



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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19 June 2026

TO: Councillors Chowns, Eakin, Hamblin, Harvey (Chair), 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, 25 June 2026 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 approve and sign as a correct record the minutes of a meeting of the Resources Committee held on 4 June 2026 and to consider any recommendations therein**
(Pages 791- 794)

4. **Date of next meeting**

To note that the next meeting of the Resources Committee will be agreed at the Annual Council Meeting scheduled for 25 June 2026

5. **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

6. **Questions received from Councillor Wilkinson** (Pages 795 - 803)

7. **Staffing Matters** (Pages 804 - 808)

8. **Staff Review Update** (Councillor Chowns)

Distribution: Full agenda to: - Committee members (4)

Agenda front pages to all non-committee members (7)

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 4 JUNE 2026**

PRESENT: Councillors Chowns, Hamblin, Harvey (Chair), and Morris

ALSO PRESENT:

Angela Price – Town Clerk

R356. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin.

R357. DECLARATIONS OF INTEREST

None received.

**R358. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 7
MAY 2026**

**R359. REQUEST FOR AN INFORMAL MEET AND GREET SESSION
BETWEEN STAFF AND COUNCILLORS**

Members considered a request from staff for an informal meet-and-greet session between staff and Councillors.

The Clerk advised that, due to recent changes in Council membership and the appointment of several new Councillors, some members of staff had not yet had the opportunity to meet all Councillors. Staff felt that an informal session would be beneficial in helping to build positive working relationships and improve familiarity between staff and elected Members.

Members welcomed the request and agreed that, as a further round of co-options is anticipated to take place during July/August 2026, it would be appropriate to hold the session following completion of that process to ensure all Councillors have the opportunity to participate.

RESOLVED:

That an informal meet-and-greet session between staff and Councillors be arranged following the anticipated round of co-options in July/August 2026.

R360. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for Thursday, 25 June 2026 at 6.00 pm.

That it be noted that the next meeting of the Resources Committee will be agreed at the Annual Council Meeting scheduled for 25 June 2026.

R361. 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

R362. STAFFING MATTERS

1. Request for introduction of birthday leave

Members considered the staff request for the introduction of birthday leave.

Members were of the view that, given the ongoing staff review, this was not an appropriate time to consider the proposal. It was noted that, due to the size of the Council's workforce, there had been occasions in the past where annual leave and staff absences had created challenges in maintaining service provision. Members therefore considered that the request should be reviewed as part of a wider consideration of staffing arrangements and leave management once the staff review process has been completed.

During discussion, a point was raised regarding the terminology used when referring to employee sickness. Members noted that the preferred term is "sickness absence" rather than "sickness leave", as sickness is an unplanned absence from work rather than a form of leave entitlement. It was agreed that the Council should seek to use consistent terminology in its policies and communications.

RESOLVED:

- 1. That consideration of the staff request for the introduction of birthday leave be deferred until the completion of the current staff review process.**
- 2. That the Clerk undertake a review of the Council's Annual Leave Policy and Special Leave Policy and submit a report, together with any recommended amendments, to a future meeting of the Committee for consideration by Members.**
- 3. That the information relating to officer TOIL balances be received and noted.**
- 4. That the Clerk prepare and submit a report to the meeting of the Resources Committee scheduled for 25 June 2026 setting out how officer TOIL is currently being managed in accordance with the Council's TOIL Policy.**

R363. STAFF REVIEW UPDATE

Councillor Harvey provided a verbal update on the staff review process. She advised that a meeting had been held earlier that day with staff, attended by almost all employees, together with Sarah Watkins of Hoople and Helen Astley of Unison.

Members were provided with an overview of the staff review process undertaken to date, including the proposed phased approach and timetable for implementation. Following the meeting, staff were issued with consultation packs containing detailed information relating to their individual roles and how these may be affected by the proposed staffing structure.

It was noted that one of the questions raised by staff related to office accommodation and where any additional members of staff would be located should the proposed structure be implemented. In response, Councillor Harvey advised that, alongside the staff review, Members were also considering the Council's future accommodation requirements and exploring potential options for office provision.

Councillor Harvey reported that staff appeared to understand the reasons for undertaking the review and the objectives that the Council is seeking to achieve through the process.

RESOLVED:

That the overview provided by Councillor Harvey be received and noted.

The meeting ended at 6: pm

Signed **Date**

DRAFT