

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 18th December 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 27th November 2018.**
- 5. FLEXIBLE WORKING POLICY** **APPENDIX TWO**
To receive the further report of the Town Clerk following staff consultation.
- 6. BANK HOLIDAY PROCEDURE FOR PART-TIME STAFF** **APPENDIX THREE**
To receive and consider the draft policy of the Town Clerk for approval, subject to any further consultation requirements.
- 7. PARENTAL AND OTHER CHILD OR DEPENDANT CARE POLICY** **APPENDIX FOUR**
To receive the draft policy from the Town Clerk for approval, subject to any consultation requirements.

8. ESTABLISHMENT – TO CONSIDER ONGOING ADMINISTRATIVE SUPPORT REQUIREMENTS **APPENDIX FIVE**

To consider the report of the Town Clerk

9. RECORDINGS OF MEETINGS **APPENDIX SIX**

To consider the report of the Town Clerk.

10. 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 in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2).

11. CONFIDENTIAL MINUTES OF THE MEETING OF 27TH NOVEMBER 2018 **APPENDIX SEVEN**

To receive and approve the minutes of the confidential items held on 27th November 2018.

12. READMISSION OF THE PRESS AND PUBLIC

At the conclusion of the confidential item to readmit the press and public.

13. APPRAISAL FEEDBACK

To receive any suggestions put forward for wider consideration by members of staff during the recent cycle of appraisals. (Oral report)

14. ITEMS FOR FUTURE MEETINGS

- Disciplinary code (awaiting input from Unison and referral to nominated members)
- Civic list – to review invitations to civic events and consider any alterations
- Progression of link with Jaworzno
- Freedom of entry – to consider a proposal for Armed Forces Day 2019
- Councillor Training following elections
- Remembrance Sunday – to consider approving LED Screens for future years
- Consultation responses and final decision of staffing policies

15. DATE OF NEXT MEETING

Tuesday 5th February 2019 at 6 pm