

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 28th January 2020 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 26th November 2019.
- 5. NON-FINANCIAL RISK ASSESSMENT** **APPENDIX TWO**
To receive the annual non-financial risk assessment from the Town Clerk and consider referring it to full Council alongside the financial risk assessment for approval on 3rd March 2020.
- 6. POLICIES & PROCEDURES** **APPENDIX THREE**
To reapprove the Grievance Procedure* and to receive an oral update from the Town Clerk on the progress made with ensuring all policies and procedures are up-to-date, standardised and those relevant available on the website.

7. MAYORAL CAR
To consider the attached report from the Town Clerk.

APPENDIX FOUR

8. APPRAISAL UPDATE
To receive the attached report from the Town Clerk.

APPENDIX FIVE

9. ITEMS FOR FUTURE MEETINGS
To identify matters to be discussed at future meetings.

10. DATE OF NEXT MEETING
Tuesday 5th May 2020 at 6 pm.

*The grievance procedure is more recent than many of those that have been revised in the last six months. It is not proposed to make any changes at this time and so the full text has not been attached. If members wish to examine the procedure before the meeting it is available from the Town Clerk.