**HEREFORD CITY COUNCIL**

**MINUTES OF THE GOVERNANCE AND PROCEDURES COMMITTEE**

**TUESDAY 28 JUNE 2016**

**PRESENT:** Cllrs Boulter, Chappell, Hall, Kenyon, Lloyd-Hayes, Mansell, Michael, Nicholls, Stevens, Tawn and Wilcox.

**GP2016/2017.01 ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

Cllr Chappell asked for nominations to elect a Chairman of the Committee for the next municipal year.

Cllr Wilcox proposed Cllr Chappell as Chairman of the Committee, seconded by Cllr Nicholls

Cllr Kenyon proposed Cllr Lloyd-Hayes as Chairman of the Committee, second Cllr Stevens

Cllr Chappell asked if there were any more nominations to elect a Chairman of the Committee for the next municipal year.

There being non Cllr Wilcox’s proposal was put to the vote. 6 Members voted in favour, 4 voted against.

Cllr Kenyon’s proposal was then put to the vote. Four Members voted in favour, 6 voted against.

Cllr Chappell asked for nominations to elect a Vice Chairman of the Committee for the next municipal year.

Cllr Chappell proposed Cllr Nicholls as Vice Chairman of the Committee, seconded by Cllr Tawn.

Cllr Stevens proposed Cllr Hall as Vice Chairman of the Committee.

Cllr Chappell asked if there were any more nominations to elect a Vice Chairman of the Committee for the next municipal year.

Cllr Chappell’s proposal was put to the vote and it was unanimously

**RESOLVED:**

**Cllr Chappell is elected Chairman of the Governance and Procedures committee for the 2016/2017 municipal year.**

**Cllr Nicholls is elected Vice Chairman of the Governance and Procedures committee for the 2016/2017 municipal year.**

**GP2016/2017.02 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**GP2016/2017.03 SUBSTITUTIONS**

There were no appointments of substitute members.

**GP2016/2017.04 DECLARATIONS OF INTEREST**

There were no declarations of interest under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

**GP2016/2017.05 MINUTES OF THE LAST MEETING**

Members received and confirmed the minutes of the extra ordinary meeting of the Governance and Procedures Committee held on the 17 May 2016.

Cllr Tawn proposed**,** seconded by Cllr Nicholls and unanimously

**RESOLVED:**

**The minutes of the meeting of 17 May 2016 were agreed as a true and accurate record of the meeting and were duly initialled, signed and dated accordingly by the Chairman.**

**GP2016/2017.06 RISK ANALYSIS ANNUAL REPORT**

Members considered the report and recommendations of the Town Clerk.

The Town Clerk gave a brief over view of his report and the changes to the document since it was agreed in 2015.

With regard to the toilet units and risks identified by the Town Clerk Cllr Kenyon informed Members that in his view he does not feel that the Council should pay someone to be on call in relation to letting someone out if they get trapped in. It is a scenario that is very rare.

Cllr Lloyd-Hayes raised her concerns with regard to the security risk in the Town Hall now the reception desk is no longer manned.

The Town Clerk informed members he is not concerned about there being any risk to the staff under the new arrangements and that this is a risk for the concern of Herefordshire Council as it is their building and not the City Council.

Cllr Wilcox agreed with and echoed the words of Cllr Lloyd-Hayes and asked that the City Council asks Herefordshire Council for a copy of their risk analysis in relation to the Town Hall.

Cllr Tawn informed Members that the City Council has put forward a proposal for joint funding of a person to man the reception desk at the Town Hall.

Cllr Chappell informed Members he is unaware of Herefordshire Council having completed a risk assessment and asked the Town Clerk to raise this with Herefordshire council.

Discussions in relation to the unmanned reception at the Town Hall continued.

Cllr Hayes proposed the addition of a 7.3 to the Town Clerk’s recommendations in his report to read as follows:

That Herefordshire Council urgently considers the reinstatement of a receptionist and its associated duties and provides the City Council with a copy of the risk assessment carried out under the current situation of an unmanned reception at the Town Hall.

The addition of 7.3 was unanimously agreed by Members present.

