

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF A RESOURCES MEETING COMMITTEE
HELD ON 7 NOVEMBER 2024**

PRESENT: Councillors Chowns, Harvey, Hughes, Morris and Newsham

ALSO PRESENT: Angela Price – Town Clerk

R96. APOLOGIES FOR ABSENCE

None received.

R97. DECLARATIONS OF INTEREST

None received.

**R98. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE HELD ON 24 OCTOBER 2024**

RESOLVED:

That the minutes of the extraordinary meeting of the Resources Committee held on 24 October 2024 be approved and signed as a correct record.

R99. REORDER OF AGENDA

Councillor Harvey asked that the confidential items be brought forward to allow agenda item 4 to be given the attention of the remainder of the meeting.

RESOLVED:

That agenda items 6 and 7 be brought forward.

R100. 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.



R101. STAFFING MATTERS

RECOMMENDATION:

That a recommendation be submitted to a meeting of Full Council that the findings of the Occupational Health Doctor in relation to the request from Post Holder 47 for early retirement on ill health grounds and that the Clerk be authorised to complete and sign the Employer Declaration in support of that request.

RESOLVED:

- 1. That the information provided in relation to the absence of Post Holder 63 be received and noted.**
- 2. That the Clerk scope the workload looking ahead over the next couple of months and report back to the next Resources Committee on whether there would be any benefit in getting additional administrative support that can share some of the lower-level tasks, to allow other staff to step-up in more supportive roles.**
- 3. That, informed by the assessment undertaken at item 2, Council then consider what tasks/projects are current priorities and what projects can be put aside until such time staffing levels are back to normal.**
- 4. That the Clerk draft a rota to cover for the Deputy Clerk's emergency weekend cover duties so that the members of the Resources Committee can identify the weekends when they could provide cover.**
- 5. That the update in respect of the ongoing investigation be received and noted.**

R102. RETURN TO OPEN SESSION

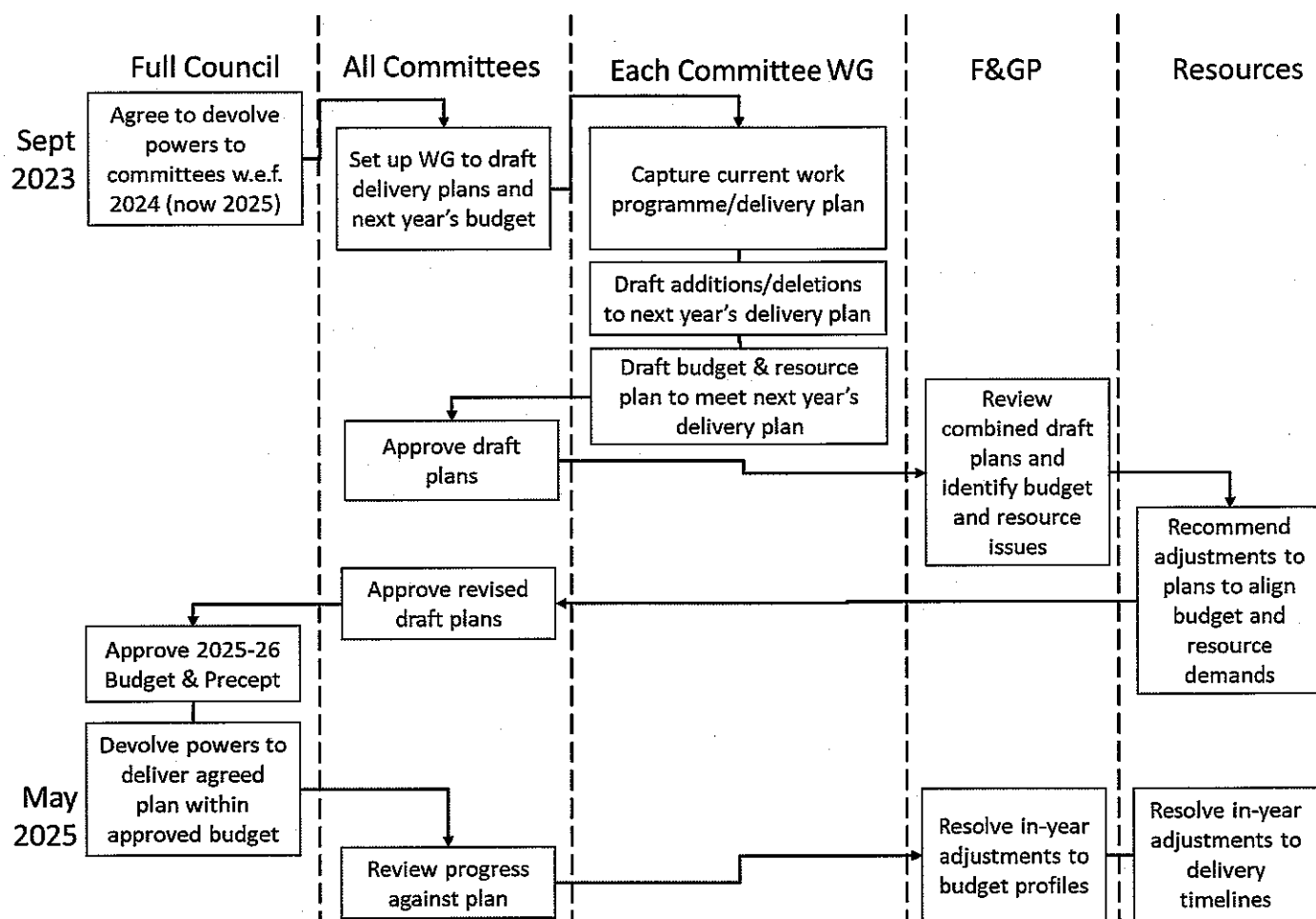
RESOLVED:

