

To all members of the Policy and Resources Committee:

The Right Worshipful the Mayor Cllr Paul Stevens and Councillors Andrews, Boulter, Dykes, Hey, Hornsey, Oliver, Tillet, Toynbee, Wilcox and Williams.

You are hereby summoned to take part in a meeting of the Policy and Resources Committee to be held on Tuesday 15th June 2021 at 6pm in the Town Hall Council Chamber.

Steve Kerry
Town Clerk

HEREFORD CITY COUNCIL
MEETING OF THE POLICY AND RESOURCES COMMITTEE
TUESDAY 15TH JUNE 2021 at 6 pm

- 1. ELECTION OF CHAIR AND VICE-CHAIR**
To elect and chair and vice-chair for the year.

- 2. APOLOGIES FOR ABSENCE**
To receive any apologies for absence.

- 3. APPOINTMENT OF SUBSTITUTES**
To note the appointment of any substitute members.

- 4. DECLARATIONS OF INTEREST**
To receive declarations of interest under the City Council's Code of Conduct pursuant to the Localism Act 2011.

- 5. MINUTES** **APPENDIX ONE & TWO (a)& (b)**
To approve and confirm the Minutes of the meeting of the Finance and Policy Committee held on Tuesday 27th April 2021 and the Minutes and Confidential Minutes of the meeting of the Governance and Procedures Committee held on 28th April 2021.

- 6. SCHEDULE OF PAYMENTS** **APPENDIX THREE (a) & (b)**
To receive the schedules of payments made in March and April 2021.

- 7. BANK RECONCILIATION** **APPENDIX FOUR (a) & (b)**
To receive reconciliations of the Council's bank accounts up to 30th April 2021.

- 8. 2020/21 CLOSURE OF ACCOUNTS, REPORT ON VARIANCES & COMPLETION OF AGAR** **APPENDIX FIVE**
To receive the accounts for 2020/21, a report on the variances from the Town Clerk and the draft Annual Governance and Accountability Return for recommendation to Council.
- 9. 2020/21 FINAL INTERNAL AUDIT REPORT** **APPENDIX SIX**
To receive and consider the Final Internal Audit Report produced by Adrian Shepherd-Roberts of Auditing Solutions Ltd.
- 10. STANDING EMPLOYMENT PANEL – TERMS OF REFERENCE** **APPENDIX SEVEN**
To receive and consider the draft terms of reference for the standing employment panel.
- 11. WORKING FROM HOME POLICY** **APPENDIX EIGHT**
To receive and consider a draft policy regarding working from home.
- 12. INITIAL CONSIDERATION OF BUSINESS PLAN** **APPENDIX NINE**
To receive a report from the Town Clerk on the development of a revised business plan for the Council.
- 13. ITEMS FOR FUTURE MEETINGS**
To identify items for consideration at the next meeting of the Policy & Resources Committee.
- 14. DATE OF NEXT MEETING**
To confirm the date of the next meeting on Tuesday 20th July 2021.

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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