



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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29 November 2024

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

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 5 December 2024 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

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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 a meeting of the Resources Committee held on 21 November 2024**

(Pages 384 - 387)

4. **To review progress to-date on Committee Structure Review and consider next steps** (Oral update)
5. **Date of next meeting**
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

8. **Staffing Matters** (Pages 388 - 396)

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 21 NOVEMBER 2024**

PRESENT: Councillors Chowns, Harvey, Hughes, Morris and Newsham

ALSO PRESENT: Angela Price – Town Clerk

R105. APOLGIES FOR ABSENCE

None received

R106. DECLARATIONS OF INTEREST

None received.

**R107. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE
RESOURCES COMMITTEE HELD ON 7 NOVEMBER 2024**

RESOLVED:

**That the minutes of the meeting of the Resources Committee held
on 7 November 2024 be received and noted.**

**R108. TO REVIEW THE PROGRESS TO-DATE ON COMMITTEE
STRUCTURE REVIEW AND CONSIDER NEXT STEPS**

The Mayor advised that he and Councillor Hughes had not had an opportunity to meet to discuss the Environment and Leisure programme of works.

Councillor Harvey provided an overview of work that she and Councillor Newsham had reviewed and referred to the report that they had drafted. She outlined future projects that the Council are currently aware of and potential new projects and how these will be budgeted for going forward.

It was felt that the following steps should be considered to enable this process to progress:

1. That when considering the work programmes Members consider the remainder of 2024/25 and 2025/26 for budgeting purposes.
2. That there will be a core work programme of regular work of committees that should be looked at initially for resourcing, then look at how much time remains for additional projects, which will have a bearing on whether this is undertaken in-house or via outsourcing for specific projects, which will need to be considered for budgeting purposes.

3. Following the above it would then be necessary to bring all of the committee work together on one spreadsheet which would provide an indication of any cross overs of time and resources, which would need to be considered.
4. That it be noted that once the programme has been drafted and budgeted the whole process should be referred to Full Council for consideration of delegation to committees in relation to staffing and resources to be able to make decisions in-year that would not have to go to Full Council for payment, contracts etc., but that any new projects of workstreams that come up within the financial year being taken to council for consideration within the set programmes of work for each committee.
5. A responsibility of the Resources Committee will be to review the work programme and identify any issues that may need to move around in order to free up money or staff time, or both, in order to accommodate a new piece of urgent work.

It was noted that a draft budget needs to be ready for Council to consider in January in order for the final budget and precept request to be available for submission to Herefordshire Council by the end of February. Therefore, all budget related steps need to be completed by early January 2025.

RESOLVED:

1. **That the work undertaken on the Finance, Policy & General Purposes work programmes be moved to the next step, closely followed by other committees in order to make progress.**
2. **That a date be arranged with Councillors Newham and Harvey for the next steps in relation to the Finance Committee work.**
2. **That a core work programme be looked at for the operational work of the Council.**
3. **That work programmes for Planning, Economy & Tourism Committee; Environment & Leisure Committee; and Resources Committee be undertaken.**

R109. **TO APPROVE THE DRAFT BULLYING, HARASSMENT & VICTIMISATION POLICY**

RECOMMENDED:

That subject to the following amendments, the Draft Bullying, Harassment & Victimisation Policy be recommended to Council for approval:

- That a paragraph be added to the beginning of the document providing detail of which Legislation applies in relation to this policy.
- Examples of harassment include: delete “on a date”
- Include the following statement within all examples – “Examples of include but are not limited to.

RESOLVED:

That the Draft Bullying, Harassment & Victimisation Policy be sent to unions for feedback.

R110. **DATE OF NEXT MEETING**

RESOLVED:

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

R111. **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.

R112. **STAFFING MATTERS**

RESOLVED:

1. That it be noted that Post Holder 47’s employment with Ledbury Town Council will end on 31 January 2025.
2. That we would wish to recruit once a vacancy occurs, which would be in principle a direct replacement for the above role.
3. That the job description and person specification be reviewed.

4. That the role of Receptionist be backfilled to allow other staff to take up some elements of other staff roles as a result of sickness absence of Post Holder 53.
5. That the Clerk provide details of what elements of other roles staff have been undertaking as a result of the sickness absence of post holder 53 to the next meeting of the Resources Committee, to help Members give consideration to possible remuneration and at what scale this should be paid at.
6. That it be noted that Post Holder 61 will be joining the Sheds Together project to gain hand on experience with maintenance skills.
7. That it be confirmed that there is no reason to extend the probation period of the Apprentice Administrator.
8. It was noted that the Mayor had carried out an appraisal of the Clerk and that from that an action plan had been drafted, which would be shared with the Resources Committee at their next meeting.
9. That going forward the Clerk's annual appraisal will be held in the autumn, with an interim appraisal being held in the spring before the Mayor's year of office ends, with regular progress one-to-one's in between.
10. That the update on the recent investigation and Disciplinary Hearings be received and noted.
11. That if there is a requirement for Appeal Hearing's then this should be Chaired by a member of the Resources Committee.

The meeting ended at 8.27 pm.

Signed Dated