

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 29th September 2020 at 6 pm by Zoom.

Steve Kerry

Town Clerk

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

Tuesday 29th September 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 confidential minutes of the meeting of 25th February and the minutes of the meeting of 30th June 2020.

- 7. MERGER OF COMMITTEES** **APPENDIX TWO**
To receive the report of the Town Clerk and consider the recommendations.
- 8. ACTIVITY DURING LOCKDOWN AND HOME WORKING** **APPENDIX THREE**
To receive the report of the Town Clerk and consider the recommendations.
- 9. POLICIES** **APPENDIX FOUR & FIVE**
To receive, consider and adopt the updated Maternity and Adoption Leave Policy and the new Birth and Adoption Support (Paternity) Leave Policy.
- 10. APPOINTMENT OF A CLEANER** **APPENDIX SIX**
To receive and consider a report from the Town Clerk regarding the options for filling the vacant cleaner's position.
- 11. REFERRAL FROM COMMUNITY DEVELOPMENT COMMITTEE** **APPENDIX SEVEN**
To receive and consider a report from the Town Clerk regarding the recommendation from Community Development Committee held on 22nd September to extend the temporary contract for the Hinton Community Centre Manager position, due to expire on 31st March 2021 to 31st March 2022.
- 12. NATIONAL PAY AWARD** **APPENDIX EIGHT**
To receive an information item from the Town Clerk regarding the recent National Joint Council pay award to local government employees of 2.75% backdated to April.
- 13. STAFF COUNSELLING SERVICE** **APPENDIX NINE**
To receive and consider a report from the Town Clerk regarding the provision of a staff counselling service.
- 14. ITEMS FOR FUTURE MEETINGS**
To identify items for discussion a future meetings of the Committee:
- New Shared Parental Leave Policy & Procedure
 - Updated Sickness Absence, and Health & Safety Policies & Procedures
 - Risk analysis annual review (joint item with Finance Committee for report to Council)
 - Standing Orders annual review, to be forwarded to Council
 - Staffing implications for the Annual Business Plan
- 15. DATE OF NEXT MEETING**
To consider cancelling the planned meeting on Tuesday 10th November and replacing with Tuesday 8th December 2020 at 6 pm.

DECLARATIONS OF INTEREST

Hereford City Council has adopted the Code of Conduct of Herefordshire Council pursuant to the Localism Act 2011. In terms of declarations of interest the following principles now apply.

1. The former distinction between prejudicial and personal interests has been replaced, and these terms should no longer be used. They will not be used in minutes.
2. Where a member has registered a financial or “pecuniary” interest in the register of interests held by the Monitoring Officer of Herefordshire Council, they must repeat this declaration when any item in which they have such an interest is on the agenda at any meeting they attend. Having made that declaration, they must fill in the register brought to each Committee and Council meeting and may not make any comment whatsoever while the item is under discussion. They may, if they wish, remain in the meeting to observe the debate.
3. Where a member has an interest which is sufficient to give rise to a reasonable expectation that they will not be able to consider a matter impartially, for example where they have a close personal relationship with a party involved, where they have made a public and unequivocal statement of their views etc, this is a disclosable, but non-pecuniary, interest. They should declare this interest at the start of the meeting and may remain in the room and speak (provided members of the public would also be allowed to speak on this item). Members who have declared an interest of this type may not, however, vote on the item to which their interest applies.
4. Where a member becomes aware of an interest during discussion they must declare it immediately and act accordingly.
5. Members of the Planning Committee should continue to resolve at the start of each meeting that their views are preliminary and that those who are members of Herefordshire Council reserve their final position until all representations and facts have been considered.

Steve Kerry

Town Clerk

All enquiries concerning this agenda should be addressed to the Town Clerk,
Hereford City Council, Town Clerk’s Office, Town Hall, St Owen Street, Hereford, HR1 2PJ

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