



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk

23 August 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 **Thursday, 29 August 2024 at 7.00 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 meetings of the Resources Committee held on 4 July and an extraordinary meeting held on 18 July 2024**
(Pages 296 - 301)

4. **Action Sheet** (Pages 302 - 305)

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 306 - 318)

8. **Notification of Official Industrial Action Ballot** (Pages 319 - 323)

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 4 JULY 2024**

PRESENT: Councillors Chowns (Chair), Harvey, Hughes, Morris and Newsham

ALSO PRESENT: Angela Price – Town Clerk

R64. APOLOGIES FOR ABSENCE

None received.

R65. DECLARATIONS OF INTEREST

None received.

R66. TO NOTE THE TERMS OF REFERENCE FOR THE 2024/25 MUNICIPAL YEAR

RESOLVED:

That the Terms of Reference be noted subject to the following amendment to be referred back to Full Council accordingly:

That the following be added to the Delegated Powers list:

“To appoint Members to a panel to hear Disciplinary and Grievance matters.”

R67. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETINGS OF THE RESOURCES COMMITTEE HELD ON 4 APRIL 2024

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 4 April 2024 be approved and signed as a correct record.

R68. ACTION SHEET

RESOLVED:

1. That the following updates be recorded:

- **R47(5) - That a target date for the end of July be assigned to this item, noting that the employee is currently on annual leave**

- **R63 – That post holder 53 be instructed to register on the on- line portal for CiLCA by the end of July, noting that they have until the end of April 2025 to complete the course and that it would be expected that they would undertake course work at home in their own time in addition to the 100 paid hours being provided.**

2. That on return from annual leave post holder 53 be instructed to provide the Clerk with a schedule of times for the 100 paid hours.

R69. DRAFT AMENDED TRAINING POLICY

RESOLVED:

That the draft Training Policy be recommended to the Finance, Policy & General Purposes Committee for approval.

R70. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 5 September 2024.

R71. 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.

R72. FLEXIBLE WORKING REQUEST

It was noted that 7 of the 14.5 hours stated in the request had already been reallocated for the recruitment of a new part time member of staff and therefore this would only provide 7.5 hours availability for a job share for this role.

RESOLVED:

That the flexible working request received from post holder 50 be declined on the grounds that there are only 7.5 hours available for a job share. The creation of this post was a strategic investment for the council and was originally intended to be a full-time role. The role has already been eroded to 30 hours (4 days) per week and the creation of a job-share for the time that remains would reduce the

effectiveness of the role and the investment being made. Additionally, the logistics of recruiting an individual to a job share for only 7.5 hours per week was considered to be impractical.

R73.

CONSIDERATION OF STAFFING AT LEDBURY CEMETERY

Members raised concerns that annual leave had been granted at the beginning of the growing season, which had impacted on the position that

RESOLVED:

- 1. The Town Clerk meet with the post holder to identify what tasks within their agreed role they are presently able to undertake following their long-term illness. Following which, a specification be drafted and provided to contractors to quote to deliver the outstanding grounds work in the cemetery through to the end of the growing season (end of October).**
- 2. That in future the expectation is that annual leave requests would be refused during the spring growing season, unless accompanied by a previously approved plan to cover the period of absence.**
- 3. That a decision on how to progress with staffing at Ledbury Cemetery long-term be deferred until such time a report has been received from Occupation Health.**

R74.

TO APPROVE DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION OF ASSISTANT TO THE CLERK

RESOLVED:

- 1. That the job description/person specification be amended to simplify the duties of the role as follows:
“To provide administrative support to the Town Clerk”**
- 2. That subject to the above amendment the post of Administrative Assistant to the Town Clerk be advertised accordingly.**
- 3. That the role be reviewed after six months to establish whether the 20 hours are sufficient for this role.**

R75. **STAFFING MATTERS**

Members were provided with an update on a matter that had arisen after the agenda had been despatched, but prior to the meeting, which needed input from the Committee.

