**Appendix 5a**

**HEREFORD CITY COUNCIL**

**MINUTES OF THE GOVERNANCE AND PROCEDURES COMMITTEE**

**TUESDAY 27 OCTOBER 2015**

**PRESENT:** Cllrs Chappell (Chairman), Michael (Vice Chairman), Bushkes, Edwards, Hall, Kenyon, Mansell, Nicholls and Tawn.

**GP2015/2016.22 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllrs Boulter and Wilcox.

**GP2015/2016.23 SUBSTITUTIONS**

Members noted appointments of substitute members as follows: Cllr Bushkes for Cllr Boulter. Cllr Edwards for Cllr Wilcox.

**GP2015/2016.24 DECLARATIONS OF INTEREST**

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

**GP2015/2016.25 STAFFING ARRANGEMENTS TO COVER SICKNESS ABSENCE AND MATERNITY LEAVE**

Members considered the report and recommendations from the Town Clerk.

The Town Clerk gave a brief over view of his report.

Members felt it would be cheaper to employ someone directly than through an agency such as Hoople.

Cllr Kenyon was supportive of the Town Clerk’s proposals but had concerns about the juggling of staff and their work loads. This needs to be dealt with sensitively.

Members considered whether an agency would be a cheaper option as the City Council would not then be liable for paying tax and NI. The Town Clerk informed Members that the agency costs would be higher.

Cllr Edwards asked for the Town Clerk to contact Herefordshire Council as there may be an employee there who is leaving their post who would be more than suitable for consideration to fulfill this post.

It was proposed and agreed that 3.2 be amended to read:

That the Council engages the services of the Hoople agency, if necessary, to source and a suitable member of staff unless on costs prove prohibitive, after seeking a direct recruitment through contact with Herefordshire Council’s redeployment team.

Cllr Chappell proposed, seconded by Cllr Tawn and unanimously

**RESOLVED:**

**That the Clerk be authorised to employ an additional temporary member of staff initially for 25 hours a week, including evening working at committees, to provide administrative support as outlined above.**

**That the Council engages the services of the Hoople agency, if necessary, to source and a suitable member of staff unless on costs prove prohibitive, after seeking a direct recruitment through contact with Herefordshire Council’s redeployment team.**

**.**

**That the tasks allocated to the temporary member of staff will be kept under review and where it is appropriate to do so the Clerk will discuss any variation with them, and the agency if relevant, to enable best use to be made of their time, especially if the long term sickness absentee makes a phased return.**

**That should additional hours be necessary this will be dealt with under the existing procedure for verification and notification to members**.

**GP2015/2016.26 EXCLUSION OF PRESS AND PUBLIC**

Cllr Kenyon proposed, seconded by Cllr Chappell and unanimously

**RESOLVED:**

**To exclude 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.**

**GP2015/2016.27 MINUTES OF LAST MEETING**

Cllr Tawn proposed, seconded by Cllr Mansell and unanimously

**RESOLVED:**

**The CONFIDENTIAL minutes of the meeting of the Governance and Procedures Committee held on the 15th September 2015 were a true and accurate account of the meeting and be duly initialled, signed and dated by the Chairman.**

**GP2015/2016.28 RESOLUTION OF LONG TERM SICKNESS**

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

The chairman gave members some background information in to the report circulated with the agenda and an additional report tabled at the meeting which included information which had since come about following the dissemination of the agenda.

Much discussion, questions and clarification continued.

Cllr Edwards proposed that the City Council does nothing and to reconsider the situation after the employee has been on sick leave for a period of one year. (In January 2016)

Cllr Tawn seconded Cllr Edwards proposal and it was put to the vote.

7 Members voted in favour 1 Member voted against.

**RESOLVED:**

**The City Council deals with this solely as a long term sickness issue and will reconsider the situation after the employee has been on sick leave for a period of one year. (In January 2016)**

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

**GP2015/2016.29 ITEMS FOR FUTURE AGENDAS**

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

* 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.
* The above to also include staffing resources moving forward.
* What is needed to make this Council exceptional.
* Further report on item 7 for the next meeting on the 9 February 2016

**GP2015/2016.30 DATE OF NEXT SCHEDULED MEETING**

Members noted the date of the next meeting is Tuesday 9 February 2016

There being no further business the Chairman called the meeting to a close at 6.58 pm

Signed……………………………………………………………………………………………………………

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