



# LEDBURY TOWN COUNCIL

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6 January 2022

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

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 **Wednesday, 11 January 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. **To approve as a correct record the minutes of meetings of the Resources Committee held on 3 November 2022**  
(Pages 526-528)
4. **Herefordshire based seminars provided by Gallagher Insurance**  
(Pages 529-530)
5. **Draft Long-term Absence Cover of Senior Officers and Staff**  
(Pages 531-534)
6. **Date of next meeting**  
  
To note that the date of the next meeting of the Resources Committee is scheduled for 2 March 2023
7. **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**
8. **Request for job evaluation – Post Holder 60**  
(Pages 535-536)

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

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

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 3 NOVEMBER 2022**

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**PRESENT:** Councillors Chowns, Howells (Chair), and Morris

**ALSO PRESENT:** Angela Price – Town Clerk  
Councillor Sims

**R176. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bannister and Hughes.

**R177. DECLARATIONS OF INTEREST**

None received.

**R178. NOLAN PRINCIPLES**

Members were advised of an item that would be included on the agenda of the full council meeting scheduled for 1 December 2022, in respect of a request for councils to sign up to a Civility & Respect pledge.

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**R179. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 SEPTEMBER 2022**

**RESOLVED:**

**That the minutes of the meeting of the Resource Committee held on 1 September 2022 be approved and signed as a correct record.**

**R180. SICKNESS ABSENCE COMPARISON 2021/22-2022/23**

Members were provided with a sickness absence comparison for the period 2021/22 to 2022/23 and advised that this was something new that would be included on all future Resources Committee agendas, and it was anticipated that in future information on the national average of sickness absence will be provided to enable council to compare the council's absence with the national figure. The Clerk also advised that she hoped to be able to provide a breakdown of long-term and short-term absences going forward.

The Mayor advised that he had asked the Clerk whether it would be possible to provide information on how much of the long-term sickness was due to work related stress, so that this could also be compared against national averages and also to enable Members to understand whether there are any duty of care issues that need addressing.

**RESOLVED:**

**That the sickness absence information provided be received and noted.**

**R181. STAFF QUALIFICATIONS**

Members were advised that two members of staff had recently achieved qualifications relevant to their role.

**RESOLVED:**

**That the two staff Member be congratulated on their achievements.**

**R182. UPDATE ON LOCAL GOVERNMENT PAY AWARD 2022**

Members were provided with information on the current pay award offer for all local government employees. The Clerk advised Members that since issuing the report the unions had agreed to support the employers offer of an increase of £1,925 effective from 1 April 2022, 1 additional day's annual leave effective from 1 April 2023, a 4.04% increase on all allowances and the deletion of spinal column point 1 from the National Joint Council (NJC) pay spine.

The Clerk advised that this would be paid to all Ledbury Town Council staff in their December salary.

The Clerk advised that this would mean an increase of circa £20,000 to the 2022/23 salary budget, and that should the current budget line be insufficient to cover this she would provide a report to the Finance, Policy & General Purposes Committee in November.

**RESOLVED:**

**That Members received the information in respect of the local government pay award 2022, noting that the increase of £1,925 per employee will result in an increase to the salary budget for 2022/23 of circa £20,000.**

**R183. PREPARATION OF SPECIFICATION FOR TOWN MAINTENANCE CONTRACT**

**RESOLVED:**

**That the Clerk, Deputy Clerk, Chair and Vice-Chair of the environment & Leisure Committee meet to prepare a draft specification in respect of the Town Maintenance Contract and that this be submitted to the Environment & Leisure Committee meeting on 17 November 2022.**

**R184. DATE OF NEXT MEETING**

It was noted that the next meeting of the committee was scheduled for 2 March 2023. However, Members felt that this was too long, and it was agreed that the Clerk would identify a suitable date for a further meeting in January 2023.

**RESOLVED:**

**That the Clerk identify a date for a meeting in January 2023.**

**The meeting ended at 7.45 pm.**

**Signed ..... Date .....**  
**(Chair)**



<b>EXTRAORDINARY MEETING OF RESOURCE COMMITTEE</b>	<b>11 JANUARY 2023</b>	<b>AGENDA ITEM: 4</b>
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Report prepared by Angela Price – Town Clerk

## **HEREFORDSHIRE BASED SEMINARS PROVIDED BY GALLAGHER INSURANCE**

### **Purpose of Report**

The purpose of this report is to make Members of the Resources Committee aware of a conversation the Clerk has been having with Gallagher Insurance Brokers in respect of holding seminars in Herefordshire Council to support local town and Parish Councils.

