**HEREFORD CITY COUNCIL**

**DRAFT MINUTES OF MEETING OF GOVERNANCE AND PROCEDURES COMMITTEE**

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

**TUESDAY 26th SEPTEMBER 2017 at 6pm**

**PRESENT:** The Right Worshipful The Mayor, Cllr Sharon Michael and Cllrs Boulter, Chappell, Hey, Kenyon, Lloyd-Hayes, Nicholls, Stevens, Tawn and Wilcox.

**ATTENDING**: Steve Kerry – Town Clerk, Tracy Morriss – Deputy Town Clerk, Lesley Robinson – Administration, Finance & Information Officer.

The Chairman extended a special welcome to Kieran Coultas and Cian Murgatroyd from The Youth Council who were invited to the meeting to give a presentation under agenda item GP2017/2018.20.

**GP2017/2018.16 APOLOGIES FOR ABSENCE**

There were none.

**GP2017/2018.17 SUBSTITUTIONS**

There were none.

**GP2017/2018.18 DECLARATIONS OF INTEREST**

There were none.

**GP2017/2018.19 MINUTES OF THE LAST MEETING**

Members noted and approved the **Minutes of the Meeting of Governance and Procedures Committee held on the 4th July 2017**, which were accepted as a correct record and duly signed by the Chairman.

**GP2017/2018.20 JUNIOR MAYOR**

Members received a presentation from Hereford City Youth Councillors, Kieran Coultas and Cian Murgatroyd, and a report from the Deputy Town Clerk.

Kieran Coultas introduced himself to members and began the presentation which covered the following points:

* Beneficial that Hereford City Council wants to work very closely with the Youth Council.
* Very pleased to be building leadership in the YC and other participation groups by making some changes to role of Junior Mayor (JM):
* JM nominations to come from youth participation groups and YC.
* Age range – Currently 12 to 18 years – YC felt it more appropriate if age group was between 15 to 18 years – age when experiencing issues such as democracy, representation in government and forming their careers.
* Older JMs would bring their own personality to the role – Help to build role as more than just youth participation.
* Student Council’s involvement for potential JMs.

Kieran handed over to Cian Murgatroyd to cover why the Youth Council chose to be involved in nominations and selection process for future JMs from Youth Participation groups:

* Difficulty with school engagement and learning focus.
* Mayors have nominated charities - JM could help raise status of these.
* Experience of public speaking and constituencies.
* Interviews for JM to be conducted with YC – Important that potential JMs are skilled - Youth Councillor involvement with interviews would up-skill them for future.
* JM person specification – Amended City Council stipulation that young people able to *‘remain standing’* at events for several minutes during speeches, civic ceremonies – Not appropriate for those with disabilities – Changed wording to *‘remain still’*.

Following the presentation, members’ questions and comments covered:

* Had YC considered appointment of JM within the Mayoral election year? Need to avoid any clash – City Council would help clarify.
* JM maximum qualifying age 18 – Cannot be considered after that – Becomes adult at age 18 - Legally eligible for Councillor nomination/election to parish or county councils – Be aware, would cease to be JM if was elected to a council.
* Suggest qualifying age range be changed to 12-17 years?
* Suggest maximum age be reduced to 16, school leaving age? – Echoed by another member – Massive span between 12 and 18 year olds – 12 is too young and 18 too high.
* To stand for election as JM – Nominees must live within 3 miles of Hereford City – YC responded that their members are within City and engaged in local educational institutes, e.g. Hereford College of Technology.
* Pleased age group starts from 12 years.
* What is term of office for JM and YC Chairman? – One year appointment for JM – YC Chairman could roll on for more than one year.
* JM term of office – Like to see it at twelve months or more – Consistency and better relationship if longer term – YC responded that relationship with City Council would carry on after normal term of office.
* If young person enjoying JM role and wanted to extend term, would there be any objections?
* YC thinks one year is enough to give person a chance to learn about Mayoral position and fitting period of time for Participation Groups to have young person in the limelight, represented on a local platform.
* Not democratic of City Council to dictate to YC – Allow YC to consider committee’s suggestions and come to their own decisions – A member echoed this comment – City Council should be supporting YC suggestions.
* Role of JM depends on how much The Mayor wants to involve them in role (not just a ‘dressing up’ role).
* City Council could look for tasks for JM to do - One year is sufficient – Gives everyone else on YC a chance to take up JM role.
* Echoed that twelve-month term is right – If JM was aged 16 and stayed on longer, then gets into the age problem.
* Relationship between JM and Mayor - Would it be better for JM to be inaugurated at same time as Mayor?
* Town Clerk responded - This is administratively too difficult with May being very busy time in civic calendar.
* Also takes limelight away from new JM – Inauguration better to remain as December.
* Very well-presented paper by YC – Got it absolutely right with everything spot on – Fully supports it as is.
* JM age group – YC suggested 12 to 16 years – They already have some 12 year old members – Less so in Participation Groups.

