**HEREFORD CITY COUNCIL**

**GOVERNANCE AND PROCEDURES COMMITTEE**

**MINUTES OF MEETING 6TH February 2018**

**Present:** The Right Worshipful the Mayor and Councillors Boulter, Chappell, Hey, Lloyd-Hayes, Stevens, Tawn and Wilcox

**In Attendance:** Steve Kerry, Town Clerk; Tracy Morriss, Deputy Clerk; Lesley Robinson, Administration, Finance and Information Officer

**GP2017/18.37 APOLOGIES FOR ABSENCE**

None

**GP2017/18.38 SUBSTITUTIONS**

None

**GP2017/18.39 DECLARATIONS OF INTEREST**

None

**GP2017/18.40 MINUTES OF LAST MEETING**

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

**Resolved that the minutes of the ordinary meeting of 26th September 2017 and the 31st October 2017 special meeting (non-confidential items) be agreed as an accurate record.**

**GP2017/18.41 SUMMARY OF APPRAISAL OUTCOMES**

The Clerk reported that appraisals had been completed for all staff who had achieved a year’s service. This had been an extremely positive experience. Despite unexpected upheavals in the Mayor’s Support Team staff had responded well and the new starts in that area had proved to be excellent. One issue that had been highlighted was the slow pace of training the part-time staff to provide cross cover which was a result of there being little overlap between their working times and a very limited supply of financial processing tasks that could be separated from normal work for training. This could be resolved by bespoke training sessions using dummy accounts. Advice and costs would be sort form DCK to progress this.

It was noted that a number of items of member training could be usefully added, especially after the outcome of the Bobblestock vacancy was known for an improved members induction process.

A discussion took place regarding the Town Clerk’s appraisal which is carried out by two out of three – the Mayor, The Chairman of this Committee and the Vice Chairman of this Committee. This year the Mayor and Chairman had carried out the appraisal with external HR support which would be continued. Members holding these positions would be offered appraisal training so they are able to participate fully.

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

**Resolved**

**That the Committee notes the completion of the appraisal process for all staff who have been in post for a year.**

**That the Committee agrees to focussed training on financial systems being included as a key activity within the ongoing development of staff.**

**GP2017/18.42 REVISED DATA PROTECTION REGULATIONS**

The Clerk introduced his report, highlighting the need for the Council to have made sufficient progress towards compliance with the new regulations by 25th May 2018. This date meant that key tasks would have to be performed at the same time as preparing for the Annual Parish meeting with awards, the Annual Council meeting (Mayor-Making) and the end of the financial year. It was possible that the work could be contained within the hours available from existing staff but this was going to be difficult. A number of commercial providers were offering service and HALC was working with consultants to put together a bespoke offer. The top price suggested so far in the private sector was around £2,000, hence the figure mentioned in the recommendation. If HALC get a good offer this could be considerably reduced.

It was clarified that Herefordshire Council members who already have an ICO number could use that and amend their registration details to register as parish councillors using data etc in that role. It was up to each member to ensure their registration was complete. If parish councillors have to pay a registration fee this would be an expense of holding office and could be claimed from the City Council.

It was identified that this issue also generates a training need and it was agreed to try and set aside a Saturday after the Bobblestock election, if there is one, to address a number of issues.

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

**Resolved**

**That the Clerk be authorised to seek external support to ensure the Council is compliant with the General Data Protection Regulations, meeting the implementation deadline of 24th May 2018, at a cost of up to £2,000.**

**GP2017/18.43 BADGE ON THE CIIVIC INSIGNIA**

The Clerk presented his report, highlighting the fact that the badge did not accurately represent the City’s crest missing out the important detail of the helm. The badge needed repairs in any case as the enamel was wearing out, so if members agreed this would be the opportune time to correct the inaccuracy and have a renewed badge on the chain.

Members noted that it was important the badge accurately replicated the City’s crest and that the helm is an important part of our armorial heritage, only the City of London has a similar bearing on its crest. There was some discussion of the correct use of the chain and badge, and wider issues of Mayoral conduct in the past.

It was noted that one company had offered a price and they had done most of the Council’s work on the chain and badge etc for some time. It would be useful to get alternative quotes to ensure prices were not creeping up, and members suggested a couple of companies that we might approach for quotes.

 It was proposed by Councillor Lloyd-Hayes, seconded by Councillor Wilcox and

**Resolved that the Clerk be authorised to seek quotes and commission repairs to the badge including the addition of the helm up to a cost of £4 ,380-00**

**GP2017/18.44 EXCLUSION OF THE PRESS AND PUBLIC**

In order to allow for confidential matters to be discussed it was proposed by Councillor Tawn, seconded by Councillor Chappell and

**Resolved that the press and public be excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2)**

**GP207/18.45 MINUTES OF MEETING**

Councillor Chappell proposed, Councillor Tawn seconded and it was

**Resolved that the minutes of the confidential section of the meeting of 31st October were agreed as an accurate record.**

The items on Mayoral Support Team Update and Staff Leave were discussed in confidential session and recorded in separate minutes.

**GP2017/18.46 READMISSION OF THE PRESS AND PUBLIC**

On the conclusion of confidential business it was proposed by Councillor Chappell, seconded by Councillor Lloyd-Hayes and

 **Resolved that the press and public be readmitted**

**GP2017/18.47 ITEMS FOR FUTURE MEETINGS**

Election of Chairman and Vice Chairman

 Risk analysis

Training day – before the next meeting and another meeting to be called to discuss this.

**GP2017/18.48 DATE OF NEXT MEETING**

 An additional meeting would be called in April or May to discuss the training day.

The next scheduled meeting that would include the election of the Chairman and Vice Chairman would be 3rd July 2018 at 6 pm.

The meeting closed at 7.29 pm

Signed ………………………………………………………………………………………….

Dated …………………………………………………………………………………………..