

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 25<sup>th</sup> February 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 28<sup>th</sup> January 2020.
- 5. TOURIST INFORMATION CENTRE STAFFING** **APPENDIX TWO**  
To receive the report of the Town Clerk regarding the use of apprenticeships to support the TIC.
- 6. STAFFING IMPLICATIONS OF THE EVENTS PROGRAMME APPROVED BY COMMUNITY DEVELOPMENT COMMITTEE** **APPENDIX THREE**  
To note the decision of Community Development to relaunch a city events programme and consider the consequent staffing implications.

- 7. CONFIDENTIAL BUSINESS** **APPENDIX FOUR**  
To consider the attached report from the Town Clerk on the management and recording of confidential business.
- 8. EXCLUSION OF THE PRESS AND PUBLIC**  
To resolve to exclude the press and public to enable the discussion of a confidential item.
- 9. SUPPORT FOR THE HINTON COMMUNITY CENTRE AND APPOINTMENT OF A TEMPORARY MEMBER OF STAFF** **APPENDIX FIVE**  
To consider the appointment of a temporary member of staff to support the Hinton Community Centre.
- 10. RE-ADMISSION OF THE PRESS AND PUBLIC**  
At the conclusion of the confidential business to resolve to readmit the press and public.
- 11. AMENDMENT TO THE STANDING ORDERS** **APPENDIX SIX**  
To consider a report from the Town Clerk on an amendment to the Council's Standing Orders.
- 12. ITEMS FOR FUTURE MEETINGS**  
To identify items for consideration at future meetings of the Committee  
  
Training Needs Analysis – Members and Staff
- 13. DATE OF NEXT MEETING**  
Tuesday 5<sup>th</sup> May 2020 at 6 pm.