**HEREFORD CITY COUNCIL**

**MINUTES OF THE GOVERNANCE AND PROCEDURES COMMITTEE**

**TUESDAY 15 SEPTEMBER 2015**

**PRESENT:** Councillors Chappell (Chairman), Boulter, Kenyon, Michael, Nicholls, Tawn and Wilcox.

**GP2015/16.10 ELECTION OF VICE CHAIRMAN**

Cllr Chappell proposed Cllr Michael to serve as Vice Chairman for the Governance and Procedures Committee for the municipal year. This was seconded by Cllr Tawn and unanimously

**RESOLVED:**

**Cllr Michael is elected Vice Chairman of the Governance and Procedures Committee for the municipal year.**

**GP2015/16.11 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllr Hall and Cllr Mansell.

**GP2015/16.12 SUBSTITUTIONS**

There were no appointments of substitute members.

**GP2015/16.13 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 received.

**GP2015/16.14 MINUTES OF LAST MEETING**

Members received and the minutes of the meeting of the Governance and Procedures Committee held on the 16 June 2015.

Cllr Wilcox proposed the minutes seconded by Cllr Nicholls and unanimously

**RESOLVED:**

**The minutes of the meeting of 16 June 2015 were agreed as an accurate record and were initialed, signed and dated accordingly by the Chairman.**

**GP2015/16.15 PRESS RELEASES**

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

The Town Clerk gave a brief over view of his report highlighting the point that this is not a new policy but to re-affirm the policy already standing and asked that members re-affirm this policy.

Cllr Tawn asked that 4.2 is amended to include ‘that the Town Clerk would inform the Mayor or Chairman of the Governance and Procedures Committee at the soonest possible opportunity’.

Cllr Wilcox asked that the Town Clerk confirms that even the Mayor cannot issue a press release on behalf of the City Council it can only be done via an officer of the City Council.

Cllr Tawn proposed the paper with the amendment to 4.2. This was seconded by Cllr Wilcox and unanimously

**RESOLVED:**

**That the Governance and Procedures Committee reaffirms the policy on press releases with the amendment to 4.2 as stated above.**

**GP2015/16.16 STANDING ORDERS RELATING TO ITEMS DISCUSSED BY COMMITTEE**

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

The Town Clerk gave a brief over view of his report and his recommendations. He also covered the pros and cons of the proposals within the report.

The Town Clerk said if members are happy with the proposal he will take legal advice from his fellow Clerks and NALC for the best wording to make changes to the Standing Orders and he would bring that wording back to the committee at its next meeting for agreement and adoption.

Cllr Kenyon suggested a method used by the fire service.

Cllr Tawn informed Members that the planning committee is a consultative committee and so needs to be excluded from this amendment to the Standing Orders.

Cllr Tawn proposed 3.1 of the Town Clerk’s report.

Cllr Kenyon highlighted the fact that the Community Development Committee having eleven Members out of 18 that is a majority of councillors resolving decisions so does this really ruling really need to apply to this committee as it could cause complications.

The Town Clerk informed Members that he hoped that members will behave reasonably and sensibly and that this will not be the situation.

Discussions continued and covered the following:

* If it was possible for tis proposal to be trialled first before it is agreed as part of the standing orders.
* If a decision has been made by committee which is proving to be costing the City a lot of money, how can that be brought back quicker to committee than waiting the six month period without suspending the standing orders and rescinding a decision.
* Cllr Wilcox clarified his reason behind asking for his proposal to become part of the Standing Orders.

 Cllr Michael seconded Cllr Tawn’s proposal and it was unanimously

 **RESOLVED:**

 **Members agree in principle, the Clerk will draft a suitable change to standing orders to be proposed at the next meeting of council and then to stand adjourned for debate at the following meeting.**

**GP2015/16.17 EXCLUSION OF PRESS AND PUBLIC**

Cllr Chappell proposed, seconded by Cllr Michael and unanimously

**RESOLVED:**

**Excluding 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.**

**GP2015/16.18 RECOGNITION OF THE SERVICE OF JUDGE TOBY HOOPER QC AS HONORARY RECORDER FOR THE CITY OF HEREFORD**

**RESOLVED:**

**To recognise the Honorary Recorder for the City of Hereford for all he has contributed to the City of Hereford.**

**GP2015/16.19 LONG TERM ABSENCE OF A MEMBER OF STAFF**

The Town Clerk read out a confidential statement which had been approved by the City Councils HR consultant.

Members of the committee confirmed they are happy with the procedures going forward.

 **Re-admission of the Press and Public following the conclusion of the above item.**

**GP2015/16.20 ITEMS FOR FUTURE AGENDAS**

Items identified at previous meetings:

* A paper on a possible merger with Finance and Policy to be considered after about six months of the operation of the committee.
* 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.

**GP2015/16.21 DATE OF NEXT SCHEDULED MEETING**

Members noted the date of the next meeting is 9 FEBRUARY 2016

There being no further business the chairman called the meeting closed at 19.22 pm

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

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