

HEREFORD CITY COUNCIL

MINUTES OF THE MEETING OF GOVERNANCE AND PROCEDURES COMMITTEE

TUESDAY 27th SEPTEMBER 2016

PRESENT: Cllrs Boulter, Chappell (Chairman), Lloyd-Hayes, Mansell, Michael, Nicholls, Stevens and Wilcox.

GP2016/2017.13 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllrs Hall, Kenyon who would be late, and Tawn.

GP2016/2017.14 SUBSTITUTIONS

There were no appointments of substitute members.

GP2016/2017.15 DECLARATIONS OF INTEREST

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

GP2016/2017.16 MINUTES OF THE LAST MEETING

Members received and confirmed the minutes of the extra ordinary meeting of the Governance and Procedures Committee held on the 28th June 2016.

Cllr Wilcox requested that under the confidential section of the minutes more information should be available than currently written on the public minutes and suggested the recommendations should be inserted excluding the names. Members agreed to this amendment.

Cllr Wilcox proposed both the confidential and non-confidential minutes, seconded by Cllr Lloyd-Hayes. It was unanimously

RESOLVED:

The minutes of the meeting of 17 May 2016 were agreed as a true and accurate record of the meeting and were duly initialled, signed and dated accordingly by the Chairman.

GP2016/2017.17 MAYOR'S CHARITY ADMINISTRATIVE ARRANGEMENTS

Members considered the report and recommendations of the Town Clerk.

The Town Clerk gave a brief overview of his report and recommendations.

Cllr Lloyd-Hayes informed Members she was delighted with this document as it protects the Mayor of the day.

Cllr Wilcox echoed the words of Cllr Lloyd-Hayes.

Cllr Lloyd-Hayes proposed, seconded by Cllr Wilcox and unanimously

RESOLVED:

That the Committee agrees that the ground rules set out in the document attached to the agenda shall be applied to the mayor's charity appeal in future years, starting from May 2017.

GP2016/2017.18 UPDATE ON MAYOR'S COMMENDATIONS

Members received an oral update on recent awards and arrangements for presentation, noting that this is no longer a confidential matter as all recipients have been informed.

The commendations will be presented on Wednesday 28 September in the Mayor's Parlour to the recipients.

Cllr Wilcox referred to the installation of the Honorary Recorder and asked why he cannot be installed sooner as it has been three months now since the decision was made at the end of July. It was explained to Cllr Wilcox that the scrolls are very intricate and specialised and take time to produce. The calligrapher has informed us that she will be unable to complete them until the end of February.

Cllr Wilcox asked that the Town Clerk writes a formal letter to the Honorary Recorder and Chief Steward inviting them to officially take up their posts and are invited to attend the Remembrance day Service and Parade prior to the official installation ceremony in February/March. Members agreed to Cllr Wilcox's request and instructed the Town Clerk to write accordingly.

Cllr Kenyon joined the meeting.

GP2016/2017.19 ORAL UPDATE ON PEER GROUP REVIEWS

Members received an oral update from the Town Clerk.

The Town Clerk's oral report covered the following points:

- Larger Councils clerks IT network.
- His reports and knowledge drawn from this network and information received from other Clerk's in other areas.
- This network is pivotal for research and gaining guidance from other councils.
- The information gained from this network often forms part of what he writes in a report.
- It enables him to use documents provided by other Council's and adapt them so they are relevant to the City Council.

Cllr Lloyd-Hayes asked who sits on the larger councils committee. The Town Clerk informed Members that Cllr Wilcox was an elected for the past two years.

Members discussions covered the following:

- The City Council being similar to Weston-Super-Mare.
- The Town Clerk to research how similar they are.
- Previous trip to Wells to see how they worked.
- HALC
- Cllrs not using HALC enough and encouragement for Cllrs to use the service more frequently for information.

GP2016/2017.20 STANDARDS PROCEDURE

Members received a draft of the new standards procedure from Herefordshire Council and to determine the Committee's views.

The Town Clerk gave a brief over view of the procedure laid in front of Members. He informed Members that City Council is subscribed to the Herefordshire Council Code of Conduct but this is something the City Council do not have to subscribe to as the City Council can have its own. HALC have a model code of conduct for councils to adapt which is virtually identical to Herefordshire Council's one.

Member's discussions covered the following:

- This is a draft document and out for consultation.
- Need for the City Council to comment on its contents.
- Comments to be submitted.
- At no point does it give someone the right to appeal against a decision.
- Need to scrutinise the document and comments to be returned by the 6 October.

GP2016/2017.21 EXPLORATION OF A POSSIBLE TWINNING WITH JAWORZNO

Members received the report of the Town Clerk.

Cllr Kenyon gave a brief overview of how the twinning idea came about and the opportunity for Members who are interested to go and investigate the area and its similarities to the City of Hereford. The trip will be at Members own expense.

