

Right Worshipful the Mayor of Hereford Councillor Kevin Tillett and all Members of the Policy and Resources Committee: Cllrs Andrews, Boulter, Dykes, Hobbs, Hornsey, Owens, Potts, Stevens and Toynbee.

You are hereby summoned to an extraordinary meeting of the Policy and Resources Committee to be held in the HCC Committee Room, Town Hall on Tuesday 22 October 2024 at 6pm at which the business set out below is proposed to be transacted.

Becci O'Reilly
Acting Town Clerk



HEREFORD CITY COUNCIL

EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE

**HCC Committee Room, Town Hall
TUESDAY 22 OCTOBER 2024 at 6pm**

A G E N D A

At the start of the meeting the Chair will remind all present of the fire evacuation procedure.

- 1. APOLOGIES FOR ABSENCE**
To receive and consider apologies for absence from Members.
- 2. APPOINTMENT OF SUBSTITUTES**
To note the appointment of any substitute members.
- 3. CLERK COVER FROM HALC (Hereford Association of Local Councils)**
To consider accessing HALC Clerk Cover for the meeting @ £250.
- 4. DECLARATIONS OF INTEREST AND DISPENSATIONS**
To receive declarations of interest and consider requests for dispensation in respect of items on the agenda made by Members under the Herefordshire Code of Conduct.

- 5. EXCLUSION OF THE PRESS AND PUBLIC**
To consider 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.
- 6. OFFICE MANAGER POSITION** **APPENDIX ONE**
To receive and consider from the Standing Employment Panel, the job description, person specification and grade for a member of staff as resolved at the Extraordinary Policy and Resources Committee held on 10 September 2024.
- 7. MARKETING ASSISTANT – NEW PART TIME POSITION** **APPENDIX TWO**
To receive and consider from the Standing Employment Panel, a new job description, person specification and grade as resolved at the Extraordinary Policy and Resources Committee held on 10 September 2024.
- 8. COMMITTEE COORDINATOR – TEMP 9 MONTH PART TIME POSITION** **APPENDIX THREE**
To receive and consider from the Standing Employment Panel, a new job description, person specification and grade for a temporary position to cover maternity leave.
- 9. YOUTH WORKER – TEMPORARY CLOSE HOUSE POSITION**
To receive and consider an oral update from the Chair and Vice Chair of the Committee regarding initial discussions with Close House about this position, as resolved at the Extraordinary Policy and Resources Committee held on 10 September 2024.
- 10. DATE OF NEXT MEETING**
To confirm the date of the next meeting on Tuesday 12 November at 6pm.

17 October 2024