**HEREFORD CITY COUNCIL**

**MINUTES OF THE GOVERNANCE AND PROCEDURES COMMITTEE**

**TUESDAY 9th February 2016**

**PRESENT:** Cllrs Chappell (Chairman), Boulter, Hall, Kenyon, Lloyd-Hayes, Mansell, Michael, Nicholls, Tawn and Wilcox.

**GP2015/2016.31 APOLOGIES FOR ABSENCE**

Cllr Boulter

**GP2015/2016.32 SUBSTITUTIONS**

Members noted appointments of substitute members as follows:

 Cllr Lloyd-Hayes for Cllr Boulter.

**GP2015/2016.33 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.

**GP2015/2016.34 MINUTES OF THE LAST MEETING**

Members received the CONFIDENTIAL minutes of the meeting of the Governance and Procedures Committee held on the

27 October 2015 and was

Proposed by Cllr Kenyon and seconded by Cllr Nicholls and unanimously

**RESOLVED:**

**The minutes of the meeting of 27 October 2015 were agreed as an accurate record and were initialled, signed and dated accordingly by the Chairman.**

The Chairman asked Members if they would be happy to receive item 7 on the agenda at this point in the meeting. Members agreed they are happy.

**GP2015/2016.35 HEREFORDSHIRE COUNCIL’s COMMUNITY CHAMPIONS**

 **AWARDS**

The Town Clerk gave a brief oral report on the above new Herefordshire Council awards and a request from the Chairman of Herefordshire Council for staffing assistance in March to assist with the delivery of the awards. It was explained that this was a very busy time for City Council staff with the delivery of various City Council events and the closing of accounts.

Cllr Wilcox explained to members that he would be delivering a special award in memory of Liz Conners, the Community Champion from Cargill and impressed upon the committee how all the other Town Mayors were supporting him in the awards.

Cllr Nicholls reported that in March, Eleanor may be more able to give some time to support the Chairman’s awards but it would be dependent on the staffing pressures at the time.

The following points were discussed:

* Issues with residents differentiating between the City Council and Herefordshire Council and advertising a County Council event on the City Council website would add to that confusion.
* Whether Cllr Wilcox is using Herefordshire Council staff to deliver the Herefordshire Council awards.
* No problem in principle with helping the Cllr Wilcox in promoting the Herefordshire awards but raised concerns about time involved.
* Some assistance may be feasible around the last two weeks of March but it would be dependent on current pressures on staff.
* Concerns about Herefordshire Council requesting Hereford City Council Officer support at a time when there are already pressures on the staff with an officer off on long term sick and another on maternity leave.

Cllr Wilcox pressed upon Members the name on the awards, that the awards are supported by Cargill, that these awards are for the community and that many of the City Councillors are twin hatted and should be supporting Herefordshire Council’s awards.

Cllr Nicholls suggested the City Council agree to allow a set amount of hours that is achievable and no more.

Cllr Tawn proposed that Hereford City Council make a member of staff available if they have the time at the Town Clerk’s discretion. This was seconded by Cllr Michael and unanimously

**RESOLVED:**

**That a member of staff be made available to assist with Herefordshire Council’s Community Champions Awards at the Town Clerk’s discretion subject to the exigencies of the service.**

**GP2015/2016.36 FUTURE STAFFING PRESSURES**

 The committee received the Town Clerk’s report.

The Town Clerk gave a brief overview of his report informing Members that in light of the City Council taking on devolution of services it will be inevitably workloads will increase.

The report covered the following points:

* Public Toilets
* Parks and footpaths
* Administration and support
* Tourist Information Centre

It is likely that The City Council will be looking at the devolution of the City’s Parks which some “Friends” groups may also take on with some support from the City Council.

A potential Tourist Information Centre will be dependent upon volunteers although there may be a need for Manager to co-ordinate the ITC activities.

The Committee noted the report and awaits further reports on staffing implications of service devolution as more information becomes available, such reports to be the subject of detailed consultation with staff before conclusions are made.

**GP2015/2016.37 COMMEMORATION FOR JUNIOR MAYORS**

The Town Clerk informed Members that he had no more to say in addition to his report as laid before Members.

Cllr Tawn asked that Mr Piears is thanked for his offer and proposed not support a board listing the past Junior Mayors.

Cllr Wilcox proposed a book be used as per the Freemen of the City to record and commemorate those young people that have held the post of Junior Mayor.

Members echoed this suggestion.

Cllr Michael suggested each past Junior Mayor would have a page in the book which could include a photo and a short piece of text and seconded Cllr Wilcox’s proposal

Cllr Chappell asked that the Freeman’s book is brought up to date.

Cllr Wilcox’s proposal was put to the vote and it was unanimously

**RESOLVED:**

**A book of past Junior Mayors similar to that of the Freemen of the City to record and commemorate those young people that have held the post of Junior Mayor.**

**The Town Clerk to write to Mr Piears thanking him for his kind offer and informing him of the committee’s decision without recourse to him to make a contribution.**

**GP2015/2016.38 SICKNESS LEVELS AMONG STAFF OVER THE LAST THREE YEARS AND OPERATION OF PROCEDURES FOR THE MANAGEMENT OF LONGER TERM SICKNESS**

 The Committee received a report from the Town Clerk together with the Sickness Absence Management Policy.

 Discussions covered the following:

* Conflicting issues when dealing with long term sickness alongside a dispute and how these two issues need to be dealt with separately.
* Termination of employment when someone has been off sick for a long period of time.
* When the sickness policy was last produced/updated.
* Statutory sick pay

 Cllr Michael proposed the Sickness Absence Management policy is reviewed and updated and brought back to a future meeting of the committee for approval. This was seconded by Cllr Lloyd-Hayes and unanimously

**RESOLVED:**

 **The Sickness Absence Management policy is reviewed and updated and brought back to a future meeting of the committee for approval.**

**GP2015/2016.39 EXCLUSION OF PRESS AND PUBLIC**

It was proposed, seconded and

**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.**

**GP2015/2016.40 MINUTES OF LAST MEETING**

Members received and confirmed the CONFIDENTIAL minutes of the meeting of the Governance and Procedures Committee held on the 27 OCTOBER 2016.

It was proposed by Cllr Michael, seconded by Cllr Lloyd-Hayes and unanimously

**RESOLVED:**

**The confidential minutes of the meeting of 27 October 2015 were agreed as an accurate record and were initialled, signed and dated accordingly by the Chairman.**

**GP2015/2016.41 ARRANGEMENTS FOR CLEANING THE MAYOR’S PARLOUR**

The Town Clerk gave a brief overview of his report as circulated with the agenda.

 Discussion covered the following points:

* Cost effectiveness
* Trust
* Hours
* Cleaning of the silver plate
* Ability

Cllr Lloyd-Hayes proposed the Town Clerk’s recommendations as laid out in his report. This was seconded by Cllr Michael and unanimously

 **RESOLVED:**

 **That the hours of the office cleaner be increased from 10 hours per week to 15 hours a week as soon as practicable to allow for one person to undertake all routine cleaning within the Parlour.**

RE-ADMISSION OF THE PRESS AND PUBLIC

**GP2015/2016.42 ITEMS FOR FUTURE AGENDAS**

* + - * Review of Sickness Policy
			* Staffing as devolution of services moves forward.

**GP2015/2016.44 DATE OF NEXT SCHEDULED MEETING**

Members noted the date of the next meeting is

Tuesday 28th June 2016

There being no further business the Chairman called the meeting to a close at 7.15 pm

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

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