved and signed as a correct record.

R341. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 23 April 2026.

R342. 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, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

R343. STAFFING MATTERS

1. Sickness Absence February 2025 – February 2026

Members were provided with a report advising of the sickness absence levels at Ledbury Town Council, against the national average. It was noted that the sickness absence levels are considerably above the national average.

Members raised concerns in respect of the management of the sickness absence.

2. Employee Assistance Programme (EAP)

Members were advised that due to the decision not to renew the provision of HR support with Citation the contract ended on 16 February 2026 which included the Employee Assistance Programme (EAP) provided by Citation.

Members were asked to consider two quotations in respect of EAP services; however, it was noted that one of the quotes only provided costs for 10 employees and therefore it was agreed that this item would be deferred pending further information.

3. Complaints Received

Members were updated in respect of a complaint against a member of staff and a Councillor.

The Clerk advised that both complaints were being handled in line with the Council's complaints procedure.

4. Staffing Review Update

The Clerk provided an update in respect of the staffing review, noting that the Job Descriptions/Person Specifications had been reviewed by Hoople and that the Clerk had a meeting scheduled with Hoople for 15 April 2026 to discuss next steps.

RESOLVED:

- 1. That the Clerk takes advice from Hoople in respect of sickness absence management, with a view to reviewing the sickness absence policy.**
- 2. That the Clerk meets with the Deputy Clerk to go through the sickness absence report and make her aware that the Resources Committee are unhappy with the current sickness absence levels and that this cannot continue.**
- 3. That a review of all individual sickness absence levels be undertaken and any staff who exceed the trigger points as set out in the Sickness Absence Policy be invited to a sickness absence review meeting.**
- 4. That the Clerk seeks further information in support of the quotations in respect of an Employee Assistance**

Programme, to include any potential increase in staff numbers as a result of the ongoing staff review.

- 5. That the update in respect of complaints received be received and noted.**
- 6. That the update in respect of the staffing review be received and noted.**

The meeting ended at 18:36

Signed Dated

DRAFT