

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 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 October 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 25th September 2018.**

5. BUSINESS CONTINUITY AND DISASTER RECOVERY

APPENDIX TWO

To receive the report and consider the recommendations of the Town Clerk.

6. PAY AWARD

APPENDIX THREE

To receive the report and recommendation of the Town Clerk in respect of the 2018 pay award within the NJC pay scales.

7. RISK MANAGEMENT POLICY

APPENDIX FOUR

To receive the report and recommendations of the Town Clerk in consideration of the adoption of a single corporate policy for approval and referral to full Council.

8. SOCIAL MEDIA POLICY

APPENDIX FIVE

To receive and consider the draft policy of the Town Clerk for approval and referral to full Council.

9. WHISTLE BLOWING POLICY AND PROCEDURE

APPENDIX SIX

To receive and consider the policy and procedure of the Town Clerk for approval and further review by Committee after three months (following any proposals or suggestions from staff, trades unions or other members of Council).

9. ITEMS FOR FUTURE MEETINGS

- Appraisal feedback and collated report (18th December meeting)

10. DATE OF NEXT MEETING

Tuesday 18th December 2018 at 6 pm