



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

28 February 2025

**TO: Councillors Chowns (chair), Harvey, 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, 6 March 2025 at 6.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price  
Town 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 note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>

4. **To approve and sign as a correct record the minutes of a meeting of the Resources Committee held on 20 February 2025 (Pages 423 - 425)**
5. **Draft Staff Review Specification (Pages 426 - 428)**
6. **Date of next meeting**
7. **Exclusion of Press and Public**

**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**

8. **To consider response in respect of potential compensation offer (Subject to receipt)**

**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 20 FEBRUARY 2024**

---

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

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

**R140. APOLOGIES FOR ABSENCE**

None received

**R141. DECLARATIONS OF INTEREST**

None received

**R142. NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be noted.

**R143. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCE COMMITTEE HELD ON 6 FEBRUARY 2025**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 6 February 2025 be approved and signed as a correct record.**

**R144. TO REVIEW THE TIME OFF IN LIEU POLICY**

Members raised concerns about the TOIL accrual levels per month and the time scales for taking time off as TOIL, and how attendance at evening meetings is dealt with in respect of staff weekly hours within staff contracts.

It was noted that TOIL is something that generally speaking Members do not wish to be used, except when absolutely necessary and should be kept to a minimum and that evening meetings is something that should be written into staff contracts whereby the relevant time should be taken off the following week and not allowed to accumulate.

**RESOLVED:**

1. That the Time of Lieu Policy be noted and referred for consideration as part of the upcoming staff review and that the following points be considered as part of the review:

- TOIL accrual levels
- Provision of TOIL reports at Resources Committee
- Carrying forward of TOIL period

2. That all policy documents that are included in the Annual Council Meeting in May be considered at the relevant Committee meetings ahead of that meeting.

R145. **DATE OF NEXT MEETING**

**RESOLVED:**

That it be noted that the next meeting off the Resources Committee is scheduled for 6 March 2025 at 6.00 pm.

R146. **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.

R147. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

It was noted that no response had been received.

**RESOLVED:**

That this item be included on the next Resources Committee agenda in the hope that a response will be received.

R148. **TO CONSIDER INFORMATION RECEIVED FROM HOOPLE IN RESPECT OF POTENTIAL TRAINING**

The Clerk advised that Hoople had advised that they could create a bespoke course for Ledbury Town Council and that the training could be provided in two sessions. The first session would be appropriate for all staff, with the second session being tailored for managers.

**RESOLVED:**

1. That the Clerk be authorised to proceed with the training in respect of Neurodiversity in the Workplace for all staff and that this be scheduled to take place at the earliest opportunity after 1 April 2025.
2. That following the training formal engagement be held with interested Councillors to consider any reasonable adjustments that could be put in place for Councillors who identify as Neurodiverse.

DRAFT

# **SPECIFICATION FOR OPERATIONAL REVIEW OF STAFFING AND ORGANISATIONAL NEEDS FOR LEDBURY TOWN COUNCIL**

## **1. Introduction**

Ledbury Town Council (LTC) is seeking to commission an independent consultant to undertake a comprehensive operational review of its staffing and organisational structure.

Previously reviews have been conducted in 2007 and 2017.

The purpose of this review is to assess current staff roles, responsibilities, and workloads, in the context of the council's current and future work programme, with a view to improving efficiency, reducing administrative burdens, and ensuring the Council is well-positioned to deliver effective services to the community.

## **2. Objectives of the Review**

The key objectives of this review are:

- To evaluate the current staffing structure and organisational arrangements.
- To identify gaps in service provision and areas where additional resources, skills and capabilities may be required.
- To highlight potential efficiencies and recommend measures to enhance productivity.
- To ensure that staff roles and responsibilities align with the strategic goals of the Council.
- To gather input from staff and councillors to ensure a well-rounded assessment.

## **3. Scope of Work**

The appointed consultant will be required to:

- Conduct a full assessment of the existing organisational structure, staffing levels, and resource allocation.
- Engage with all staff by appropriate means to understand their roles, workloads, and challenges.
- Elicit input from councillors on organisational needs, service delivery expectations and strengths/opportunities.
- Analyse current service delivery against work programmes and Corporate Plan.
- Review governance framework, administrative procedures and decision-making processes and identify opportunities for improvement.
- Benchmark staffing levels and organisational structures against similar local councils.
- Provide practical recommendations for improvements in staffing, service delivery, and efficiency and suggest priority actions.

#### 4. Methodology

The review should be carried out using a structured approach, including but not limited to:

- **Document Review:** Analysis of existing staffing structures, job descriptions, workloads, policies, and procedures.
- **Stakeholder Engagement:** Consultations with staff, councillors, and any relevant external stakeholders.
- **Comparative Analysis:** Benchmarking against best practices in similar town councils.
- **Findings and Recommendations:** A detailed report outlining key findings and providing clear, actionable recommendations.

#### 5. Deliverables

The successful consultant will be expected to provide:

1. A draft report summarising initial findings and recommendations.
2. A final report incorporating feedback from the Council.
3. A presentation to the Council outlining key findings and recommendations.
4. An implementation plan to guide the Council in addressing identified issues.

#### 6. Consultant Requirements

The selected consultant should demonstrate:

- Proven experience in organisational reviews, particularly within local government.
- Expertise in public sector staffing structures and service delivery.
- Strong analytical and stakeholder engagement skills.
- A track record of delivering practical, implementable recommendations.

#### 7. Submission Requirements

Interested consultants should submit a proposal including:

- An overview of their experience and suitability for the review.
- A detailed methodology and proposed timeline.
- A breakdown of costs.
- References from previous similar work.

#### 8. Evaluation Criteria

Proposals will be assessed based on:

- Relevant experience and expertise (30%)

- Proposed approach and methodology (30%)
- Cost (20%)
- References and track record (20%)

## **9. Contact Information**

For further information or clarification, please contact: Angela Price – Town Clerk

Tel: 0131632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

---

This specification sets out the framework for an effective review process to enhance the operational efficiency of Ledbury Town Council. Adjustments can be made to ensure alignment with specific requirements and priorities.