



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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31 January 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, 6 February 2025 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

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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 approve and sign as a correct record the minutes of a meeting of the Resources Committee held on 16 January 2025 (Pages 411 – 414)**

4. **To review progress to-date on Committee Structure Review and consider next steps**
(Oral update)
5. **Date of next meeting**
6. **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
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7. **To consider response in respect of potential compensation offer**
(To Follow if received)
8. **To consider comments from Unison in respect of Acting-up and Additional Responsibility Payments Policy**
(To follow)
9. **Staffing matters**
(To follow)

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 16 JANUARY 2025**

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

R120. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hughes.

R121. DECLARATIONS OF INTEREST

None received.

R122. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 DECEMBER 2024

RESOLVED:

- 1. That the minutes of the Resources Meeting held on 5 December 2024 be approved and signed as a correct record.**
- 2. That the Clerk contact the regional manager of Greggs to invite them to a meeting to discuss a number of matters.**

R123. TO REVIEW PROGRESS TO DATE ON COMMITTEE STRUCTURE REVIEW AND CONSIDER NEXT STEPS

RESOLVED:

- 1. That a workshop be arranged for the Planning, Economy & Tourism Committee and the Environment & Leisure Committee.**
- 2. That the Clerk produce a workplan by the end of March for the operational work of office activities to establish staff resources to support additional projects and work programmes.**
- 3. That the Mayor meet with the Deputy Clerk to review the work plan for the Environment & Leisure Committee.**
- 4. That the Chair and Vice Chair of the Finance, Policy & General Purposes Committee review the draft budget lines for 2025/6 before issue to all councillors.**

5. That a budget workshop be held at 6.00 pm on Thursday, 23 January 2025 prior to the Full Council meeting to provide all Councillors with an opportunity to consider the first draft of the 2025/26 budget and express views on committee priorities for the coming year.
6. That that Mayor send an email to all Councillors to inform them of the workshop and to encourage full attendance

R124. **DATE OF NEXT MEETING**

RESOLVED:

No date was agreed in respect of the next meeting pending debate on recommendations at full council on 23 January.

R125. **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.

R126. **TO DISCUSS CHARACTER AND CONTENT OF POTENTIAL COMPENSATION IN RESPECT OF COMPLAINT RECEIVED**

Members were advised that a meeting had been arranged to meet with the complainant to discuss possible compensation following the outcome of the investigation into the complaint.

RESOLVED:

1. That the Clerk pursue relevant training for all staff and councillors accordingly.
2. That the Clerk provide a staff training plan for 2025/26.
3. That the Mayor check with Hoople to establish what paperwork has been shared with the complainant in respect of the investigation into this matter

RECOMMENDATION:

1. That Full Council be asked to approve an initial offer limit in respect of possible compensation without prejudice and in full and final payment and a refund of fees paid to the Council

in respect of this matter to date, noting that there may be a counter claim in response to this offer.

2. That Council provide delegated authority to the Resources Committee to consider any potential counter claim up to an agreed level, and that if any counter claim exceeds this amount the matter be brought back to Council for consideration.

R127. **TO CONSIDER LETTERS OF APPEAL FROM POST HOLDERS 50 AND 60**

Considerable discussion was held in respect of the appeals received from post holders 50 and 60.

RESOLVED:

1. That post holders 50 and 60 be advised that their appeals had been declined and that the decision taken by Council at its meeting on 12 December 2024 stands.
2. That the Clerk write to the post holders to advise them of the outcome and that if they wish to discuss the decision to decline their appeals there be a third party from the Resources Committee present.
3. That once the letters are drafted the Mayor and Deputy Mayor be asked to agree them prior to sending.
4. That the statement of support provided by the line manager be placed on their personnel file for future reference.

R128. **TO CONSIDER GRIEVANCE RECEIVED FROM POST HOLDER 54**

The Mayor read out a suggested response to the grievance received from post holder 54.

RESOLVED:

1. That the Mayor provide a response to Post Holder 54, detailing a response to each point raised within the grievance.
2. That a review of the Grievance Procedure be undertaken.

R129. **TO CONSIDER REVIEW OF ALL STAFF ROLES WITHIN LEDBURY TOWN COUNCIL**

RECOMMENDATION:

That Council be requested to approve a review of all staff roles within Ledbury Town Council against current and forecast future workloads and business priorities.

R130. OTHER STAFFING MATTERS

RESOLVED:

- 1. That the Clerk write to Post Holder 53 reiterating the requirement for continued written monthly progress reports to assure the Resources Committee in respect of progress towards the attainment of professional CiLCA qualification by the date agreed.**
- 2. That Post Holder 53 be advised, in writing, that trial period in respect of Post Holder 53's working hours be reset and extended to Easter 2025.**
- 3. That the Clerk request that Post Holder 53 provide written confirmation of either consent or refusal in respect of their attendance at an occupational health assessment.**
- 4. That the Clerk contact Hoople to scope and request a quote for professional support on staffing matters.**
- 5. That the appointment of the Masefield Matters Project Coordinator be noted.**
- 6. That staff be reminded of the required approach when greeting telephone callers.**

The meeting ended at 8.55 pm.