Cllr Lloyd-Hayes therefore proposed 7.1 and 7.2 of the Town Clerk’s report and 7.3.This wasseconded by Cllr Chappell and it was unanimously

**RESOLVED:**

**That the Committee accepts the risk management report and the significant areas of risk highlighted, together with progress in reducing risk in other areas.**

**That the Committee recommends that Community Development Committee reviews the operation of toilets to see if it is possible and/or desirable to establish a firm contractual basis for the release of shut ins.**

**That Herefordshire Council urgently considers the reinstatement of a receptionist and its associated duties and provides the City Council with a copy of the risk assessment carried out under the current situation of an unmanned reception at the Town Hall.**

**GP2016/2017.07 EXCLUSION OF PRESS AND PUBLIC**

Cllr Chappell proposed, seconded by Cllr Nicholls and unanimously

**RESOLVED:**

**Excluding the press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the item includes disclosure of personal information.**

**GP2016/2017.08 HONORARY RECORDER, CHIEF STEWARD AND DEPUTY CHIEF STEWARD FOR THE CITY OF HEREFORD**

Members received and considered the report of the Civic and Community Development Officer in relation to recommendations for the appointment of an Honorary Recorder, Chief Steward and Deputy Chief Steward for the City of Hereford.

Cllr Stevens wished it to be recorded that he would not to take part in this discussion and will abstained from voting.

**RESOLVED:**

**Members recommend to Council:**

**Following the affirmation from the Senior Presiding Judge, the Rt Hon. Lord Justice Fulford, the installation of said person as Honorary Recorder for the City of Hereford.**

**Members approve the recommendation to Council of said person as Chief Steward for the City of Hereford.**

**Recommends to Council not to appoint a Deputy Chief Stewad.**

**Recommends to Council to consider and approve a budget to be taken from the reserves.**

**GP2016/2017.09 PROPOSAL TO AWARD A MAYOR’S COMMENDATION**

Members received and considered the report and the recommendation of the Town Clerk.

Town Clerk gave a brief over view of what a Mayor’s Commendation is, its creation and recommendations for recipients to receive a Mayors Commendation.

**RESOLVED:**

**That the Committee recommends to Council that said persons be awarded Mayor’s commendations.**

 **RE-ADMISSION OF THE PRESS AND PUBLIC**

**GP2016/2017.10 ITEMS FOR FUTURE AGENDAS**

Members identified items to be discussed at future meetings of the Committee as Follows:.

* **POLISH INDUSTRIAL TOWN WISHING TO TWIN WITH HEREFORD CITY**

Cllr Kenyon Jack from Jaworzno in Poland wants to twin with Hereford.

Town Clerk gave a brief over view of the town in Poland which has a population of approximately 96 thousand residents. Its and industrial also known for the brewing of beer. The Town Clerk explained that twin towns do not have to be replicas of the twinned city. Hereford has a high population of polish and so it would make sense to twin more with a polish town than Hereford’s twinning with France and Germany.

Cllr Nicholls spoke of his trip to Viezon and the Polish Mayor he met there who was also showing an interest in twinning. He made Members aware that the twinning association were not interested in this twinning association which could very much cause a stumbling point and there may be a need to set up a new twinning group.

To go on the agenda for the September meeting.

* **COUNCIL REVIEW OF BEST PRACTICE**

Cllr Kenyon suggested peer reviews for both officers and Cllrs which would be carried out by another council for ensure Hereford City Council are compliant with best practice..

Cllr Chappell informed Members that each council is different and it would be very hard to execute such an exercise.

The Town Clerk informed Members that NALC already conduct such exercises and that SLCC provide a constant flow of information on best practice and updates on legislation and relevant issues. He has frequently passed this info to members.

Members asked the Town Clerk to investigate how NALC conduct this exercise and bring the information to the next meeting of the committee for consideration.

**GP2016/2017.12 DATE OF NEXT SCHEDULED MEETING**

Members noted the date of the next meeting as Tuesday 27 September 2016

There being no further business the Chairman called the meeting to a closed at 7.05pm

Signed………………………………………………………………………………………………………………………………………………….

Dated……………………………………………………………………………………………………………………………………………………