

Madam Mayor and Members of the Governance and Procedures Committee; Cllr Chappell, Hey, Lloyd-Hayes, Michael, Stevens, Tawn and Wilcox (two vacancies).

You are hereby summoned to attend a meeting of the Committee as set out below and at which the matters for discussion are on this agenda.

Steve Kerry

Town Clerk

*At the start of the meeting the Chair will remind all present of the fire evacuation procedure.*

## **HEREFORD CITY COUNCIL**

### **GOVERNANCE AND PROCEDURES COMMITTEE**

**The Hereford City Council Committee Room, Town Hall, Hereford**

**Tuesday 30th April 2019 at 6 pm**

### **AGENDA**

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2. SUBSTITUTIONS**

To note the appointment of any substitute members.

**3. DECLARATIONS OF INTEREST**

To receive declarations of interest under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

**4. MINUTES OF PREVIOUS MEETINGS**

**APPENDIX ONE**

To receive and approve the **Minutes of the meeting of 26<sup>th</sup> March 2019.**

**5. FLEXIBLE WORKING AND TIME OFF IN LIEU**

**APPENDIX TWO & THREE**

To consider a report from the Town Clerk regarding the Flexible Working and Time Off In Lieu Policy.

**6. FREQUENCY OF MEETINGS**

**APPENDIX FOUR**

To consider a report from the Town Clerk regarding the frequency of Council meetings.

**7. BUSINESS PLANNING**

**APPENDIX FIVE**

To consider a report from the Town Clerk regarding the process in which to create a Business Plan.

**8. STAFF CONTRACTS, JOB DESCRIPTIONS AND CONDITIONS OF SERVICE**

To receive an oral report from the Chair on any matter requiring the attention of the Committee.

**9. STAFF AND MEMBER RELATIONS**

**APPENDIX SIX**

To consider a report from the Town Clerk regarding the attached report.

**10. ITEMS FOR FUTURE MEETINGS**

To identify matters to be discussed at future meetings.

Youth Council (council and member liaison, staff support, co-option)

Relationship with HALC/NALC

Training for staff and councillors

**11. DATE OF NEXT MEETING**

Tuesday 11<sup>th</sup> June 2019 at 6 pm.