

Madam Mayor Cllr Hey and Members of the Governance and Procedures Committee; Cllrs Andrews, Boulter, Dykes, Hunt, Kenyon, Powell, Stevens, Wilcox and Williams.

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 15th October 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** **APPENDIX ONE**
To receive and approve the Minutes of the meeting of 23rd July 2019.
5. **TWINNING** **APPENDIX TWO**
To consider a report from the Town Clerk and the observations of the invited representative of the Twinning Association.
6. **CAPABILITY PROCEDURE** **APPENDIX THREE**
To consider the attached report from the Town Clerk.
7. **DIGNITY AT WORK PROCEDURE** **APPENDIX FOUR**
To consider the attached report from the Town Clerk.

8. **CIVIC UNIFORM AND INSIGNIA AT COUNCIL MEETINGS** **APPENDIX FIVE**
To consider the attached report from the Town Clerk.
9. **CIVIC CAR** **APPENDIX SIX**
To consider the attached report of the Town Clerk.
10. **AUTOMATIC TELEPHONE SYSTEM** **APPENDIX SEVEN**
To consider the attached report of the Town Clerk
11. **ACTION PLAN UPDATE** **APPENDIX EIGHT**
To consider the attached report of the Town Clerk
12. **STAFFING IMPLICATIONS OF THE BUSINESS PLAN** **APPENDIX NINE**
To consider the attached report of the Town Clerk on those matters which can be discussed in a public forum.
13. **EXCLUSION OF PRESS AND PUBLIC**
To consider excluding the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 1(2), to enable a confidential matter to be discussed.
14. **STAFFING IMPLICATIONS OF THE BUSINESS PLAN** **APPENDIX TEN**
To consider the further report of the Town Clerk on elements of staffing that cannot be discussed in a public forum.
15. **READMISSION OF THE PRESS AND PUBLIC**
To readmit the press and public at the conclusion of confidential business.
16. **ITEMS FOR FUTURE MEETINGS**
To identify matters to be discussed at future meetings.
17. **DATE OF NEXT MEETING**
Tuesday 26th November 2019 at 6 pm.