



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY  
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193  
e-mail: [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk) website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

Dear Member,

**NOTICE IS HEREBY GIVEN** that a Meeting of the **Standing Committee** will be held in The **Town Council Offices** on **Friday 1<sup>st</sup> December, 2017 at 3pm.**

All Committee members are summoned to attend.

The business to be transacted is set out in the agenda, which is detailed below.

Mrs K. J. Mitchell  
Clerk to the Council  
27.11.2017

## AGENDA

1. Apologies  
To receive apologies for absence.
  
2. Interests  
To receive any 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 the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*
  
3. Minutes
  - i) To approve the Minutes of the meeting held on 22<sup>nd</sup> November, 2017, as a correct record.

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

*In order to consider confidential legal advice, a resolution will be passed to exclude members of the public and councillors who are not members of the Standing Committee.*

4. Employment Matters
  - 4.1 Judicial Review  
To receive and follow any further advice from the Council's Solicitors.
  
  - 4.2 To receive an update on the review process discussed at the Standing Committee meeting held on 22.11.17, and to consider any action.
  
  - 4.3 To further consider staffing recommendations as contained within section 5 of the Operational Review document prepared by LGRC Associates.  
*(Any recommendations to be fed into the Operational Review Working Group)*

5. Staffing Structure, Roles, Workloads, and Grading

5.4 Recommendations

5.4.4 Groundsman, Assistant Groundsman and Street Cleaner.  
Grounds service requirements

5.4.5 Review of Clerical Officers/Receptionist roles

4.4 To consider remuneration for clerical staff in appreciation of extra support during time of staff shortages.