

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 6 FEBRUARY 2025**

PRESENT: Councillors Chowns (Town Mayor & Chair), Harvey, Hughes, Morris and Newsham

ALSO PRESENT: Angela Price – Town Clerk

R131. APOLOGIES FOR ABSENCE

None received

R132. DECLARATIONS OF INTEREST

None received

R133. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 16 JANUARY 2025

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 16 January 2025 be approved and signed as a correct record.

R134. TO REVIEW THE PROGRESS TO-DATE ON THE COMMITTEE STRUCTURE REVIEW AND CONSIDER NEXT STEPS

It was agreed that when the final documents come to council it would be helpful to understand what the funded and unfunded elements of the work programme for the committees are. This will enable each committee to provide a plan for Council consideration in respect of any unfunded projects.

It was recognised that there may be some work required in respect of Committee Terms of Reference in making sure these are amended to align with the committee work programmes. However it was noted that nothing has changed in terms of responsibilities of the Council and the functions of the committees.

RESOLVED:

- 1. That a copy of the meeting schedule submitted to the Annual Council meeting held in May 2024 be sent to the Members of the Resources Committee.**



2. That the workshops for Planning, Economy & Tourism and Environment & Leisure Committees be held on Friday, 14 February 2025.

R135. DATE OF NEXT MEETING

RESOLVED:

That it be noted that the next meeting of the Resources Committee is scheduled for 6.00pm on 20 February 2025.

R136. 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.

R137. TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER

It was noted that no response had been received in respect of this matter.

The Mayor and Deputy Mayor provided an overview of the meeting that had taken place.

RESOLVED:

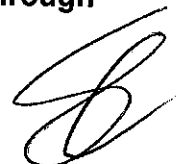
That the Clerk write to the complainant seeking a timeframe for when a response to the letter sent in January 2025 might be forthcoming.

R138. TO CONSIDER COMMENTS FROM UNISON IN RESPECT OF ACTING-UP AND ADDITIONAL RESPONSIBILITY PAYMENTS POLICY

Members were asked to consider the comments provided by Unison in relation to the Council's Acting Up and Additional Responsibility Payments Policy.

RECOMMENDATION:

4.1 - That this paragraph be amended to read "When an absence is likely to be lengthy e.g. due to maternity or paternity leave, managers should consider a temporary secondment within current staffing. If this is not possible then managers must consider making an appointment to the temporary vacancy through



advertisement to a wider field of potential applicants and follow the Council's normal recruitment and selection process.

4.2 – Full Acting-up – That the last paragraph be amended to read – “Subject to evidence of satisfactory performance during the initial 6-week period being provided, following this period the arrangement will be put on a formal footing with effect from the first day of the 7th week that the employee acts-up, with an appropriate honorarium being paid for the initial six-week period.

4.2– Partial Acting-up – That this paragraph be amended to read – “This is only payable when the employee is undertaking a significant proportion of the duties of a higher graded post for a period of more than 6-weeks. The value of the payment will be determined by the Resources Committee. It should be noted that this does not refer to holiday cover.

5.1 – Last paragraph to be deleted.

5.2 – That the following wording be added to this paragraph “That it will be assumed that all acting-up responsibilities are undertaken during core hours unless they are demonstrably time dependent outside of core working hours e.g. meetings and to service the market. In such instances the National Joint Council Agreement on Pay and Conditions will apply.

5.3 – In the event that a post becomes vacant or redundant the Council would take professional advice on how to proceed.

R139.

STAFFING MATTERS

RESOLVED:

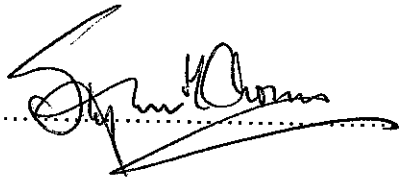
1. That the information provided in relation to staff training being undertaken be received and noted.
2. That the Deputy Clerk be provided with a 2-month extension to the deadline for the completion of the CiLCA course, which will result in a deadline date of 31 July 2025.
3. That funds be included in the 2025/26 training budget to take into account the cost of training courses for all staff and managers in relation to Neurodiversity and mental health.
4. That the Clerk identify appropriate training for all staff and managers in relation to neurodiversity and mental health conditions with a view to booking this as a matter of urgency.



5. That a RECOMMENDATION be made to Council that that an ex-gratia payment be made to post holders 50 and 60 in recognition of additional duties undertaken for a period of 5-weeks, during the absence of post holder 63.
6. That a RECOMMENDATION be made to Council that the Clerk be authorised to engage the services of Hoople in respect of personnel advice and support at a cost of £75.00 per hour, with a ceiling of £5,000, at which time the Clerk should bring the matter back to the Resources Committee for further consideration.
7. That a RECOMMENDATION be submitted to Council that the line management responsibilities of post holder 47 be temporarily moved to post holder 50 and that post holder 50 received an uplift in salary from spinal column point 22 – 24 to recognise the management responsibility.
8. That it be noted that post holder 63 has been advised in writing of the removal of line management responsibilities for post holder 47 which has been done specifically at her request.

The meeting ended at 8.42 pm.

Signed



Dated

20th February 2025