

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 5<sup>th</sup> February 2019 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 18<sup>th</sup> December 2018.**

**APPENDIX ONE**

**5. FREEDOM OF ENTRY – ARMED FORCES DAY 2019**

To receive and note an update report from the Deputy Town Clerk on this year's activities.

**APPENDIX TWO**

**6. REMEMBRANCE DAY SERVICE AND PARADE – LED SCREEN**

To receive and consider a report from the Deputy Town Clerk regarding the ongoing supply of an LED screen for future Remembrance Day activities.

**APPENDIX THREE**

**7. CIVIC EVENTS – GUEST LISTS**

To receive the current invitation lists for civic events and consider any alterations:

- Freedom Ceremonies

**APPENDIX FOUR**

- Mayor-Making **APPENDIX FIVE**
  - Opening of the May Fair **APPENDIX SIX**
  - Opening of the Three Choirs Festival **APPENDIX SEVEN**
  - Remembrance Sunday **APPENDIX EIGHT**
  - Thanksgiving **APPENDIX NINE**
- 8. NEWLY ELECTED COUNCILLORS – INDUCTIONS** **APPENDIX TEN**  
To receive and consider the report from the Deputy Town Clerk regarding induction packs and training days for newly elected councillors.
- 9. TRAINING STATEMENT OF INTENT** **APPENDIX ELEVEN**  
To receive and consider HCC’s Statement of Intent regarding Training, including information on ILCA.  
To receive a proposal regarding a Staff Learning Agreement **APPENDIX ELEVENa**
- 10. LOCAL COUNCIL AWARD SCHEME** **APPENDIX TWELVE**  
To receive information on and a guide to SLCC’s Local Council Award Scheme and consider applying.
- 11. THE MAYOR’S HANDBOOK** **APPENDIX THIRTEEN**  
To receive and consider The Mayor’s Handbook, which also amalgamates The Role of the Civic Mayor, Appendix A of the Standing Orders - Civic Guidelines and Protocol and The Guide to the Mayoralty, and includes amendments as resolved by Committee or Council. Any amendments for approval are highlighted in the document.
- 12. DISCIPLINARY POLICY AND PROCEDURE** **APPENDIX FOURTEEN**  
To receive and approve a final draft agreed with Unison and the members appointed to deal with this matter.
- 13. POLICY MATTERS**  
To confirm that no observations have been received from members or officers on the Social Media and Whistle Blowing policies provisionally agreed on 30<sup>th</sup> October and that these policies now stand until reviewed.
- 14. PROPOSED VISIT BY A DELEGATION FROM JAWORZNO** **APPENDIX FIFTEEN**  
To receive a report regarding a visit by a delegation from Jaworzno and confirm approval for appropriate expenditure.
- 15. TO EXCLUDE THE PRESS AND PUBLIC TO ALLOW CONSIDERATION OF CONFIDENTIAL ITEMS**
- 16. PAY STRUCTURE** **APPENDIX SIXTEEN**  
To confirm arrangements for assimilating staff onto the new spinal column points under the 2020 national pay agreement.
- 17. PROPOSALS REGARDING STAFFING MATTERS**  
To receive an oral report from the Chair of the Committee and proposals for consultation with staff.

**18. ITEMS FOR FUTURE MEETINGS**

- Progression of link with Jaworzno
- Consideration of arrangements for appointing the Junior Mayor (requested by the Mayor)

**19. DATE OF NEXT MEETING**

**Tuesday 19<sup>th</sup> March 2019 at 6 pm**