Madam Mayor and Members of the Governance and Procedures Committee; Cllrs Boulter, Chappell, Hey, Lloyd-Hayes, Nicholls, Stevens, Tawn and Wilcox.

You are hereby summoned to attend a special 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 6th February 2018 at 6 pm**

**AGENDA**

**1.APOLOGIES FOR ABSENCE**

To receive apologies for absence

**2. SUBSTITIONS**

To note the appointment of any substitute members

**3. 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.

**4. MINUTES OF PREVIOUS MEETINGS APPENDIX ONE**

 **APPENDIX TWO**

To receive and approve the minutes of the meeting of 26th September 2017 and the Special Meeting of 31st October (non-confidential items)

**5. SUMMARY OF APPRAISAL OUTCOMES APPENDIX THREE**

To receive a report from the Town Clerk on the completion of staff appraisals and any items staff wish to draw to members’ attention.

**6. REVISED DATA PROTECTION REGULATIONS APPENDIX FOUR**

To receive a report from the Town Clerk regarding the work necessary to ensure the Council is compliant with the new regulations by 25th May 2018

**7. BADGE ON THE CIVIC INSIGNIA APPENDIX FIVE**

To receive a report from the Town Clerk and consider the recommendations.

**8. EXCLUSION OF THE PRESS AND PUBLIC**

**To** **resolve to the exclude the press and public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to allow for the consideration of confidential matters.**

**9. MINUTES OF PREVIOUS MEETING (Confidential Matters) APPENDIX SIX**

To receive and approve the minutes of the Special Meeting 31st October regarding confidential matters.

**10. MAYORAL SUPPORT TEAM UPDATE APPENDIX SEVEN**

To receive a report from the Town Clerk regarding a permanent establishment for the Mayor’s Office following the changes approved in October 2017 and a period of temporary working.

**11. STAFF LEAVE APPENDIX EIGHT**

To receive a report from the Town Clerk regarding the accumulation of leave by a member of staff.

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

At the conclusion of the confidential business to resolve to readmit the press and public.

**13. ITEMS FOR FUTURE MEETINGS**

Election of Chairman and Vice Chairman

Risk Analysis Annual Report

**14. DATE OF NEXT MEETING**

3rd July 2018 at 6 pm