Mr Mayor and Members of the Governance and Procedures Committee, Cllrs Chappell (Chairman), Michael (Vice Chairman), Boulter, Hall, Kenyon, Mansell, Tawn and Wilcox.

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

Steve Kerry

Town Clerk

**HEREFORD CITY COUNCIL**

**GOVERNANCE AND PROCEDURES COMMITTEE**

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

**TUESDAY 27 OCTOBER 2015 at 6pm**

**AGENDA**

1. **APOLOGIES 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. **STAFFING ARRANGMEMENTS TO COVER SICKNESS ABSENCE AND MATERNITY LEAVE APPENDIX 1**

To consider the report 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. **MINUTES OF LAST MEETING APPENDIX 2**

To receive and confirm the CONFIDENTIAL minutes of the meeting of the Governance and Procedures Committee held on the 15th September 2015

1. **RESOLUTION OF LONG TERM SICKNESS APPENDIX 3**

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

 **8. RE-ADMISSION OF THE PRESS AND PUBLIC**

**9. 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

**DECLARATIONS OF INTEREST**

Hereford City Council has adopted the Code of Conduct of Herefordshire Council pursuant to the Localism Act 2011. In terms of declarations of interest the following principles now apply.

1. The former distinction between prejudicial and personal interests has been replaced, and these terms should no longer be used. They will not be used in minutes.
2. Where a member has registered a financial or “pecuniary” interest in the register of interests held by the Monitoring Officer of Herefordshire Council, they must repeat this declaration when any item in which they have such an interest is on the agenda at any meeting they attend. Having made that declaration, they must fill in the register brought to each Committee and Council meeting and may not make any comment whatsoever while the item is under discussion. They may, if they wish, remain in the meeting to observe the debate.
3. Where a member has an interest which is sufficient to give rise to a reasonable expectation that they will not be able to consider a matter impartially, for example where they have a close personal relationship with a party involved, where they have made a public and unequivocal statement of their views etc, this is a disclosable, but non-pecuniary, interest. They should declare this interest at the start of the meeting and may remain in the room and speak (provided members of the public would also be allowed to speak on this item). Members who have declared an interest of this type may not, however, vote on the item to which their interest applies.
4. Where a member becomes aware of an interest during discussion they must declare it immediately and act accordingly.
5. Members of the Planning Committee should continue to resolve at the start of each meeting that their views are preliminary and that those who are members of Herefordshire Council reserve their final position until all representations and facts have been considered.

Steve Kerry

Town Clerk

**All enquiries concerning this agenda should be addressed to the Town Clerk, Hereford City Council,**

**Town Clerk’s Office, Town Hall, St. Owen Street, Hereford HR1 2PJ. Tel: 01432 260429**