Mr Mayor and Members of the Governance and Procedures Committee,

You are herby summoned to attend the next meeting of the Committee as set out below and at which the matters for discussion are on this agenda.

Steve Kerry

Town Clerk

Members of the Committee are The Right Worshipful the Mayor (ex-officio) and Councillors Chappell (Chairman), Hall, Kenyon, Mansell, Michael, Tawn and Wilcox (1 vacancy)

 **HEREFORD CITY COUNCIL**

**GOVERNANCE AND PROCEDURES COMMITTEE**

**The Hereford City Council Committee Room, Town Hall, Hereford**

**TUESDAY 15 SEPTEMBER 2015 at 6pm**

**AGENDA**

1. **ELECTION OF VICE CHAIRMAN**

To elect a member of the Committee to serve as Vice Chairman for the municipal year.

1. **APOLGIES FOR ABSENCE**

To receive apologies for absence.

1. **SUBSTITUTIONS**

To note the appointment of substitute members

1. **DECLARATIONS OF INTEREST**

To receive declarations of interest under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

1. **MINUTES OF LAST MEETING APPENDIX 1**

To receive and confirm the minutes of the meeting of the Governance and Procedures Committee held on the 16 June 2015

1. **PRESS RELEASES APPENDIX 2**

To receive and consider the report and recommendations of the Town Clerk

1. **STANDING ORDERS RELATING TO ITEMS DISCUSSED BY COMMITTEE APPENDIX 3**

To receive and consider the report and recommendations of the Town Clerk

1. **EXCLUSION OF PRESS AND PUBLIC**

To consider excluding the press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the item includes disclosure of personal information.

1. **RECOGNITION OF THE SERVICE OF JUDGE TOBY HOOPER QC AS RECORDER OF HEREFORD APPENDIX 4**

To receive and consider the report and recommendations of the Town Clerk

1. **LONG TERM ABSENCE OF A MEMBER OF STAFF**

To receive a confidential oral report from the Town Clerk

 **Re-admission of the Press and Public**

1. **ITEMS FOR FUTURE AGENDAS**

To identify those items to be discussed at future meetings of the Committee.

Items identified at previous meetings:

* A paper on a possible merger with Finance and Policy to be considered after about six months of the operation of the committee.
* A report on sickness levels among staff over the last three years and some information about the operation of procedures for the management of longer term sickness for the next meeting.
1. **DATE OF NEXT SCHEDULED MEETING**

 9 FEBRUARY 2015