

To all members of the Governance and Procedures Committee

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 to be held on Tuesday 30th June 2020 at 6 pm by Zoom.

Steve Kerry

Town Clerk

**HEREFORD CITY COUNCIL
MEETING OF THE GOVERNANCE AND PROCEDURES
COMMITTEE**

Tuesday 30th June 2020 at 6 pm

This meeting is taking place under the provisions of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 Sections Four and Five.

AGENDA

- 1. TO CONFIRM THAT ALL MEMBERS OF THE COMMITTEE ARE ABLE TO SEE AND HEAR THE PROCEEDINGS.**
- 2. TO CONFIRM THAT THE PUBLIC ARE ABLE TO HEAR THE PROCEEDINGS.**
- 3. APOLOGIES FOR ABSENCE**
To receive any apologies for absence.
- 4. SUBSTITUTIONS**
To note any substitutions
- 5. 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.
- 6. MINUTES** **APPENDIX ONE (A) & (B)**
To receive and confirm the minutes of the meeting of 25th February 2020 and the Extraordinary Meeting of 20th March.
- 7. DECISION MAKING DURING COVID 19 OUTBREAK** **APPENDIX TWO**
To receive the report of the Town Clerk and consider the recommendations.

- 8. STAFFING DURING HOME WORKING** **APPENDIX THREE**
To receive the report of the Town Clerk and consider the recommendations.
- 9. RETURN TO WORKING IN THE TOWN HALL** **APPENDIX FOUR**
To receive the report of the Town Clerk and consider the recommendations.
- 10. PROPOSED CONFIDENTIAL STAFF SUPPORT SERVICE** **APPENDIX FIVE**
- 11. ITEMS FOR FUTURE MEETINGS**
To identify items for discussion a future meetings of the Committee:
- Risk analysis annual review (joint item with Finance Committee for report to Council)
 - Standing Orders annual review
 - Staffing implications for the Annual Business Plan
- 12. DATE OF NEXT MEETING**
Tuesday 29th September 2020 at 6 pm