

HEREFORD CITY COUNCIL
GOVERNANCE AND PROCEDURES COMMITTEE 26th March 2019

MINUTES OF MEETING

(Note for the minutes, the meeting was originally scheduled for 19th March but switched to 26th March by resolution of Council on 12th March 2019)

Present: The Right Worshipful the Mayor and Councillors Lloyd-Hayes, Dykes, Michael, Stevens, Hey and Wilcox. Cllr Tawn arrived late.

In attendance: Steve Kerry Town Clerk, Tracy Morris Deputy Town Clerk, Julie Davis Hoople HR Adviser, and Tony Ford acting as locum clerk for one item.

GP2018/19.107 APOLOGIES FOR ABSENCE

Apologies for absence were noted from Councillor Chappell and lateness from Councillor Tawn. The Chair stated that in view of Councillor Tawn sending notice of a late arrival the order of business may be altered so that items he had expressed a particular interest would be held over until his arrival.

GP2018/19.108 SUBSTITUTIONS

The Chair thanks Councillor Dykes for substituting for Councillor Chappell.

GP2018/19.109 DECLARATIONS OF INTEREST

None were made at the start of the meeting.

GP2018/19.110 MINUTES OF PREVIOUS MEETING

It was proposed by Councillor Stevens, seconded by Councillor Hey and

RESOLVED That the minutes of the meeting of 5th February 2019 be accepted as an accurate record and signed accordingly by the Chair.

GP2018/19.111 ARMED FORCES DAY AND FREEDOM OF ENTRY

The Deputy Clerk introduced a report updating on progress and seeking decisions on key items. It was noted that the refreshment quotes had been received, the best was for £6-00 per head for the buffet after the freedom of entry and parade including cutlery and service. It is estimated that 150-200 people are likely to be attending for tea, coffee, brownies, cakes etc. It is hoped to have a full band available in High Town. If sufficient support is available from the Guild of Guides it is hoped to have the sliver museum and parlour open for visitors and the exhibition room will be available for a military display.

It was noted that the event is the same day as Historical Hereford Day and the Mayor will be available to visit HHD and is not expected at Armed Forces Day events outside the City, but will be available for the main event in Hereford. Member indicated agreement to the livery team being used to support the exhibitions at the town hall although they may well also be at Historical Hereford Day.

The Deputy Clerk reminded members they hadn't yet decided if the parlour and museum would be open, if they were minded to agree to this it would be easier to implement if support from the Guild of Guides was available as officers would have several other commitments on the day. Members could be asked to act as guides as has happened on previous heritage open days at the town hall. The Mayor's office would be devising the quiz with sheets for the guide to hand out on the day. The quiz would also be available to download from media.

After discussion of options for supporting the event and other points of detail it was Proposed by Councillor Lloyd-Hayes, seconded by Councillor Michael and

RESOLVED That the budget for catering be agreed at £6-00 per head

Proposed by Councillor Stevens, seconded by Councillor Lloyd-Hayes and

RESOLVED That the parlour and silver museum be opened and that the Guild of Guides and members of council be approached to support the event and provide personnel as guides and to hand out quiz sheets.

Councillor Tawn arrived at the conclusion of this item at 6.20 pm.

GP2018/19.112 MAYORAL HANDBOOK

The Clerk introduced the revised handbook, explaining that he had been asked by the group of members who had reviewed the appendix to the standing orders and other documents to try and bring all advice together into a reduced and more digestible volume of advice for incoming mayors. He reported that the Deputy Mayor had confirmed that she found the new draft readable and helpful.

Members noted that paragraph 10.2 should be reduced to read "Two staff are employed directly to provide support to the Mayor." Further details were subject to an ongoing staffing review and should therefore be deleted.

In paragraph 9.6 the word "presiding" would be changed to "attending" referring to the attendance of the Chairman of Herefordshire Council at city events. It was also noted that the word "off" should read "of".

GP2018/19.113 SOUND RECORDING

The Clerk introduced the report and advised that consideration of part of this would require suspension of the standing orders to allow for a decision and within the last six months to be reconsidered.

It was proposed by Councillor Lloyd-Hayes, seconded by Councillor Stevens and

RESOLVED under Standing Order 26a that Standing Order 7a be suspended to allow for reconsideration of the time within which recordings will be retained.

Members commented on the erratic quality of the recordings currently being taken, some voices came through quite well, others much less so. There was clearly a need for a properly balanced system to enable all voices to be picked up and recorded properly. Once recordings were at a good standard there would be merit in keeping them for longer than simply to verify minutes at the next meeting. It was also noted

that the loop in the Council Chamber should be tested and one installed in the committee room once a recording system had been introduced.

Recordings are taken off the laptops currently used and placed on a hard drive and this practice would continue. Confidential business would either not be recorded or recorded separately and kept in a protected place on the hard drive.

It was then

Proposed by Councillor Lloyd-Hayes, seconded by Councillor Wilcox and

RESOLVED That recordings be retained for six months.

Members then discussed the possible costs for installing a recording system including microphones of good quality in the committee room. The Clerk presented a quote received from the company who have done sound work for the Council in the past and a budget of approximately £750-00 should be sufficient. Members noted that there may be contingencies to cover and it was

Proposed by Councillor Wilcox, seconded by Councillor Stevens and

RESOLVED That expenditure of up to £1,000 to provide reliable recording in both the council chamber and committee room is authorised.

