

LEDBURY TOWN COUNCIL

Minutes of a Meeting of The Standing Committee held on Monday 21st July 2014

Present: The Town Mayor, Councillor R Barnes, Chairman

Councillors: M Eager J Roberts
 R Yeoman

In Attendance: Councillors: P Bettington A Conway
 C Jupp K Francis
 C Ridler

Mrs K Mitchell – Clerk to the Council

S.01 - 07.14 APOLOGIES

Apologies were accepted for Councillor P Winter.

S.02 - 07.14 DECLARATIONS OF INTEREST

There were no declarations of interest made at this point in the meeting.

S.03 - 07.14 DEPUTY CLERK'S PROBATION PERIOD

The Chairman advised that the Deputy clerk had now completed her three month probationary period since taking on her role at the beginning of March 2014.

RESOLVED: That this be noted.

S.04 - 07.14 STAFFING AND WORKLOADS

Members were advised that the office workload had increased significantly in recent years, putting an additional strain on Council staff.

The Clerk gave a verbal report outlining some of the issues and identifying a number of measures which she felt would help to alleviate some of the pressures on staff. (see appendix)

Members identified and considered a number of options before making the following proposals:

1. Communications Plan be drawn up containing details of how information will be communicated, for example: who it will be communicated to, when will it be communicated, and in what format i.e. phone email, press release etc. Following meetings, Chairmen to write a short press release of any resolutions or recommendations,

which would be submitted to the Clerk and Mayor for approval prior to release. This will hopefully cut down on 'time wasting' enquiries.

2. Introduction of appointments system for Clerk and Deputy Clerk.
3. Phones to be answered between 10am and 2pm, outside of these hours, calls to be deflected to voicemail.
4. People to be asked to put requests in an email so that they may be categorised and answered on a priority basis.
5. Authorise additional hours for office staff to clear backlog and to enable Clerk to complete CiLCA certificate.
6. Investigate taking on an apprentice to the Grounds Officer. Contact to be made with Holme Lacy College in Hereford.
7. Appoint a Receptionist to cover Monday to Friday between 10am and 2pm.
8. Office staff no longer clerk Working Party meetings. Reports to be drawn up by Councillors.
9. That the Report on Staffing Structure Recommendations as carried out in 2007, be reviewed.

RESOLVED: That the Town Council be recommended to approve the proposals as listed above.

EXCLUSION OF PUBLIC AND PRESS - Public Bodies (Admission to Meetings) Act 1960.

Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act it was

RESOLVED: That the public and press be excluded during discussion of the following agenda items on the grounds that it could involve the likely disclosure of private and confidential staff information.

S.05 - 07.14 TOUR GUIDE CONTRACTS AND JOB DESCRIPTIONS

RESOLVED: That the Town Council be recommended to approve the updated contracts.

S.06 - 07.14 REVIEW STAFF SALARIES AND CONDITIONS OF SERVICE

(refer EX07/14 and EX08/14)

RESOLVED:

- 1) That the Town Council be recommended to approve the rates of pay for all staff members, as proposed.
- 2) That the Clerk’s official working hours be increased to 37 per week.
- 3) That the Junior Clerical Officer be promoted to Clerical Officer with an NJC salary scale 21.

There being no further business the meeting closed at 9.14pm.

CHAIRMAN

DATE