

**LEDBURY TOWN COUNCIL**  
**MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES**  
**COMMITTEE**  
**HELD ON 13 MARCH 2024**

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**PRESENT:** Councillors Bradford, Chowns, l'Anson (Chair) and Morris

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

**R48. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hughes.

**R49. DECLARATIONS OF INTEREST**

None received.

**R50. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 FEBRUARY 2024**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 1 February 2024 be approved and signed as a correct record.**

**R51. ACTION SHEET**

Councillor Morris questioned the information that the Clerk had provided to Members in respect of minute no. R46. The Clerk advised that this was the information that she had been provided by the individual.

**RESOLVED:**

**That the action sheet be received and noted.**

**R52. COMMITTEE STRUCTURE REVIEW**

Councillor McAll presented a spreadsheet that he had been working on with the Clerk and explained the process of getting to this.

He explained that the spreadsheet was in four sections; project details, project schedule, project budget and project resources. He noted that the first three sections were quite self-explanatory, however the problematic part is the fourth section.

He explained that when the initial data capture was undertaken at the Standing Committee's the work commitment of staff working time had been expressed as percentage and then during the process this was changed to days. He noted that the percentage time spent on projects conflicts with the routine and reactive work of staff.

It was noted that routine and reactive work can take up a considerable amount of an individual's time, in particular the Clerk, where it is judged that her time is continuously more than 100% of the two fields when added together.

Councillor McAll advised that to calculate this realistically it would be necessary to establish the level of routine and reactive work undertaken by staff, and to this effect the Clerk was going to provide an anonymised document which will provide information about what, on average, each staff member spends on routine and reactive work, so that for each staff role it will be known what the demand on their time is. This will then be input into the spreadsheet, and this will be tracked as a percentage for example 25% of the Clerk's time is routine/reactive work, and if it goes to 26% this would turn from green, to amber, and potentially red.

It was suggested that once this format is completed it would be helpful to have some training in how it works. It was agreed that this would be necessary for both staff and councillors, and that a workshop could be set up for this.

It was noted that as well as being an indicator for staff workloads, it would the spreadsheet would also provide an alert system in respect of budget allocation for projects etc. which would be brought to the attention of the Resources Committee for consideration and appropriate action.

**RESOLVED:**

**That the update provided be received and noted, noting that the Clerk and Councillor McAll will provide further updates once available.**

**R53. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next meeting of the Resources Committee is scheduled for 4 April 2024.**

**R54. EXCLUSION OF PRESS AND PUBLIC**

Councillor Bradford proposed that Councillor McAll be permitted to remain in the meeting for consideration of the confidential part of the agenda.

**RESOLVED:**

1. That Councillor McAll be permitted to remain in the meeting for consideration of the confidential part of the agenda.
2. 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.

R55.

**RESIGNATION OF POST HOLD 59**

Members were advised of the content of the resignation letter and exit questionnaire received from Post Holder 59.

Members were advised that the post holders last working day with Ledbury Town Council would be Wednesday, 14 March 2024 and that the Clerk had made arrangements for a temporary member of staff to help fill the gap between the post holder leaving and recruitment of a new member of staff.

The Clerk advised that due to confusion around some job descriptions she had been working with the relevant staff and the Deputy Clerk to review the job descriptions to ensure that these match the roles of these staff members. She advised that she had a meeting scheduled with HALC the following week to discuss the job descriptions of all staff and the staff structure and following that would provide a report to the Resources Meeting in April 2024.

She advised that she would not be in a position to advertise the current vacancy until such time the relevant job descriptions had been reviewed and amended, and that it was important not to rush into the recruitment process. The Clerk also advised that the report in respect of the additional hours that have been identified, due to other staff reducing their working hours may not be ready for the Full Council meeting at the end of March, as it would make sense to work on all of this as one project.

**RESOLVED:**

1. That the content of the resignation letter and exit questionnaire be received and noted.
2. That the Clerk write to the post holder to thank her for taking the time to write the resignation letter and complete the exit questionnaire and advising that the Resources Committee has been made aware of the content.

R56.

## **FEEDBACK FROM POST HOLDER 49 IN RESPECT OF CORRESPONDENCE RECEIVED**

Members picked up on a number of the points raised within the report provided by the post holder, in particular their disappointment at the lack of public support and rebuttal from the Council in respect of allegations and comments made towards the post holder over the past three-years.

Members were also provided with a copy of the apology that the post holder had received from the individual, and the post holder had provided a report informing Members on whether they were content with the apology.

The post holder advised that they did not consider the apology sufficient, however appreciated it was unlikely that they were going to get anything more than what had been provided and in order to help draw a line under this matter, they would be willing to accept the apology that had been offered.

The post holder was aware that there was support from Councillors and that some of them had advised other Councillors of the facts, however the post holder pointed out that this had been undertaken mostly on a one-one basis, and not actually been undertaken in a public arena, which in turn had allowed the allegations and comments to continue in public forums.

Members agreed that a public statement should be made to this effect, in support of the post holder.

Members were reminded of a decision taken at the Extraordinary Full Council meeting held on 28 February 2024:

“That the Council prepare a chronology of events in respect of the War Memorial to be released prior to the Annual Town Meeting on 25 April 2024.”

It was hoped that the above would help bring this matter to a conclusion.

### **RESOLVED:**

- 1. 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.**

2. That in order to help draw a line under the matter, it be noted that whilst the post holder did not consider the apology sufficient, they did appreciate that it was unlikely that they were going to get anything more substantial.

The meeting ended at 8.30 pm.

Signed ..... Date .....  
(Chair)