The Chairman asked members if they were happy with the two considerations in the report, i.e. Person Specification and Role Description and if the timetable was acceptable - Nomination papers going out in September, selection interviews in November, Junior Mayor-Making date in December. Members indicated their agreement and Youth Council representatives also agreed that the timeframe was achievable for them.

The Chairman thanked Youth Council representatives for their input and added that they would now take away the committee’s suggestions for further discussion.

The Deputy Town Clerk stated that, to be clear from discussions so far:

* Members to consider changing the age range of Junior Mayor to 12-16 years and the need to move on this if starting it for this year.
* Members were otherwise happy with and noted the considerations in the report.

Cllr Wilcox suggested and members agreed that authority be delegated to the Town Clerk to deal with this after the Youth Council had completed their considerations.

At the end of discussions, Youth Council representatives conveyed that they were very passionate about amendments to process and how positive they were about making a change to the Junior Mayor role to shape it into a position where young people had some power and a voice. They expressed thanks to the City Council for giving them this opportunity and left the meeting.

**GP2017/2018.21 REMEMBRANCE DAY SERVICE AND PARADE 2018**

Members considered the report and considerations from the Deputy Town Clerk who gave a brief overview as follows:

* Report was to make members aware of Remembrance Day Planning Group (RDPG) for 2018 and any costings still awaited.
* Event would be organised slightly differently due to crowds becoming so vast.
* Royal British Legion’s event – Not City Council’s to change but, we do give funding.
* Public unable to see service by war memorial – LED screen installation would provide fantastic opportunity for people to see.
* Screen could be trialled for 2017 – Potential to be used for each year going forward.
* For 2018, RDPG asked for approval to have filming – Waiting for quotes.
* Crowd organisation and dispersal could be improved.

Members were asked for any questions and comments which covered:

* Great idea for LED screen – Extra option for people to see – Fully supportive.
* 2018 event is last opportunity to commemorate 100th anniversary of end of WW1 – Would be many more people in High Town.
* Parade salute at Town Hall steps – Could it be done somewhere else?
* Deputy Town Clerk responded – Logistics mean parade has to salute to the war memorial – Previous complaints: Area too tight, congested with crowds, problems keeping route clear.
* High Town normally filled with military vehicle displays - St Peter’s war memorial is focal point of parade.
* Town Hall is civic centre of City – Very appropriate for salute to be taken from there - Happy for it to remain.
* Salute – Also try to get civic parade through to High Town in time for uniformed parade – Long delay - Would have to wait around.
* Salute to war memorial very important – Takes priority over salute to civic dignitaries.
* Quotes awaited – Barriers for 2018 parade to keep area clear.
* Herefordshire Council’s confirmation needed on when works taking place in High Town and new Cycle Route in St Owen Street.
* If arrangement ‘not broken, don’t fix it’ – Maybe look at Shirehall area for future events?
* Area Entertainments’ equipment - Could be moved to bus shelter in front of Shirehall – Position camera on top of bus shelter to help zoom in and out on speakers – Provide better space, help with wet weather – Standing room for people at front of Shirehall.
* Screen not a good idea – Remember what event is all about – People not too bothered about seeing it on screen – More about being there and listening to what’s happening.
* Some member disagreement – Screen ideal as lots of children present who are too small to see – The public crowd round trying to see, including people with dogs. Parade was in High Town until event became too vast – Difficult for police to manage.
* Request that City Council asks Herefordshire Council if they could conceal scaffolding over Town Hall entrance – Provide a backdrop, drape with flags?
* Copyright issue regarding video filming the public? Filming company should cover that under own agreement and licence.

