

Madam Mayor Cllr Hey and Members of the Governance and Procedures Committee; Cllrs Andrews, Boulter, Dykes, Hunt, 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 26th November 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 & TWO**
To receive and approve the Minutes of the meeting and the Confidential Minutes of the meeting of 15th October 2019.
- 5. CAPABILITY PROCEDURE** **APPENDIX THREE**
To report observations from staff and confirm.
- 6. DIGNITY AT WORK PROCEDURE** **APPENDIX FOUR**
To report observations from staff and confirm.
- 7. FREEDOM CEREMONY – ADDITIONAL FACILITIES** **APPENDIX FIVE**
To consider the attached report from the Town Clerk.

8. ANNUAL BLUE LIGHT CIVIC SERVICE

To consider the attached report of the Town Clerk

APPENDIX SIX

9. ROBING PROTOCOLS FOR CIVIC CEREMONIES

To consider the attached report from the Town Clerk.

APPENDIX SEVEN

10. ITEMS FOR FUTURE MEETINGS

To identify matters to be discussed at future meetings:

- Non-Financial Risk Analysis – January 2020 Meeting

11. DATE OF NEXT MEETING

Tuesday 28th January 2020 at 6 pm.