



LEDBURY TOWN COUNCIL

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14 February 2025

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

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, 20 February 2025 at 6.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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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 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 6 February 2025 (Pages 415 - 418)**

5. **To review the Time off in Lieu (TOIL) Policy (Pages 419 - 421)**

6. **Date of next meeting**

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

9. **To consider information received from Hoople in respect of potential training (Page 422)**

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

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

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

LEDBURY TOWN COUNCIL

DRAFT TIME OFF IN LIEU POLICY

Purpose

Ledbury Town Council recognises that on occasion it may be necessary for employees to undertake work outside of their normal working hours. Any agreement by employees to work additional hours is on a voluntary basis.

The purpose of this policy is to ensure that managers and employees are aware of and understand the Council's Time off in Lieu (TOIL) arrangements so that they are applied consistently.

Scope

This policy applies to all employees of the Council.

Definition

TOIL is defined as time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

TOIL rates

TOIL will be accrued at basic time rates and no enhancement will be made in relation to the calculation of hours counting towards TOIL.

Accruing TOIL

Employees can only accrue TOIL if authorised, in advance, by their designated line manager. Additional hours worked by personal choice will not qualify for accrual of TOIL.

TOIL should not be accrued on a regular basis, with the exception of evening meetings or required attendance at civic events, conferences, seminars and other external meetings or events as required. If an employee is regularly required to work additional hours, the line manager should undertake a review of working arrangements.

TOIL accrued will be included on the monthly timesheet for each employee, as will TOIL taken. Each timesheet is signed and authorised by the designated line manager.

The Council realises that it is unlikely that the Town Clerk will be able to seek approval in advance for TOIL accrued and therefore places trust in the Clerk to ensure that where additional hours are worked and TOIL accrued, it is done so as a necessity and in a productive manner.

The Clerk's monthly timesheet should show all TOIL accrued or taken, being signed and noted by the designated line manager (Town Mayor).

When attending Council events or events where the employee is invited as a Council employee, it will be down to the designated line manager or Town Clerk to assess whether TOIL shall be accrued. For example, simply being in attendance at an event without any specific requirement to work will not necessarily accrue TOIL, unless it can be evidenced that work has been undertaken.

Excessive levels of TOIL should not be accumulated (i.e. no more than 30 hours in any ongoing month period). However, in exceptional circumstances the line manager has the discretion to agree to more. This is however only advised if it is felt that the employee will be able to take the TOIL within three months (See using TOIL section)

Any suspected abuse of TOIL may be treated as a disciplinary matter.

Using TOIL

TOIL can only be taken if agreed, in advance, with the designate line manager. Any requests will be considered in line with staffing levels and operational requirements. The Town Clerk will be responsible for allocating the use of their own TOIL at times when it is deemed suitable.

TOIL should be taken as soon as possible after accrual. One example of good practice is to come in later than your normal starting time the day of or after attending an evening meeting to redeem any TOIL accrued.

The Council feel it will need to be at the discretion of the designated line manager whether to allow TOIL to be built up to allow full days off work in addition to holiday entitlement or whether TOIL should be taken for parts but not all of a working day.

The Resources Committee will receive a report detailing the Clerk's and Deputy Clerk's TOIL levels at each meeting. The Committee may decide to instruct the Clerk and Deputy Clerk to ensure their TOIL is taken with a certain time limit (i.e. one month) unless a reason can be presented for the TOIL not having been taken.

No TOIL accrual should be carried forward beyond the end of a 12-month period (1 April to 31 March) with the exception of time accrued during the last two weeks of this period.

In exceptional circumstances, where due to service delivery needs TOIL cannot be accommodated with the 12-month period, the employee can request payment for the hours owed, and this will be considered by the Resources Committee.

Working Time Regulations

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where necessary for them to work additional hours, they are appropriately recompensed.

When agreeing the accrual of TOIL, the designated line manager must ensure that the employee's working hours adhere to the requirements of the Working Time

Regulations. If the employee's weekly working hours will exceed the 48 hours maximum, the manager must ensure that the employee completes an opt out form.

Employees under 18, you can't work more than 8 hours a day or 40 hours a week.

The Town Clerk is exempt from the 48-hour working regulation for the following reason:

"where working time is not measured and you are in control, e.g. you are a managing executive with control over your decisions."

Adopted: September 2021
Review Date: August 2023