RESOLVED:

1. **That it be recognised that the Clerk should make use of emergency powers to put in place required actions, and that an extraordinary meeting of the Resources Committee be held on 11 July 2024 for the purpose of endorsing any actions taken by the Clerk and approving any further necessary actions or expenditure.**
2. **That the Internal Auditor be contacted to establish whether he would be able to undertake an investigation on the issue raised with Members.**

The meeting ended at 8.22 pm.

Signed Date

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 18 JULY 2024**

PRESENT: Councillors Harvey, Hughes and Newsham

ALSO PRESENT: Angela Price – Town Clerk

R76. AOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns and Morris and Councillor Furlonger who had been requested to attend the meeting as a stand-in for Councillor Morris(as the vice-chair of the Planning, Economy & Tourism Committee).

R77. DECLARATIONS OF INTEREST

None received.

R78. DATE OF NEXT MEETING

The Clerk advised that she would be on leave on 5 September 2024 but could join the meeting virtually if required. It was agreed that due to the nature of the business to be discussed it was highly likely that a meeting will need to be held prior to 5 September and therefore this meeting may be moved to an alternative date.

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 5 September 2024, but that due to the matter to be discussed it is likely that an extraordinary meeting of the committee will be held before that date.

R79. 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.

R80.

TO CONSIDER URGENT STAFFING MATTERS

The Clerk provided Members of the Resource Committee with updates on the progress in relation to the staffing matter

RESOLVED:

1. That the actions of the Clerk in relation to the appointment of Hoople to undertake the investigation on behalf of Ledbury Town Council at a cost of £475.00 per hour and £25.00 per hour for transcribing notes be endorsed.
2. That in the interim progress reports be shared with the Chair of the panel that will be receiving the investigation report.
3. That the Clerk contact Hoople to request an indicative time scale and budget.
4. That going forward those panel Members will only be appraised of necessary information in the context of the ongoing process, and that the Clerk manage the process with the support of Hoople.
5. That the panel to receive the investigation report and act as a disciplinary hearing, if required, be made up of three Members of the Resources Committee to include the Mayor as the Chair.
6. That an Appeals Committee be stood up with the two remaining members of the Resources Committee and Councillor Furlonger, as he had been provided with copies of the paperwork for this meeting, and that the Deputy Mayor Chair this panel.
7. That the Clerk make it clear to Hoople that there are constraints on availability of the Panel Members and that an early outcome to the investigation would be welcomed.
8. That Committee Members be contacted to establish which councillors would be available for the initial panel meeting.
9. That the Mayor send a letter to the Councillor who had raised this issue with staff members asking that they understand the concerns and where their actions fall short and undertake not to repeat this.

The meeting ended at 6.54 pm.

Signed Dated

ACTION SHEET
EO RESOURCES COMMITTEE

AGENDA ITEM : 4

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
01.02.2024 R47(5)	That the request from PH 53 be granted on a trial period until 1 June 2024, and that a meeting be held in mid/late May with the PH, Clerk and a Member of the Resources Committee to consider whether the change in their working pattern and hours has impacted on other staff roles and how the workload has been managed during this period	TC/Com	May-24	Review date to be agreed - delayed due to annual leave of both Mayor and Clerk - R68(1) that a target date of July be assigned to this item, noting that the employee is currently on annual leave	In progress
13.03.2024 R56	That an item be included in the agenda for the Full Council meeting on 28 March 2024 providing a draft press release in support of the post holder, and that the press release include something to inform members of the public that any allegations made against the post holder over the past three-years are not true and that there is no evidence to support these allegations.	TC	28.03.2024	Discussion held at FC on 28.03.2024 - matter referred back to Resources committee	Completed
04.04.2024 R63(2)	That the progress be reviewed in the weekly meetings with the officer, with appropriate action being taken if the officer does not sign up or attend the four-day courses and cannot show good progress on the course work	TC/DTC	ongoing	DTC has signed up for HALC course	On going

