

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 29 AUGUST 2024**

PRESENT: Councillors Chowns, Harvey, and Morris

ALSO PRESENT: Angela Price – Town Clerk

R80. APLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hughes and Newsham.

R81. DECLARATIONS OF INTEREST

None received.

R82. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4 JULY AND AN EXTRAORDINARY MEETING HELD ON 18 JULY 2024

Councillor Chowns advised that he had not sent a letter in respect of minute no. R80(9).

RESOLVED:

- 1. That the minutes of the meeting of the Resources Committee held on 4 July and an extraordinary meeting held on 18 July 2024 be approved and signed as a correct record.**
- 2. That the Mayor act in relation to minute no. R80(9) of the minutes of the extraordinary meeting held on 18 July 2024 and will provide a draft copy of the letter to the Deputy Mayor before sending.**

R83. ACTION SHEETS

RESOLVED:

- 1. R47(5) - That a meeting be arranged with Post Holder 53 to take place on 10 September 2024.**
- 2. R63(8/9) – The line management of the Community Engagement Officer be undertaken by the Deputy Clerk with immediate effect.**



3. It be noted that the new part time administrator is due to commence with Ledbury Town Council week beginning 23 September 2024 and that she will be working three days a week.
4. That a date be agreed between in respect of the six-month review of the part time administrator role.

R84. **DATE OF NEXT MEETING**

RESOLVED:

That a provisional date for an additional meeting of the Resources Committee be scheduled for Thursday, 10 October 2024 at 7.00 pm.

R85. **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.

R86. **TO CONSIDER URGENT STAFFING MATTERS**

Considerable discussion took place in relation to a number of staffing matters.

RESOLVED:

1. That the information provided in respect of the Access to Work award be received and noted, in particular that council will be required to pay the initial invoice and then reclaim monies from the DWP.
2. That the post holder be asked to clarify whether the award includes home working facilities.
3. That Post Holder 53 be reminded of the content of their job description in relation to the need for them to deputise for their line manager in their absence.
4. That a response be drafted in response to the letter from Post Holder 53 to include their job description and that the draft be shared with the Mayor and Deputy Mayor prior to sending.
5. That a review meeting be held with Post Holder 53 on 10 September, in relation to the change in their working hours,

with the notes of this meeting being provided to the Resources Committee for a final decision on whether the change in working hours should be approved.

6. That the update in respect of the Hoople investigation be received and noted.
7. That the Deputy Clerk meet with Post Holder 47 to undertake a risk assessment to establish a list of duties that they believe they can undertake and that once completed the post holder meet with their GP for confirmation that they are fit to carry out the tasks.
8. That the contractors working in the cemetery be asked to extend their period of engagement in-respect of grass cutting and strimming until mid-October, at which time the grass cutting programme can be picked up by the Maintenance Operative.
9. That an item be included on the agenda for the next meeting of the Resources Committee into possible options for future recruitment.
10. That the update in respect of the five new employees i.e. three new four guides in the Painted Room, apprentice administrator and assistant administrator to the Clerk, be received and noted.
11. That the Clerk be authorised to purchase new computers and office furniture in respect of the new role – administrative assistant to the Clerk, noting that the funds will be taken from the following budget lines:
 - IT to include laptop, docking station and monitor – quote received from OMS to purchase and install apps etc. on site - £2,216.61
 - Office furniture – new desk, chair and storage – circa £600.00

CC401/NC4480-ICT/Computers– available balance	£1,275.00
CC235/NC4415 Office support and equipment	
– available balance	<u>£1,053.00</u>
	£2,328.00
From General Reserve	<u>£ 478.61</u>
Total anticipated spend -	<u>£2,806.61</u>

12. That it be noted that the Clerk is responsible for appointing junior roles in accordance with the recruitment policy and procedure, with the appointment of the Town Clerk, Deputy



Clerk and Community Engagement being the responsibility of Council.

13. That it be noted that an induction process is carried out with all new employees which is carried from their start date to the end of their probation period.
14. That the Clerk contact Citation to establish what the consequences are of an employee failing to undertake training within a prescribed time period.
15. That it be made clear to Post Holder 53 that the deadline provided in relation to specific training is a "hard" deadline.

R87. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be suspended for 15 minutes to enable the remaining business on the agenda to be completed.

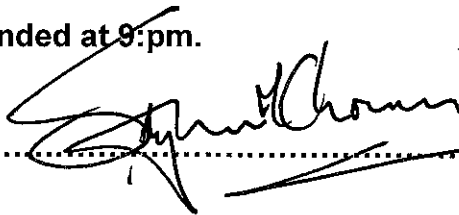
R88. NOTIFICATION OF OFFICIAL INDUSTRIAL ACTION BALLOT

RESOLVED:

That the information received in respect of the intention of Unison to ballot their members in respect of industrial action be received and noted.

The meeting ended at 9:pm.

Signed



Dated

24/10/24