Cllr Lloyd-Hayes informed Members that on the recent trip to Vierzon there was another Polish contingent there that were also keen to twin with Hereford. With that in mind it would be a good idea to visit both Polish towns at the same time and then Cllrs can make an informed decision on which of the two towns to twin with.

Members discussions covered the following:

- May be an idea to leave any visit till April reach minus 40 over the winter months.
- The Polish people met when on the trip to Vierzon would no longer be in office after October so the hospitality they offered may not be available after that time.
- Would need a minimum of 3 members to go and a report following the trip would need to be submitted to members for their consideration.
- Vierzon being passionate about student exchanges but schools here are not due to health and safety issues.
- Sports clubs, cultural and arts group exchanges.
- Reluctance of the Polish community to integrate over here.

- The Mayor has been invited to attend a Polish event at Hinton which includes lunch with an aim to get people together.
- The need to bypass the twinning association as they do not appear to be very proactive in relation to Twinning activities and opportunities.
- Members are happy to pursue this.

Cllr Kenyon proposed the Town Clerk's recommendations. This was seconded by Cllr Lloyd-Hayes. It was unanimously

RESOLVED:

The committee authorises the Mayor and Town Clerk to continue discussions with representatives of the municipality of Jaworzno to examine the possibility of a twinning arrangement to be recommended to Council in the future.

That any personal travel to Jaworzno will be at Members and Officer's personal expense until such time as a more formal agreement is entered in to.

GP2016/2017.22 EXCLUSION OF PRESS AND PUBLIC

Cllr Chappell proposed, seconded by Cllr Wilcox and unanimously

RESOLVED:

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.

GP2016/2017.23 STAFFING REVIEW

Members received and considered the report and recommendations of the Town Clerk.

The Town Clerk gave a brief overview of his report and staff consultations. He informed Members that the Mayor's secretary has now returned to her post so that element is no longer relevant. With regard to the last recommendation on the report, the Chairman is due to go in to hospital to have an operation and will not be available for some weeks after with that in mind it has been suggested that a female Member should substitute for the Chairman and so it is requested that committee agreed to Cllr Boulter being that substitute Member.

The Chairman asked each Member round the table to comment on each role element contained within the Town Clerk's report and his recommendations.

All Members having discussed the report and recommendations of the Town Clerk, the Chairman went through each recommendation asking Members to vote on each recommendation individually.

RESOLVED:

12.1 was unanimously agreed.

12.2.a was unanimously agreed.

12.3 with an amendment to include 12.2a it was unanimously agreed.

12.4 Was agreed.

12.5 was unanimously agreed.

12.6 was unanimously agreed.

12.7 was unanimously agreed.

12.8 was unanimously agreed.

12.9 was unanimously agreed.

12.10 With 'to be assessed at future meeting of the committee' added to the sentence. This was unanimously agreed.

12.11 Members requested the sentence be amended to read and an acting up arrangement is applied for longer term absences unless a locum is required. This was unanimously agreed.

12.12 Members asked the recommendation be reworded to read: That the committee will determine at the appropriate time if it wishes to make the possession of CiLCA accreditation a requirement of the Acting up Town Clerk, or any locum if required, and if so affirms that the member of staff will be offered support to achieve that accreditation if it is deemed necessary. This was unanimously agreed.

12.13 was unanimously agreed.

12.14 Members asked the recommendation be reworded to read: That the committee appoints the Chairman and Vice Chairman, with the Town Clerk to form a short listing and selection panel for staff appointments with Cllr Boulter as a substitute Member for the panel. This was unanimously agreed.

Cllr Lloyd-Hayes left the meeting.

GP2016/2017.24 PROPOSALS TO AWARD FREEDOM OF ENTRY AND FREEMAN OF THE CITY

Members received and considered the report and recommendation of the Town Clerk.

Cllr Stevens informed Members that he completely agrees to said person being a suitable recipient for Freeman of the City but does not agree with staff of an organisation being awarded Freedom of Entry for doing their jobs.

Members present echoed the words of Cllr Stevens.

Cllr Stevens proposed accepting 5.1 of the Town Clerk's recommendations but not accept 5.2 and 5.3. This was put the vote and it was unanimously

RESOLVED:

That the committee considers the said person a suitable recipient of the award of Freeman of the City and recommends accordingly to Council.

RE-ADMISSION OF THE PRESS AND PUBLIC

GP2016/2017.25 ITEMS FOR FUTURE AGENDAS

Members identified items to be discussed at future meetings of the Committee as follows:

- TIC - Feb
- Mayoral Support function
- Museum at Town Hall – Feb
- Summary of staff reviews - Feb

GP2016/2017.26 DATE OF NEXT SCHEDULED MEETING

Members noted the date of the next meeting is 7 FEBRUARY 2017.

There being no further business the Chairman called the meeting to a close at 8.27 pm

Signed.....

Dated.....