### **Detailed Information**

Gallagher Insurance regularly hold seminars on-line for town and parish councils to attend which provide information on subjects such as cyber-crime, risk management, health and Safety.

They have more recently started doing in person seminars and as one of their clients they have approached Ledbury Town Council to ask if this would be something of interest to town and parish councils in Hereford.

The Clerk agreed to speak with other Town Clerk's in Hereford to gauge interest in holding the seminars in Hereford and the response was extremely positive. Currently, out of all the town and parish councils there are only two Clerks that attend SLCC conferences, Ledbury & Leominster and whilst the subjects covered in those conferences is informative and helpful it does not necessarily cover issues that each county is involved in.

Holding seminars in Hereford will enable Clerk's to set the subject matter whilst Gallagher will work with Streetscapes to run seminars on issues that are Hereford specific.

It is hoped that the seminars will be provided free of charge and run from 9.30 am – 2.30 pm. However, if there is a charge for the venue the SLCC Hereford Branch have agreed that they could fund these costs, as they feel this would be a great way to encourage participation from some of the smaller parish councils and hopefully help grown the SLCC membership in Hereford, which in turn will build the network of all clerks in Hereford and create a good working relationship between all parish and town councils.

The reason for bringing this report to the Resources Committee is to make Members aware of the offer to bring seminars to Hereford, and advise that they seminars will be open to Clerk's and Councillor's alike, and to ask them to consider whether there are any subjects that they feel would be useful to consider at the first one which it is hoped will be held in early 2023.

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### **Recommendation**

That Members note the offer of seminars in Hereford for all parish councils, and that they give consideration to any subjects they feel would be useful for the first of these seminars.

## LEDBURY TOWN COUNCIL

### LONG TERM ABSENCE COVER OF SENIOR OFFICERS AND STAFF

#### 1. INTRODUCTION

It is possible that Senior Officers of the Council may, at some point in their employment with Ledbury Town Council, be absent for an extended period due to illness or other reason. This Policy provides information on how best to manage their absence in respect of staffing and cover of their role.

#### 2. SCOPE

This policy and procedure primarily relate to the Clerk and Deputy Clerk of the Council, however, it does provide details on how the Council can manage long term absences of other staff roles within the council.

#### 3. KEY PRINCIPLES

Where a member of staff is absent due to long term absence the Clerk will refer to this policy for details of how to cover the role in conjunction with the Resources Committee, if the absence relates to the Clerk, the Deputy Clerk will refer to this policy in consultation with the Resources Committee in the first instance.

Other policies that are relevant to this policy are training, maternity leave, parental leave, paternity leave, sickness absence and equal opportunities.

#### 4. TYPES OF ABSENCES

This policy applies to:

- Long term sickness absence
- Interrupted absence due to critical care treatment (i.e. radiotherapy, dialysis etc.)
- Maternity/paternity leave

#### 5. TYPES OF COVER

- Fixed term contract - a contractual agreement between an employee and an employer that lasts for a specified period
- Temporary contract (via agency) - an agreement to work for an employer for a specific time
- Intermittent support - fixed-term period, which either involves fulfilling a task or completing a specific number of days' work
- "Act up" – an employee will take on the role of the absent employee whilst still undertaking their role. They are required to undertake this role for six weeks before they will receive an uplift in their salary.

