

**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 1 March 2022 at 6pm, HCC Committee Room, Town Hall

Steve Kerry  
Town Clerk

**HEREFORD CITY COUNCIL**  
**MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**TUESDAY 1 MARCH at 6pm**  
**HCC Committee Room, Town Hall**

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. APPOINTMENT OF SUBSTITUTES**

To note the appointment of any substitute members.

**3. DECLARATIONS OF INTEREST**

To receive declarations of interest under the City Council's Code of Conduct pursuant to the Localism Act 2011.

**4. MINUTES**

To approve and confirm the Minutes of the meeting of the 9 November 2021 and the informal meeting notes of 11 January 2022.

**APPENDIX ONE & TWO**

**5. SCHEDULE OF PAYMENTS**

To receive the schedules of payments made in December 2021 and January 2022.

**APPENDIX THREE (A & B)**

**6. BANK RECONCILIATION**

To receive reconciliations of the Council's bank accounts up to 31 January 2022.

**APPENDIX FOUR (A & B)**

**7. NINE MONTH FINANCIAL POSITION – TO FOLLOW**

To receive a report from the Admin and Events Manager on the financial position at the end of quarter three.

**APPENDIX FIVE**

**8. UPDATE ON INTERNAL AUDITOR**

**APPENDIX SIX**

To receive and consider an update from the Town Clerk on decisions made regarding the interim internal audit.

**9. PHONE CALLS THROUGH MICROSOFT TEAMS**

**APPENDIX SEVEN**

To receive and consider information from John Finch Computers, regarding the costs associated with adding a bolt-on to Officers' Office 365 accounts to allow them to receive phone calls when working from home.

**10. APPROVAL/REAPPROVAL OF POLICIES**

To receive and reapprove the following policies:

a) Behaviour, Code of Conduct and Disciplinary Policy & Procedure

**APPENDIX EIGHT**

b) Equality & Diversity Policy

**APPENDIX NINE**

c) Managing Attendance & Absence Policy and Guidance

**APPENDIX TEN (A & B)**

d) Business Continuity & Disaster Recovery Policy

**APPENDIX ELEVEN**

e) Special Leave Policy (new)

**APPENDIX TWELVE**

**11. ITEMS FOR FUTURE MEETINGS**

To identify items for consideration at the next meeting of the Policy & Resources Committee.

**12. DATE OF NEXT MEETING**

To confirm the date of the next meeting on Tuesday 26 April 2022.