

Madam Mayor and Members of the Governance and Procedures Committee; Cllrs Bushkes, Chappell, Hey, Kenyon, Lloyd-Hayes, Michael, Stevens, Tawn and Wilcox.

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 CHAIRMAN 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 21st August 2018 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

To receive and approve the Minutes of the meeting of 3rd July 2018

APPENDIX ONE

5. VC FOR CIVIC MUSEUM – INSURANCE COSTS

To receive an oral report from the Town Clerk on the results of enquiries to insurance companies regarding one off cover for the exhibit.

6. HEALTH AND SAFETY AND RELATED POLICIES

To receive a report from the Town Clerk and review the existing policies and detailed procedures relating to health, safety and welfare at work including sickness absence management and lone working.

APPENDIX TWO

7. STAFF MANAGEMENT POLICIES

APPENDIX THREE

To receive a report from the Town Clerk and review the existing policies relating to disciplinary, grievance, bullying and harassment issues.

8. EXCLUSION OF THE PRESS AND PUBLIC

To exclude the press and public from the meeting to enable a confidential staffing matter to be discussed.

9. COVERING MATERNITY LEAVE

APPENDIX FOUR

To consider a confidential report from the Town Clerk concerning a member of staff who will be taking maternity leave and the appropriate cover arrangements to apply during that leave.

10. READMISSION OF THE PRESS AND PUBLIC

To readmit the press and public at the conclusion of confidential business.

11. ITEMS FOR FUTURE MEETINGS

- Social media and website policies (next meeting)
- Receiving consultation responses from staff regarding staff management procedures (next meeting)
- Appraisal feedback and collated report (November meeting)

12. DATE OF NEXT MEETING

25th September 2018 at 6 pm