- Secondment - the temporary transfer of an employee to another position or employment

## 6. WHEN TO USE COVER AND WHAT TYPE OF COVER TO USE

When informed of an employee's long-term absence the Clerk (or Deputy Clerk) should refer to this policy in the first instance and should consider the following:

- What is the nature of the absence? (i.e. maternity, sickness, long-term treatment)
  - Refer to relevant policies for clarification on procedures and statutory requirements
- What is the likely duration of the absence?
  - If there are other policies that provide detail on the length of absence these should be considered to enable a timescale to be established.
  - If the absence is due to long-term sickness or treatment of a medical condition, arrangements should be made for the employee to be seen by Occupational Health and the Sickness Absence Policy should be referred to.
- Can the role be covered by other members of staff whilst still continuing to undertake their own role?
  - Consideration should be given as to whether it would be possible for other staff to cover the role without it affecting their workload
- Can the role be covered via a temporary contract?
  - Depending on the role of the absentee it may be possible to employ an agency worker to cover the role – this is more likely for roles such as administration
- Should the role be covered by a fixed term contract?
  - This is appropriate for maternity, paternity, or parental leave.
- Does the role require a specifically qualified replacement?
  - This is relevant for senior roles such as the Clerk and Deputy Clerk
  - This may be relevant to the role of Groundsman
- Can another member of staff be seconded to this role and their role backfilled for an agreed fixed term?
  - Does another employee have sufficient knowledge of the role to be seconded to this role?
- Will training be required for someone to fill this role?
  - Can another employee be trained to fill this role (it is often easier to ask a member of staff to "act up" and bring someone new in to fill their role than it is to fill a higher position)

- Have other staff received training to enable them to fulfil this role?
  - Does the Council's training policy take into consideration the need to train staff in other roles within the organisation?
  - Do the Council have a "succession training" programme in place?
- Are there specific agencies that should be approached to fill this role?
  - If the absentee is the Clerk they should consider whether the Deputy Clerk is able to step into the role, with their role being backfilled.
  - Alternatively, Council should consider approaching SLCC to employ a Locum Clerk. This avenue should also be considered if the absentee is the Deputy Clerk.

## **7. TRAINING & SUCCESSION PROGRAMME**

Ledbury Town Council will ensure that they have in place a programme to train staff in multiple roles to ensure continuity of business wherever possible.

Key roles that require additional staff training are:

Town Clerk – Deputy Clerk to cover (or Locum)

Deputy Clerk – CDO to be considered to cover (or Locum)

Accounts Clerk – Administrator to be trained

Community Development Officer – Receptionist to be trained

## **8. ADDITIONAL FINANCIAL CONSIDERATIONS**

The Council recognises that the cost of long-term absence does not just relate to the financial cost of replacing staff, it can also have an impact on productivity and the health of those staff being asked to cover absentees. The Council therefore **MUST** ensure funds are available for additional staffing in case of long-term absence and that this policy is implemented without delay to minimise the affect on the day to day running of the Council and health and wellbeing of staff.

The Council's insurance policy includes Key Person cover of £400 per week up to a maximum of £10,000 per period.

The Council will ensure that there is funding for temporary staff or uplift of an existing employee within their annual budget.

The Council will ensure that funding for staff training is included in its annual budget.

## **9. TERMS AND CONDITIONS OF COVER**

All Ledbury Town Council contracts are subject to the Terms and Conditions of the National Joint Council for Local Government Services – National Agreement on Pay & Conditions of Service (referred to as "The Green Book").

Anyone being employed to cover an employee who is absent long-term will be provided with a temporary contract providing details of their pay and conditions. This will be issued by the Clerk, or the Chairman in their absence.

If an employee is being seconded or acting up it should be made clear to them that at the end of the agreed period they will have the right to return to their substantive post.

Continuous service will continue to accrue during this period.

## **9. ENSURING EQUALITY OF TREATMENT**

This policy must be applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion, belief or non-belief, age, sex, gender reassignment, sexual orientation, parental, marital or civil partnership status.

If you have any equality and diversity concerns in relation to the application of this policy & procedure please contact the Clerk who will, if necessary, ensure the policy/procedure is reviewed accordingly.

## **10. KEY CONTACTS**

In the event of an employee being absent long-term the following contacts may be of assistance:

Society of Local Council Clerks (SLCC) - <https://www.slcc.co.uk/>  
National Association of Local Councils - <https://www.nalc.gov.uk/>  
Gwilym Rippon (GR Consultancy) - [gwilymrippon@btinternet.com](mailto:gwilymrippon@btinternet.com)  
Hoople Recruitment - <https://www.hoopleltd.co.uk/recruitment/>  
Indeed - <https://uk.indeed.com/>

Date Adopted:  
Review Date: