

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, Powell, Stevens, Wilcox and Williams.

You are hereby summoned to attend a meeting of the Committee to be held on Tuesday 16th February 2021 at 6 pm by Zoom.

Steve Kerry

Town Clerk

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

Tuesday 16th February 2021 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**
It is necessary to confirm the above for the meeting to be lawful under the above regulations.
- 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 and the confidential minutes of the extraordinary meeting of 18th January 2021.
- 7. ANNUAL RISK ANALYSIS** **(to follow) APPENDIX TWO**
To receive a report of the Town Clerk regarding the non-financial risks faced by the Council for transmission to Council for approval on 9th March 2021.

8. ITEMS FOR FUTURE MEETINGS

To identify items for discussion a future meetings of the Committee:

- New Shared Parental Leave Policy & Procedure
- Updated Sickness Absence Policy and Managing Attendance Guidance
- Updated Health & Safety Policy
- Standing Orders annual review, to be forwarded to Council
- Terms of Reference for new combined committee

9. DATE OF NEXT MEETING

To confirm the date of the next meeting on Tuesday 23rd March 2021 at 6 pm.

10. EXCLUSION OF THE PRESS AND PUBLIC

To consider excluding the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 1(2), to enable a confidential matter to be discussed.

11. STAFFING RESTRUCTURE

APPENDIX THREE (A) & (B)

To receive and consider a confidential report and organisation chart from the Town Clerk.

12. HINTON COMMUNITY CENTRE MANAGER HOURS

APPENDIX FOUR

To receive and consider a confidential report from the Town Clerk.

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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