



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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4 October 2024

**TO: Councillors Chowns (chair), Harvey, Hughes, Morris and Newsham**

Dear Member

You are hereby summoned to attend an extraordinary meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Friday 11 October 2024 at 4.30 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price  
Town Clerk

## **FILMING AND RECORDING OF COUNCIL MEETINGS**

**Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018**

## **A G E N D A**

- 1. To receive apologies for absence**
- 2. To receive 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 Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)*  
*(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)*
- 3. To approve and sign as a correct record the minutes of an extraordinary meeting of the Resources Committee held on 29 August 2024**

**(Pages 324 - 327)**

4. **Employment Law Review** (Pages 328 - 329)  
(for information only)

5. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee is scheduled for 7 November 2024

6. **Exclusion of Press and Public**

**In accordance with Section 12(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**

7. **Staffing Matters** (Pages 330 - 340)

**Distribution:** Full agenda to: - Committee members (5)

Agenda front pages to all non-committee members (6)

**LEDBURY TOWN COUNCIL**

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

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**PRESENT:** Councillors Chowns, Harvey, and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**R80. AOLOGIES 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 tour 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 .....**

Report prepared by Angela Price – Town Clerk

## **EMPLOYMENT LAW REVIEW**

### **Purpose of Report**

The purpose of this report is to inform Members of the Resources Committee of the Employment Law Review that is being undertaken by the Government.

### **Equality Duty**

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

### **Detailed Information**

Members will be aware of the plans by the current government to review and reform employment law.

The key areas of employment law that are to be reviewed are:

- Trade unions and industrial action
- One day right not to be unfairly dismissed
- Restrictions on “Fire and Rehire”
- Thresholds for Redundancy Consultations
- Zero Hours Contracts and Predictability
- Right to Flexible Working by Default

It is anticipated that the Government will publish their Employments Right Bill on 10 October 2024, and more information on this Bill can be found at <https://www.personneltoday.com/hr/employment-rights-bill-2024-preview/>

It is believed that it may be some time before all of the proposed changes come into effect, however it is helpful for Members to be familiar with the proposals and to consider if and how these changes may affect Ledbury Town Council.

### **Recommendation**

That members review the link above and make themselves aware of the proposed changes to employment law, noting that the Clerk will provide more details as and when these become available.