HEREFORD CITY COUNCIL

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

**TUESDAY 31 MARCH 2015**

**GP2014/15.49 PRESENT:** Cllr Chappell Chairman and Cllrs Chave, Kenyon, Michael, Nicholls, Preece and Wilcox.

 **IN ATTENDANCE**: The Finance Officer and Civic and Community Development Officer

The chairman welcomed The Honorary Recorder for the City of Hereford, His Honour Judge Toby Hooper and Mrs Anna Hooper. He also thanked the Finance Officer for standing in for the Town Clerk.

**GP2014/15.50 APOLOGIES FOR ABSENCE**

 Apologies for absence were received from Cllr Tawn and Toon

**GP2014/15.51 APPOINTMENT OF SUBSTITUTES**

 There were no appointments of substitutes.

**GP2014/15.52 DECLARATIONS OF INTEREST**

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

**GP2014/15.53 MINUTES OF PREVIOUS MEETING**

Membersreceived the minutes of the meeting of 3 February 2015.

Cllr Kenyon proposed, seconded by Cllr Nicholls and unanimously

**RESOLVED:**

**The minutes of the meeting of the Governance and Procedures Committee held on the 3 February 2015 are a true and accurate account of the meeting and be duly initialled, signed and dated by the Chairman.**

**GP2014/15.54 APPOINTMENT OF HONORARY RECORDER**

Members received and considered the report and recommendations from the Town Clerk

The Chairman gave an introduction to the item and asked His Honour Judge Toby Hooper to say a few words.

His Honour informed Members there were two back ground points to the role which are:

* To promote general discussion about the city.
* To attend the Cities civic ceremonial events.

His Honour referred to the Town Clerk’s report and thanked the Town Clerk for an excellent report. His Honour confirmed that Hereford City Council has power under section 54 to appoint a Honorary Recorder. He explained that having an office of Honorary Recorder is a useful marker of the position of the City; An office that would be sensible to continue.

 In relation to who the person should be to fulfil the role he felt was best placed for the Lord Chief Justice to consider a nomination for the City Council to appoint; it may not necessarily be the most senior person or someone with a direct connection to the City.

In years previous the Judge Toby Hooper’s appointment the Honorary Recorder had always been a part time judge – Lord Carlisle proposed Judge Hooper on the grounds he was a sitting judge and someone who could commit to the City and frequently sits in the City of Hereford.

Judge Hooper proposed to Members Hereford City Council continues with the office and he writes to the Lord Chief Justice for his recommendations.

The Chairman thanked Judge Hooper for his time and dedication to the City and the Council as Honorary Recorder for the City of Hereford.

Cllr Wilcox fully endorsed Cllr Chappell’s words echoing the vote of thanks to Judge Hooper for the work he has done not just within his civic role but also in supporting the City through his work.

Cllr Chappell proposed to go forward with Judge Hooper’s recommendations and asked for some bio graphical information to be provided on the prospective candidates. Cllr Chave seconded the proposal and it was unanimously

**RESOLVED:**

**That the Committee thanks His Honour Judge Toby Hooper QC for his conscientious performance of the duties of Honorary Recorder since 2009.**

**That the Committee resolves to seek a new Honorary Recorder upon Judge Hooper’s retirement and welcomes his advice as to the best process for approaching possible appointees.**

**That when a suitable person has been identified to take a further confidential report which in due course will be referred to full Council for approval.**

**GP2014/15.55 EXCLUSION OF PRESS AND PUBLIC**

Cllr Chappell proposed, seconded by Cllr Michael and unanimously

**RESOLVED:**

**To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 section 1(2) as the next four items of business involve the disclosure of a potential personal award to an identifiable person.**

**GP2014/15.56 MAYOR’S COMMENDATION**

Members received and considered the confidential updated report from the Town Clerk.

Cllr Chave proposed the recommendations contained within the report.

Cllr Kenyon asked if there had been a written report to clarify the situation and it was confirmed that there had been

Cllr Wilcox seconded Cllr Chave’s proposal

Cllr Kenyon proposed that in relation to 3.2 the Finance Officer proceeds with the enquiry whilst the Town Clerk is on annual leave. This was seconded by Cllr Chave.

It was unanimously

**RESOLVED:**

**To recommend to Council 3.1 and 3.2**

**GP2014/15.57 MAYOR’S COMMENDATION PROPOSAL**

Members received and considered the confidential report and recommendations from the Town Clerk.

Cllr Nicholls spoke in relation to this recommendation.

Cllr Kenyon informed Members that he struggled to support this nomination as he could not see how this one person stood out from what is being delivered by many volunteers across the City.

Many Members echoed the views of Cllr Kenyon.

The discussion continued.

Cllr Kenyon proposed sending a letter of thanks from the Mayor and an invitation join the Mayor in the parlour for tea to personally thank the person concerned. Cllr Michael seconded the proposal and it was unanimously

**RESOLVED:**

**To send a letter of thanks from the Mayor and an invitation join the Mayor in the parlour for tea to personally thank the person concerned**

**GP2014/15.58 MAYOR’S COMMENDATION PROPOSAL**

 Members received and considered the confidential report and recommendations from the Town Clerk.

 Cllr Chappell put forward his views in relation to this nomination and suggested the same acknowledgment is given as in the above item. This was seconded by Cllr Kenyon and unanimously

 **RESOLVED:**

 **To send a letter of thanks from the Mayor and an invitation join the Mayor in the parlour for tea to personally thank the person concerned**

**GP2014/15.59 MAYOR’S COMMENDATION PROPOSAL**

Members received and considered the confidential report and recommendations from the Town Clerk.

Cllr Chappell gave a brief overview of this nomination.

Cllr Wilcox also spoke in favour of the nomination and proposed to recommend to Council a Mayor’s Commendation. The named person has delivered a large and complex project in support of the City and spent a huge amount of their time to take this project forward which has resulted in many positive outcomes to date.

Many of the Members echoed the views of Cllr Wilcox in support of the named person and the achievements, time and work they have put in to the project.

Members recognised the excellent publicity this would also have for the City of Hereford.

It was unanimously

**RESOLVED;**

**To recommend to Council 3.1 of the Town Clerk’s report.**

 At the conclusion of the above two items the press and public are invited to re-enter the room.

**GP2014/15.60 ITEMS FOR FUTURE MEETINGS**

Cllr Kenyon raised his concerns over the high level of sickness and length of sickness in relation to members of staff. Cllr Chappell advised that these matters were dealt with confidentially through the staff sickness procedure and there was no item for committee at this time.

**GP2014/15.61 DATE OF NEXT MEETING –**

Members noted the date of the next meeting is16 JUNE 2015

Cllr Chappell thanked the Members of the Committee for their dedication and support during the last four years.

Cllr Chappell also thanked the Civic and Community Development Officer for her time, ensuring Members were always kept members informed and for her work executing the timely and efficiently delivered agendas, supporting papers and minutes.

There being no further business the Chairman called the meeting to a close at 18.43 pm

Signed..............................................................................................................................

 Dated.................................................................................................................................