

HEREFORD CITY COUNCIL

GOVERNANCE AND PROCEDURES COMMITTEE 16th February 2021

MINUTES OF MEETING

At the start of the meeting the Chair, Councillor Wilcox, confirmed that this meeting took 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

Present: The Right Worshipful the Mayor Councillor Kath Hey and Councillors Wilcox (Chair), Andrews, Boulter, Dykes, Powell, Stevens and Williams.

Attending: Steve Kerry Town Clerk, Becci O'Reilly Committees, Events and Contracts Officer

The Chair clarified that this meeting was taking place under the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations Sections Four and Five.

GP2020/21.34 CONFIRMATION THAT ALL MEMBERS ARE ABLE TO TAKE PART IN THE MEETING EXCEPT THOSE WHO HAVE SENT APOLOGIES FOR ABESENCE

The Chair ascertained that all members present could see and hear and be seen and heard, and that the meeting was being recorded.

GP2020/21.35 CONFIRMATION OF PUBLIC ACCESS

The Committees, Events and Contracts Officer confirmed that the meeting was being live streamed on Facebook and recorded.

As some items for decision were confidential, as they disclosed personal information about individual staff members regarding restructure, it was decided to go into closed session after Item 9 on the Agenda. After the members of the press and public were excluded, the live stream was stopped and the meeting was treated as confidential under the terms of the Public Bodies (Admission to Meetings) Act 1960 s1(2).

GP2020/21.36 APOLOGIES FOR ABSENCE

No apologies for absence were noted as all members were present.

GP2020/21.37 APPOINTMENT OF SUBSTITUTES

No appointment of substitutes as all members were present.

GP2020/21.38 DECLARATIONS OF INTEREST

There were none.

GP2020/21.39 MINUTES

It was unanimously

RESOLVED That the minutes and confidential minutes of the meeting of 18th February 2021 be agreed as an accurate record and signed accordingly by the Chair.

GP2020/21.40 ANNUAL RISK ANALYSIS

The Town Clerk presented his report regarding the non-financial risks faced by the Council for transmission to Council for approval on 9th March 2021. It was explained to members that the old version had been sent round by accident, and Members were sent the corrected amended version by email during the meeting.

It was unanimously

RESOLVED

That the committee notes the report and endorses it for inclusion with a report on financial risks for onward transmission to Council as part of a comprehensive annual risk review.

GP2020/21.41 ITEMS FOR FUTURE MEETINGS

Items identified included:

- 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
- Possible new job descriptions arising out of the possible staffing restructure

GP2020/21.42 DATE OF NEXT MEETING

The date of the next meeting was confirmed as Tuesday 23rd March 2021 at 6 pm.

GP2020/21.43 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Andrews, seconded by Councillor Dykes and unanimously

RESOLVED To exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 1(2), to enable confidential staffing matters to be discussed.

GP2020/21.44 CONFIDENTIAL ITEMS

Following the conclusion of discussion on matters relating to both a possible staffing restructure and the Hinton Community Centre Manager’s hours of work, the meeting was closed at 8.35 pm.

Signed

Date