

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 25th September 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

APPENDIX ONE

To receive and approve the Minutes of the meeting of 21st August 2018.

5. HEALTH AND SAFETY AND RELATED POLICIES

APPENDIX TWO

To receive the results of staff consultations as reported by the Town Clerk and determine the policies and detailed procedures relating to health, safety and welfare at work including sickness absence management and lone working.

6. STAFF MANAGEMENT POLICIES

APPENDIX THREE

To receive the results of staff consultation as reported by the Town Clerk and determine the policies relating to disciplinary, grievance, bullying and harassment issues.

7. POLICY REVIEWS

APPENDIX FOUR

To receive the report of the Town Clerk and agree a programme for triennial reviews of policies within the remit of the Committee.

8. CIVIC RELATIONSHIP WITH NMiTE

To consider whether to add the Vice Chancellor of the new university to the list of invitees to civic events.

9. ITEMS FOR FUTURE MEETINGS

- Social media policy (next meeting)
- Appraisal feedback and collated report (18th December meeting)

10. DATE OF NEXT MEETING

Tuesday 30th October 2018 at 6 pm