

# HEREFORD CITY COUNCIL

## MINUTES OF THE GOVERNANCE AND PROCEDURES COMMITTEE

TUESDAY 1 OCTOBER 2013

**PRESENT:** Cllrs Chappell, Chave, Edwards, Michael, Nicholls, Preece, Tawn, Toon and Wilcox.

**G&P2013/14.23 ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

Cllr Toon nominated Cllr Chappell as Chairman, seconded by Cllr Michael and unanimously agreed.

**RESOLVED: Cllr Chappell elected as Chairman of the Governance and Procedures Committee.**

Cllr Toon nominated Cllr Preece as Vice Chairman of the committee, seconded by Cllr Wilcox and unanimously agreed.

**RESOLVED: Cllr Preece elected as Vice Chairman of the Governance and Procedures Committee.**

**G&P2013/14.24 APOLOGIES FOR ABSENCE None**

No apologies for absence were received.

**G&P2013/14.25 APPOINTMENT OF SUBSTITUTES**

None

**G&P2013/14.26 DECLARATIONS OF INTEREST none**

No declarations of interest under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda were received.

**G&P2013/14.27 MINUTES OF THE PREVIOUS MEETING**

Members proposed, seconded and agreed to approve and sign the minutes of the meetings of the Governance and Procedures Committee held on the 4 June 2013.

**RESOLVED: The minutes of the meeting of the Governance and Procedures Committee held on the 4 June 2013 are a true and accurate account of the meeting.**

**G&P2013/14.28      ADOPTION LEAVE POLICY**

Members received and considered the report from the Town Clerk.

The Town Clerk gave a brief over view of policy.

A couple of Members questioned why there was a need to adopt a policy when there is a policy for adoption leave clearly laid out in the green book which the Council follows.

Some discussion commenced.

The Mayor then proposed adoption of the policy, seconded by Cllr Tawn and it was unanimously agreed.

**RESOLVED: To adopt the Adoption Leave Policy as circulated with the agenda.**

**G&P2013/14.29      PATERNITY LEAVE AND PAY POLICY**

Members received and considered the report from the Town Clerk.

A couple of Members questioned again why there was a need to adopt a policy when there is a policy for adoption leave clearly laid out in the green book which the Council follows.

Some discussion commenced.

Must come to full Council each year.

The Mayor proposed adoption of the policy, second by Cllr Toon and unanimously agreed.

**RESOLVED: To adopt the Paternity Leave Policy as circulated with the agenda.**

**G&P2013/14.30      RISK ANALYSIS ANNUAL REPORT**

Members received and considered the report from the Town Clerk.

The Town Clerk gave a brief over view of the risk summary, explained the numerical scoring and then gave a brief over view of his narrative report.

Allotments - Risk of poor grass cutting, vandalism.

Employment of staff - Risk loss of key staff. The Town Clerk gave a brief over view how this has been successfully addressed this in the past.

Land - relates mainly to allotments and the skate park.

Provision of accommodation - Risk limitations on access. Town Clerk informed Members that following discussions he has had with Herefordshire Council, the City Council were now advancing towards new, more suitable accommodation in the new year.

Websites – There are five risks in this area that are uncontrolled. The Town Clerk informed Members that the new website will address many of these risks. Cllrs will be involved in the process of the delivery of a new website and this item would probably go to the meeting of G & P in January.

Committee noted the report from the Town Clerk.

**G&P2013/14.31**

**ANNUAL APPRAISALS AND REVIEWS OF JOB DESCRIPTIONS**

Members received and considered the report by the Town Clerk.

On the first issue of having an officer recognized as the Deputy to the Town Clerk, a number of options were considered, including not having a deputy, maintaining the current arrangement that the Finance Officer acts as the Deputy (as recommended by the Town Clerk), that the role be rotated among senior staff or that officers be given the opportunity to apply to add the role to their current remits with possession of the CiLCA qualification or willingness to study for it a condition of appointment. After much discussion it was proposed Councillor Wilcox, seconded Councillor Toon and

**Resolved that there should be an officer appointed to act as deputy to the Town Clerk.**

It was the moved by Councillor Edwards, seconded Councillor Toon and

**Resolved that the position remain as it is for twelve months, with the Finance Officer covering the deputy role as required, and that then officers who have obtained the CiLCA qualification be given the opportunity to apply to become the Deputy in addition to their existing duties.**

On the second issue of the responsibilities of the Civic and Community Development Officer, it was noted that this role had changed significantly since it was last set out in a job description and a new description was therefore required. This would cover the developing workload around the road show, annual parish meeting and community achievement awards and the city led plan co-ordination and following up consultation events. This would be subject to independent job evaluation through Hoople Ltd. After discussion it was proposed by Councillor Wilcox, seconded by Councillor Nichols and

**Resolved that a revised job description be agreed and evaluated for the post of the Civic and Community Development Officer and that the Town Clerk agree the operative date in consultation with the Chairman of the Committee.**

In respect of the Administration and Information Officer post it was noted that there had been some expansion duties regarding Facebook and Twitter and that the existing job description does not give suitable coverage to the issue of clerking a committee. It was proposed Councillor Chappell, seconded Councillor Wilcox and

**Resolved that a revised job description be agreed with the Administration and Information Officer to reflect the development of these duties and that this be subject to independent job evaluation by Hoople and that the operative date be agreed by the Town Clerk in consultation with the Chairman of the Committee.**

**G&P2013/14.32      ADDITIONAL MEMBER OF STAFF**

Members received and considered a report from the Town Clerk. Members noted a concern that the Mayor's Secretary should be in a position to assist with events organisation, which had been envisaged when this post had been created as full time, as well as work to support the Mayor's charities. The Town Clerk advised the Committee that if they required this to be part of the Mayor's Secretary's duties this would impact on the capacity of the team to meet varying demands, as each Mayor works in a different way from their predecessor. Some tend to minimise the Secretary's workload and others tend to increase it. If the way of working was set more consistently it would make workload management a lot easier.

It as proposed by Councilor Toon, seconded by Councillor Wilcox and

**Resolved not to increase the establishment but to make more use of the Mayor's Secretary to support the events role.**

**G&P2013/14.33      ANNUAL REVIEW OF STANDING ORDERS**

Members note that the Council resolved to amend standing orders to delete the posts of Leader and Deputy Leader, no further changes have been proposed and no alterations made to the National Association of Local Council's model Standing Orders.

It was noted that no changes are required to Standing Orders at this time.

**G&P2013/14.34      ITEMS FOR FUTURE MEETINGS**

Website (to Policy and Finance)

**G&P2013/14.35      DATE OF NEXT SCHEDULED MEETING  
TUESDAY 28 January 2014**

There being no further business the Chairman called the meeting to a close.

Signed.....

Dated.....