

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 Wednesday 28 April 2021 at 6 pm by Zoom.

Steve Kerry

Town Clerk

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

Wednesday 28 April 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 MEMBERS OF THE PUBLIC CAN SEE AND HEAR THE MEETING**
- 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), (C)**
To receive and confirm the minutes of the meeting of 29th September 2020, the minutes and confidential minutes of the meeting of 16th February 2021 and the minutes and confidential minutes of the meeting of 23rd March 2021.
- 7. SHROPSHIRE COUNCIL – PAYROLL SLA** **APPENDIX TWO**
To receive and consider a proposal from Shropshire Council to continue to provide HCC’s payroll services.

8. PENSION DISCRETIONS POLICY

APPENDIX THREE

To receive and decide the policy decision for each pension discretion, for the policy to be adopted and shared with Worcestershire LGPS as per regulation 60 of the LGPS regs 2013.

9. STANDING ORDERS

APPENDIX FOUR

To receive and recommend to Council a small amendment (addition of point 'o' to the first section regarding rules of debate at meetings),to the Standing Orders.

10. TERMS OF REFERENCE

APPENDIX FIVE (A) & (B)

To receive, consider and confirm new Terms for the combined Policy & Resources Committee and Terms for the new Climate & Biodiversity Committee.

11. DATE OF NEXT MEETING

Governance & Procedures Committee will be combining with Finance & Policy Committee to become Policy & Resources Committee. The inaugural meeting will be held on Tuesday 18th May 2021 at 6 pm by Zoom.

12. EXCLUSION OF THE PRESS AND PUBLIC

To confirm the exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 s 1(2) as the remaining business of the meeting is confidential and personal to named individuals.

13. STAFF RESTRUCTURING

APPENDIX SIX

To receive a report from the Town Clerk to finalise assimilations into posts and any remaining issues.

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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