The Chairman moved to considerations 1 to 4 of the report and members noted and approved these, as follows:

1. **Members note and approve the Remembrance Day planning group’s desire to modify the arrangements for the 2018 parade.**
2. **Members note that should the parade march in to High Town to dismiss in 2018 that there will be an additional charge for barriers and this cost will be reported to this committee for approval once the costings have been received.**
3. **Members note and approve a budget to cover the cost for the installation of an LED Video screen – Members prefer option b) from the report as shown below in bold type:**
4. for the 2018 Remembrance Day Service and Parade.
5. **For the 2017 and 2018 Remembrance Day Service and Parade.**
6. For all future Remembrance Day Service and Parades.
7. **Members note and approve the filming of the 2018 Remembrance Day Service and Parade and this cost will be reported to this committee for approval once the cost has been investigated and a quote received.**

**GP2017/2018.22 MEMBERS ACCESS – OFFICE 365**

Members received the report of the Deputy Town Clerk in consideration of members access to electronic agendas, minutes and reports:

The Deputy Town Clerk (DTC) explained:

* Idea was put forward by Cllr Hey who asked DTC to investigate possibility of members having electronic access to copies of committee papers, following recent upgrade of City Council computer system to Office 365.
* DTC investigated - Is possible to create a ‘Read-Only’ account called ‘Committee’ for members to have remote access to agendas, reports, minutes on the server.
* Training would be given to members.
* Security and confidentiality would need to be followed.
* Members to consider and either approve or not approve creation of an account with associated monthly cost of £3.80.
* Wi-fi access – Already set up in City Council Committee Room - No wi-fi access in Council Chamber for full Council meetings.

Members’ questions and comments covered:

* Why no wi-fi access extended to City Council in Council Chamber? – Only Herefordshire Council have wi-fi access there.
* Could City Council investigate this through IT support, John Finch Computers?
* Too much paper produced which gets shredded – Very wasteful.
* Town Clerk stated that law dates back to the 1972 Act – Legalities surrounding sending out agendas in hard copy form.
* Suggestion to only send out agendas – Could rest be accessed electronically? – Town Clerk: Would be difficult to do it without supporting papers.
* A shame in this modern era City Council do it this way.
* Could City Council elect to have Town Hall as our business address – Keep hard copy agendas here for members to collect? – No postage incurred.
* Town Clerk responded that we are stuck with the law as it stands.
* Inundated with left-over hard copies to be shredded after meetings.
* Benefits of electronic access – No need for staff to shred high volume hard copies left over after meetings – Members could access previous minutes for reference, to check on past decisions, print off copies of agendas as required, etc.
* In favour of having computer area with historical storage/archiving – Would be very useful.
* Electronic access a good idea for small cost of £3.80 per month.
* Why no ‘visitor’ wi-fi in Council Chamber for people to use? – Very complicated due to law and confidentiality plus need for individual codes for signing in.

At the end of discussions, the Chairman thanked Cllr Hey for bringing this suggestion forward to Committee.

Members noted and approved the three considerations in the report with the addition of a fourth consideration, as follows:

1. **Members note the above and approve the creation of a ‘Committee’ account and approve the associated monthly cost.**
2. **Members agree to the provision of a training session to ensure all Members are au-fait with Office 365 and how to access the council and committee documents.**
3. **Members note there is no access to wi-fi in the Council Chamber allowing them electronic access to the account during a council meeting.**
4. **Deputy Town Clerk to investigate the cost of adding wi-fi access in the Council Chamber and report back to Committee.**

**GP2017/2018.23 SOCIETY OF LOCAL COUNCIL CLERKS**

Members considered the report and recommendation of the Town Clerk who gave a brief overview:

* City Council always had two SLCC members – Town Clerk and previously, Finance Officer.
* Extremely useful facility – Staff can get access to qualified advice.
* Other routes, i.e. Freedom of Info requests via Councils, take far too long.
* Deputy Town Clerk, Tracy Morriss, needs to be equipped to do role – Her role has lot of focus on Community Development which is relevant.
* DTC has been carrying out role – Having two qualified members of staff makes good sense – for both normal working and when covering for the Town Clerk.

Members’ questions and comments covered:

* One member is a rep on HALC – Feels SLCC membership very appropriate for Clerks and Town Clerks.
* Huge advantage for City Council to support this recommendation.
* Very well written report, fully supports.
* What is the Cost? Town Clerk responded – Around £200-£300.