R63(3)	That the DTC be given a timescale to complete the qualification of 12-months i.e. April 2024 - March 2025	DTC	Ongoing	R68 - That PH 53 be instructed to register on the on-line portal for CiLCA by the end of July, noting that they have until the end of April 2025 to complete the course and that it would be expected that they would undertake the course work at home in their own time in addition to the 100 paid hours being provided.	On going
R63(4)	That the DTC be allocated 100 hours paid time off to undertake the qualification which includes the four Saturdays	TC	Apr-24	DTC advised that she has 100 hours paid time and that any time in addition to this will not be paid	Completed
R63(6)	That the training Policy be revisited in respect of Reimbursement of training fees should a member of staff leave within a set time period	TC	Jun-24	Amended policy to be considered on July agenda	Completed
R63(8/9)	That the role of CEO continue to be managed by the TC until such time the DTC has completed the CiLCA qualification - but that this be reviewed at 6-month intervals	TC	ongoing		ongoing
R63(12)	Subject to the outcome of occ health visit, Members agreed to revisit the possible amalgamation of the two roles as detailed within the report	TC	29.08.2024	Awaiting confirmation of occ health appointment - delayed due to the post holder having annual leave - report in respect of OH assessment on agenda	Completed
R63(13)	That no time limit be placed on the post holder for passing both their theory and practical elements of the driving test at this time	TC	Apr-24	Post holder advised accordingly - is now having regular lessons	Completed
R69	That the draft Training Policy be recommended to the FP&GP committee for approval	TC	19.09.2024	To be included on Full Council agenda scheduled for 19.09.2024	In progress

R72	That the flexible working request received from post holder 50 be declined on the grounds that there are only 7.5 hours available for a job share. The creation of this post was a strategic investment for the council and was originally intended to be a full-time role. The role has already been eroded to 30 hours (4 days) per week and the creation of a job-share for the time that remains would reduce the effectiveness of the role and the investment being made. Additionally, the logistics of recruiting an individual to a job share for only 7.5 hours per week was considered to be impractical.	TC	Jul-24	Post holder advised accordingly	Completed
R73(2)	That in future the expectation is that annual leave requests would be refused during the spring growing season, unless accompanied by a previously approved plan to cover the period of absence.	TC/DTC	Ongoing	Organisational need to be considered when annual leave requested	On going
R73(3)	That a decision on how to progress with staffing at Ledbury Cemetery long-term be deferred until such time a report has been received from Occupation Health.	TC	29.08.2024	Report on agenda	Completed
R74(3)	That the role be reviewed after six months to establish whether the 20 hours are sufficient for this role.	Resources comm	Jan-25	To be submitted to January meeting	In progress
R80(2)	That in the interim progress reports be shared with the Chair of the panel that will be receiving the investigation reports	TC	Ongoing	Updates to be provided as and when available	On going
R80(3)	That the Clerk contact Hoople to request an indicative time scale and budget	TC	Jul-24	Hoople unable to provide timescales due to it being holiday season	Email sent 22.08.2024 asking for costs to date
R80(4)	That going forward those panel Members will only be appraised of necessary information in the context of the ongoing process, and that the Clerk manage the process with the support of Hoople.	TC	29.08.2024	Update on agenda	ongoing

R80(5)	That the panel to receive the investigation report and act as a disciplinary hearing, if required, be made up of three Members of the Resources Committee to include the Mayor as the Chair.	TC	TBC	Awaiting investigation report	on hold
R80(6)	That an Appeals Committee be stood up with the two remaining members of the Resources Committee and Councillor Furlonger, as he had been provided with copies of the paperwork for this meeting, and that the Deputy Mayor Chair this panel.	TC	TBC	Subject to there being a need for and receiving appeal	on hold
R80(8)	That Committee Members be contacted to establish which councillors would be available for the initial panel meeting.	TC	Aug-24	email sent and responses received	awaiting outcome of investigation
R80(9)	That the Mayor send a letter to the Councillor who had raised this issue with staff members asking that they understand the concerns and where their actions fall short and undertake not to repeat this.	SC	TBC		