That the meeting reverts to open session.

R103. TO REVIEW PROGRESS TO-DATE ON COMMITTEE STRUCTURE REVIEW AND CONSIDER NEXT STEPS

Members had been provided with a report that had been submitted to Full Council in September 2023 as a refresher, in particular the flow diagram that showed the anticipated actions and timescales. Councillor Harvey suggested that the rationale of this workflow diagram still applies and hopefully can be completed ahead of May 2025.





It was noted that the current progress in delivering resourced work programmes for all committees was sitting at box three “Capture current work programme/delivery plan” and then drafting additions/deletions for the 2025/26 budget.

It was noted that some work had been undertaken in relation to the Finance work programme and first draft outline programmes developed for E&L and ED&P committees.

Councillor Harvey provided an overview of the process she had used in order to prepare the work plans, by making use of the Terms of Reference for each committee, the objectives from the current Corporate Plan, reviewing 18-months of meeting minutes to identify projects and tasks that are ongoing and/or likely to be repetitive on an annual basis.

A template had been generated to assess the number of hours utilised on core activities and the time staff had available for reactive tasks and special projects. The template needs consideration by the Clerk and it was suggested that it would be helpful if staff were asked to keep a record of time worked to different activities between now and the New Year to test the validity of top-level assumptions.

The Clerk was asked to make plans to use the approach taken for the draft committee work programmes to develop a programme for the council's core operational and administrative activities early in the New Year.

RESOLVED:

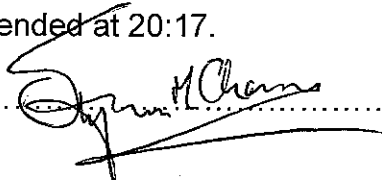
1. That the committee chairs and vice chairs meet to review what is provided in the documents and make sure that this reflects the current situation in relation to each committee.
2. Workshop dates to be set before mid-December for each committee so that councillors can review and improve upon the draft programmes through to April 2026.
3. That the reviewed committee level programmes be collated and reviewed by Resources Committee against the availability of staff time and the financial resources required to deliver the total work programme so as to inform the council's 2025-26 budgeting process.
4. That the Clerk consider the operational needs of the council making use of the draft prepared by Councillor Harvey and populate the document with relevant information.
5. That staff be asked to monitor what they do each day through to the end of the calendar year to enable a view on what percentage of their time is being spent on everyday operational activities against one-off project activities to help resource the work programme.
6. That the above work be undertaken by the end of 2024.
7. That dates for the workshops be considered within the next week to enable dates to be shared with other councillors.
8. Councillor Chowns support the Chair of the Environment & Leisure Committee in the absence of a Vice Chair, and Councillor Harvey continue to support the Chair of Economy, Tourism and Planning in the absence of a Vice Chair.

R104. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Resources Committee will be held on Thursday, 21 November 2024.

The meeting ended at 20:17.

Signed  Date 12/12/24