

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

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 27th November 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 30<sup>th</sup> October 2018.**
- 5. INFORMATION AND DATA PROTECTION POLICY** **APPENDIX TWO**  
To receive the report and consider the recommendations of the Town Clerk.
- 6. STAFF AND GRADE RESTRUCTURING** **APPENDIX THREE**  
To receive the report and recommendation of the Town Clerk.
- 7. FLEXIBLE WORKING POLICY** **APPENDIX FOUR**  
To receive the report and recommendations of the Town Clerk.

**8. STAFF DISCIPLINARY PROCEDURE**

**APPENDIX FIVE**

To receive and consider the draft policy of the Town Clerk for approval, subject to any further consultation requirements.

**9. EXCLUSION OF PRESS AND PUBLIC**

To consider excluding the press and public as the following item will involve the disclosure of personal information about identifiable individuals.

**10. STAFF APPOINTMENTS AND TEMPORARY ARRANGEMENTS**

**APPENDIX SIX**

To receive the report of the Town Clerk on temporary arrangements to cover sickness and a resignation within the staff team and to approve ongoing working arrangements.

**11. ITEMS FOR FUTURE MEETINGS**

- Appraisal feedback and collated report (18<sup>th</sup> December meeting)
- Disciplinary code (awaiting input from Unison and referral to nominated members)

**12. DATE OF NEXT MEETING**

**Tuesday 18<sup>th</sup> December 2018 at 6 pm**