The Chairman asked members to vote on the recommendation, all members were in favour and it was unanimously

**RESOLVED:**

**That the Deputy Town Clerk be supported to enrol as a member of SLCC with their subscription met by the City Council as it was for the previous Deputy and is for the Town Clerk.**

**GP2017/2018.24 TWINNING ARRANGEMENTS**

Members considered the report and recommendations of the Town Clerk.

The Town Clerk explained that this item had arisen from a discussion at full Council and there were several options for members to consider and then decide to do:

* City of Hereford twinned with Vierzon (France) and Dillenburg (Germany).
* Twinning is not statutory obligation – City Council could elect to withdraw.
* City Council has no dedicated resource to pursue twinning with Jaworzno.
* Council could define what it wants from twinning – What is emphasis about? e.g. Tourism and culture, youth and sport etc.
* Could give Twinning Association a much clearer brief.
* Cost of twinning is around £3,500.

Members questions and comments covered:

* One member, when previously Mayor, attended all Twinning Association meetings.
* Tried to get copy of ‘Concept of Twinning’ document from Mayor’s parlour.
* Twinning is about developing cultural friendships and having exchange visits for people to understand and learn from each other’s cultures - This aspect seems to be lost.
* Don’t think it’s unfair to say links with Dillenberg and Vierzon been a complete disaster – A member agreed – Seems an accurate comment.
* Often about what the Mayor of the day brings to twinning – Would not want to lose twinning links but needs something positive to come from it.
* Can’t see what advantage there is to Hereford City having Dillenberg link – What else has this achieved for the City?
* It’s our side letting us down – City Council have let Twinning Association run it.
* Mayor of Vierzon desperate for people to get involved from our side.
* Focussed objectives have not happened – City Council needs to drive this.
* Designated person is good idea – Mayor changes every year – Could pass to Deputy Mayor to give two years continuing link.
* Could City Council have video link ups with Vierzon/Dillenburg for events in this age of technology?
* Suggestion to form a sub-committee to help shape twinning going forward.
* City Council Mayor writing to every Headteacher, inviting them to a twinning meeting to explain and share ideas.
* Young people not coming in to Twinning Association – Older presence.
* Twinning Associations to blame - Have not engaged with people of all ages.
* Youth Council (YC) very keen on doing exchange visit to Dillenberg or Vierzon to see what young people are doing there – Could Deputy Town Clerk set up such a trip?
* Dillenberg and Vierzon two separate entities – Invitations to Vierzon come from Mayor to Mayor – Twinning Association run separate trips based on friendships.
* Suggest City Council involve YC in Jaworzno.
* Several letters received from Jacek Andrychiewicz about potential Jaworzno twinning.
* City Council need to drive ourselves forward - Always falls down from our side.
* Suggest inviting Twinning Association in to talk to them directly.
* Good suggestion to have Mayor and Deputy Mayor involved – Working as a team.
* How do finances work for members on twinning visits? – Hereford City Council only pays for the Mayor - Other members would pay for themselves.

The Chairman, Cllr Chappell, proposed that the Town Clerk’s recommendations be put on hold to allow members to form, as suggested, a sub-committee of two or three members, to look at various aspects of twinning including commercial, industrial, educational, arts etc. and to report back at the next Governance & Procedures Committee meeting.

Members discussed possible nominations for the sub-committee and suggested:

* Mayor and Deputy Mayor plus one other member.
* Third member must be involved with twinning trip and must have an interest in twinning for future.
* Include a previous Mayor.

Following discussion, it was proposed and unanimously

**RESOLVED:**

**That a sub-committee be created to look further into twinning and the items raised above. The sub-committee to consist of the Mayor, Deputy Mayor, Cllr Kath Hey and Cllr Paul Stevens.**

**GP2017/2018.25 EXCLUSION OF PRESS AND PUBLIC**

In respect of consideration under the Public Bodies (Access to Meetings) Act 1960 s1 (2) excluding the press and public to enable a confidential matter to be discussed, **there were no members of the press and public present.**

**GP2017/2018.26 CONFIDENTIAL ITEM – SUPPORT FOR THE MAYORALTY**

Members received the report of the Town Clerk and considered the recommendations regarding the future staffing support for the Mayor.

