**HEREFORD CITY COUNCIL**

**MINUTES OF A MEETING OF THE GOVERNANCE AND PROCEDURES COMMITTEE**

**TUESDAY 16th June 2015**

**Present :** The Right Worshipful the Mayor and Councillors Chappell, Mansell, Kenyon, Tawn, Wilcox and Hall (from 6.10 pm)

**In attendance :** Councillor Sharon Michael (not a member of the Committee) and Steve Kerry, Town Clerk

**GP2015/16.01 ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

It was proposed by Councillor Tawn, seconded by Councillor Wilcox and

**Resolved that Councillor Chappell be elected to serve as Chairman for the municipal year.**

After discussion it was agreed to leave the office of Vice Chairman vacant until after the next Council meeting when it was possible that vacancies on the Committee would be filled.

**GP2015/16.02 APOLOGIES FOR ABSENCE**

It was noted that Councillor Hall had apologised for lateness.

**GP2015/16.03 SUBSTIUTIONS**

None

**GP2015/16.04 DECLARATIONS OF INTEREST**

No declarations were made.

**GP2015/16.05 MINUTES OF LAST MEETING**

The minutes of the meeting of 31st March 2015 were agreed as an accurate record and signed accordingly by the Chairman.

**GP2015/16.06 RISK ASSESSMENT ANNUAL REPORT**

The Town Clerk presented the report which also explains the background to risk assessment and the specific calculation used to evaluate risks. In answer to questions the following points were made.

If we lose a member of staff we will not necessarily automatically seek a like for like replacement as the particular combinations of skills and experience we have among our employees might be hard to replicate. The option of moving duties around to enable remaining staff to progress and filing a redesigned vacancy would always be explored. Action was now being taken to bring the website up to date following the return of a member of staff from maternity leave, while the office normally responsible for this continued on sick leave. The risk associated with allotments would reduce substantially when the sites were on a long lease, and progress on this was due to start again once the Rockfield site flooding issue was resolved which was expected in the late Summer this year.

Finally, it was noted that a proposed service level agreement between the Council and the BID Team regarding their new janitor post may offer a solution to the toilet management risks and would be referred to Community Development Committee for endorsement.

 It was proposed by Councillor Chappell, seconded by the Mayor and

 **Resolved that :**

**Committee accepts the risk management report and the significant areas of risk highlighted together with progress in reducing risk in other areas.**

**Committee recommends that the Community Development Committee reviews the operation of toilets as a matter of some urgency to establish a firm contractual basis for cleaning, replenishment of supplies and release of shut ins.**

**GP2015/16.06 ITEMS FOR FUTURE 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.

**GP2015/16.07 DATE OF NEXT MEETING**

Tuesday 15th September 2015 at 6 pm

**GP2015/16.08 EXCLUSION OF THE PRESS AND PUBLIC**

Pursuant to the Public Bodies (Admission to Meetings) Act 1960 s1(2) it was proposed by Councillor Chappell, seconded by Councillor Kenyon and

**Resolved that the press and public now be excluded as the next item would involve discussion of the personal details of a member of staff.**

**GP2015/16.09 PAYMENT OF ADDITIONAL HOURS**

 It was proposed by Councillor Tawn, seconded by Councillor Mansell and

**Resolved that Committee notes that 13.5 hours of additional pay at plain time rate paid to the officer named in the report in recognition of necessary additional hours worked.**

There being no further business the Chairman closed the meeting at 6.50 pm

Signed ………………………………………..

Date ………………………………………….