

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 2 MARCH 2023**

PRESENT: Councillors Bannister, Chowns, Howells (Chair), Hughes, and Morris

ALSO PRESENT: Angela Price – Town Clerk
Councillors Shields and Sims

R193. APOLOGIES FOR ABSENCE

None received.

R194. DECLARATIONS OF INTEREST

None received.

**R195. TO APPROVE AS A CORRECT RECORD THE MINUTES OF AN
EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE
HELD ON 11 JANUARY 2023**

RESOLVED:

That the minutes of the extraordinary meeting of the Resources Committee held on 11 January 2023 be approved and signed as a correct record.

R196. ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

R197. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Resources will be confirmed at the Annual Council meeting on 11 May 2023, following the Local Council Elections.

R198. EXCLUSION OF PRESS AND PUBLIC

Councillor Morris proposed not to exclude the press and public from the remainder of the meeting. Councillor Bannister seconded this proposal. The Clerk advised that the purpose of the remainder of the agenda was to discuss staffing matters and as such should be discussed in confidential session. She advised that whilst there were no members of

the public present at the time of taking the decision to exclude the press and public from the meeting, this did not mean that someone could walk into the meeting following their decision, which would mean that potentially personnel matters would be discussed in public session. Therefore, Members were advised that to ensure that this does not happen, even if there are no members of the public present at the meeting, they should still take a vote on the exclusion of press and public.

RESOLVED:

That 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.

R199. STAFF TRAINING

Members were requested to give consideration to a report in respect of staff training, which included:

- Draft Training Policy
- Staff/Councillor Training Matrix
- Consideration of ILM training for two senior managers
- Requests for vocational training from staff

RESOLVED:

1. **That the draft Training Policy be submitted to the Finance, Policy & General Purposes Committee for approval.**
2. **That the staff/councillor training matrix be received and noted, noting that an additional item be added to the “legend” in respect of the “dash” within the matrix, to indicate that this training is not required.**
3.
 - a. **That the Deputy Clerk undertake ILM Level 3 at a cost of £950.00, and that this be paid for from the 2022/23 budget.**
 - b. **That the Clerk undertake ILM Level 5 at a cost of £1950.00 and that this be paid for from the 2023/24 budget.**
4. **That requests for training from junior staff members be agreed subject to funding in 2023/24.**

R200. TOWN MAINTENANCE OPERATIVE POST

Members were requested to give consideration to various options available in respect of filling the Town Maintenance Post.

Members were advised that some of the Afghan Refugees were looking for work and that they had indicated an interest in this role, possibly as a job share. They were also advised that there were potentially two other people who may be interested in the role, one would prefer full time, and it is yet to be established what hours the other possible candidate would be interested in.

Members agreed that as this post had previously been advertised as a full time role and as a possible contract with no interest, they could proceed with the interested parties without having to advertise further, as they considered they had met the obligations set out in the recruitment policy.

RESOLVED:

- 1. That all the potential candidates be invited to attend an interview and that the interview panel be made up of the following:**

**Councillor Howells (Mayor), Councillor Chowns (E & L Chair),
Town Clerk and Deputy Clerk**

- 2. That it be established from the interviews whether to make the post full-time or job share.**

R201. OUTCOME OF JOB EVALUATION – POST HOLDER 60

RESOLVED:

That the outcome of the job evaluation of post holder 60 be recommended to Full Council for approval.

The meeting ended at 8.45 pm

Signed

Date