The Chairman reminded members that in line with the legalities, members must not mention names of any individual staff, past or present, and must maintain strict confidentiality on this issue.

The Town Clerk gave a brief overview of his report which covered:

* Town Clerk’s research - Council G had most in common with Hereford City Council.
* Clear from that comparison – Our level of two full time staff is higher – Does not mean it must change – City Council could continue with current staffing level.
* Observation – One office-based person and one person out of office, driving, escorting and attending upon the Mayor – Did not recommend merging these roles into one.
* Go into consultation with all staff – Consultation opens tomorrow, runs for two weeks – Adequate consultation period for small staff group.
* Committee to resolve to meet again to discuss on Tue 31st October.
* There must be no prejudicial statements from Councillors.
* Feasible options as set out in Town Clerk’s report.
* Options under 2.3 or 2.4 – If chosen by members as options, Town Clerk recommended including additional hours for very busy periods – i.e. End of Year Financial Accounts, Mayor-Making etc.
* Issue for members to decide is – Do members wish Town Clerk to open consultation with all staff, consulting on all options per recommendations?
* If members decided after consultation to introduce a restructure, that would have implications.

The Chairman asked members for their questions and comments which covered:

* Implications for Finance & Policy Committee – Chair of Finance had investigated by requesting Mayor’s costs for previous years – Appears team is ‘top heavy’ based on that.

If staff were reduced from two full time to one full time:

* Agreed there needs to be wide consultation.
* Mayor’s Officer travels out of county – Could be element of ‘dead time’ when waiting around – Suggested they take laptop with them and do admin tasks to utilise ‘dead time’ – Member echoed this and asked Town Clerk to consider incorporating this into consultation.
* Focus more locally for Mayor’s engagements - Not too far out of City.
* Mayor’s Officer already multi-tasks when at engagements – Not just sat around!
* Mayor’s driver – Often asked why Mayor has a driver? – Lord Lieutenant, High Sheriff and Chairman of Herefordshire Council drive themselves.
* Mayor’s Officer accompanies Mayor when wearing Chain of Office – for insurance purposes, security etc.
* City Council doesn’t need to spend as much as we used to - Let’s consult on all options.
* Look at combining posts into a job shared, multi-tasking role.
* Consultation is fine and necessary– Of all City Council’s expenses, the Mayoralty has always brought best return.
* Whole concept is motivated by the cost.
* Member recommended that Committee accepts model 3.1 in Town Clerk’s report.
* Consultation will bring about forward movement anyway – There may be some joint movement between posts.
* Mayor’s Scrapbook was produced by previous post holder – Member still waiting for this following past term of office as Mayor.
* May to end June is period post holder would focus on scrapbook when photos and events are fresh.

Following discussions, the Chairman proposed that the Town Clerk opens a staff consultation immediately and, **as an addition to recommendation 5.2,** confirms that following the consultation period, a special meeting would be called for Tuesday 31st October, for members to discuss this issue.

Members were asked to vote on the recommendations 5.1, 5.2 and 5.3. It was proposed, seconded and unanimously

**RESOLVED:**

**5.1 That the Clerk consults directly with the Mayor’s Secretary in the first instance about the options above for a period of at least four weeks and the outcome of that consultation be reported to Committee at a special meeting.**

**5.2 That the Clerk also consults all other staff as a group to obtain their views on the options above within the same timescale and reports back at a special meeting of Governance & Procedures Committee on Tuesday 31st October 2017.**

**5.3 That members do not discuss this matter with staff members until the outcome of the consultation is known and that members who wish to be able to deal with this issue either at Committee or full council refrain from expressing any pre-determined views before the matter is before them on an agenda.**

**GP2017/2018.27 READMISSION OF PRESS AND PUBLIC**

There were no members of the press and public present on the conclusion of the confidential item listed above.

**GP2017/2018.28 ITEMS FOR FUTURE MEETINGS**

* Civic training for Mayors and Deputy Mayors
* Research of organisations before Mayors attend events or receive guests
* Mayoral visits to Dillenburg and Vierzon
* Councillor training

**GP2017/2018.29 DATE OF NEXT MEETING**

6th February 2018

There being no further business, the Chairman closed the meeting at 8.00 pm

Signed ………………………………………………………………….

Dated ……………………………………………………………………