



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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Dear Member,

NOTICE IS HEREBY GIVEN that a Meeting of the **Standing Committee** will be held in The **Town Council Offices** on **Thursday 26th October, 2017 at 5.30pm.**

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
20.10.2017

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 6th October, 2017, if available, as a correct record.

ii) To approve the Minutes of the meeting held on 16th October, 2017, if available, 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 To further consider staffing recommendations as contained within section 5 of the Operational Review document prepared by LRG Associates:

5. Staffing Structure, Roles, Workloads, and Grading

5.4 Recommendations

5.4.1 Review of Clerk and Deputy Clerk roles

5.4.2 Deputy Clerk – proposal for full time role

5.4.3 Appointment of Deputy

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

5.4.5 Review of Clerical Officers / Receptionist roles

4.2 Judicial review

To receive an update and consider any action.