GP2018/19.114 JUNIOR MAYOR

The Chairman noted that this item had been requested by the Mayor and held over from the previous meeting because of the pressure of business. The Mayor explained that her concern was around the process for appointing the Junior Mayor, how effective the Youth Council had been in raising awareness and bringing in nominations and how everyone involved took part in the selection. There was considerable discussion of the relationship between the Youth Council and Close House and some thought of the Youth Council meeting there if there is a suitable space for this to take place.

Members were reminded that the process used to be simply the Mayor's office sending invitations to junior schools. This was widened to include the first two years of secondary schools too. The Youth Council had suggested, and the committee had agreed at a previous meeting, that they also invite youth organisations to nominate. This had been done and three nominations received. These were from a school via the Mayor's office, one from St John's Ambulance and one from NCS via the Youth Council. Three other nominations from youth groups were not proceeded with because of delays in getting parental consent forms signed. Facebook had been used this year too. In the event of the three nominations only two actually attended and the candidate from the St John's Ambulance was elected.

There was also comment about the Youth Council not attending the installation of the Junior Mayor. Two Youth Councillors were invited and agreed to come, one was unable to attend because of a family issue and one was taken ill. Both had sent apologies.

After much discussion of possible options and noting that the Youth Council should not be micro-managed by Council but encouraged to develop their role under their own initiative whenever possible, it was

Proposed by Councillor Hey, seconded by Councillor Tawn and

RESOLVED That at a future meeting of the Committee the role and recruitment process for the Junior Mayor be reviewed.

GP2018/19.115 VISIT TO VIERZON

The Clerk introduced the report noting that the current Mayor had not been able to accept the invitation to go to Vierzon for Remembrance Day as her duties required her to be in Hereford for the centennial commemoration.

It was noted that appreciation for the Mayor's Officer and the work he had done to organise the visit by female rugby players from Vierzon had been reflected in a specific request that he comes as part of the next Mayoral visit. The visit would take place after the elections, and therefore it would be appropriate for the Deputy Mayor and Mayor-elect to accept on behalf of whoever would be in office then, if members agreed to the visit. The cost of flights or driving had been compared and by a small margin driving was cheaper. Salary would be paid anyway whether the Officer took part in the visit or not.

The invitation from Vierzon for the city to send dancers to a festival as part of the 25th anniversary of twinning was also considered and the Clerk advised that funding for this could be agreed by this committee from the civic ceremonial budget or the matter could be referred to Community Development Committee to be considered for funding from their budgets. It was then

Proposed by Councillor Michael, seconded by Councillor Tawn and

RESOLVED

That the invitation be formally accepted by the Deputy Mayor on behalf of whoever is elected Mayor on 13th May 2019 and the arrangements be confirmed.

That the travel costs of the Mayor and Mayor's Officer be met from the Twinning budget.

That the other members of the party be expected to make a contribution equivalent to their share of the costs of travelling.

That the Committee requests Community Development Committee to consider providing financial support for the dancers to visit Vierzon from the community grants budget.

GP2018/19.116 EXCLUSION OF PRESS AND PUBLIC

In order to allow for consideration of the next item, which identifies individual staff and their conditions of service it was

Proposed by Councillor Lloyd-Hayes, seconded by Councillor Hey and

RESOLVED That pursuant to the Public Bodies (Admission to Meetings) Act 1960 S 1(2) the press and public be excluded from the meeting to allow for confidential business to be discussed.

At the Committee's request the Clerk and Deputy Clerk withdrew as they had personal interests in the matters being discussed. The locum clerk for this item, Mr Ford, took the following minute.

GP2018/19.117 STAFF CONTRACTS, JOB DESCRIPTIONS AND CONDITIONS OF SERVICE

To follow

GP2018/19.118 CHILDCARE VOUCHERS

The Clerk and Deputy Clerk re-entered for this item and Mr Ford and Ms Davies left. It was noted that Councillors Hey and Dykes had left the meeting at 8.20 pm. This item is also confidential as it refers to a named member of staff and it was reaffirmed at the meeting was still in confidential session.

The Clerk explained the background to the confidential report and the basis for the recommendation. After brief discussion it was noted that it would be beneficial to align the City Council's policy with Herefordshire Council rather than with our payroll provider, Shropshire Council, to give consistency among local council employers.

It was then

Proposed by Councillor Michael, seconded by Councillor Stevens

That the recommendation for the Council to continue payment for vouchers be agreed in this case.

That the Clerk researches policy in Herefordshire Council on this and makes an appropriate recommendation to clarify the City Council's position in future.

GP2018/19.119 READMISSION OF THE PRESS AND PUBLIC

It was formally noted that the confidential business had been concluded and that the press and public could be readmitted.

GP2018/19.120 ITEMS FOR FUTURE MEETINGS

TOIL policy for 30th April

HALC/NALC affiliation

Meeting cycles and frequency of meetings

GP2018/19.121 DATE OF NEXT MEETING

Tuesday 30th April 2019 at 6 pm

Signed

Date