



Haverling

LONDON BOROUGH

GOVERNANCE COMMITTEE

AGENDA

7.30pm	Thursday 28 May 2009 <i>Please note day</i>	Haverling Town Hall Main Road, Romford
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Members 10: Quorum 4

COUNCILLORS:

Conservative Group (6)

Frederick Thompson
(Chairman)
Gary Adams
(Vice-Chairman)
Steven Kelly
Eric Munday
Roger Ramsey
Michael White

Residents' Group (2)

Clarence Barrett
Gillian Ford

Independent Local Residents' Group (1)

Jeffrey Tucker

Labour Group (1)

Keith Darvill

The Membership is shown subject to any alteration consequent on any decision at the Annual Meeting of the Council.

For information about the meeting please contact:

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e-mail taiwo.adeoye@haverling.gov.uk**

NOTES ABOUT THE MEETING

1. HEALTH AND SAFETY

The Council is committed to protecting the health and safety of everyone who attends meetings of its Committees.

At the beginning of the meeting, there will be an announcement about what you should do if there is an emergency during its course. **For your own safety and that of others at the meeting, please comply with any instructions given to you about evacuation of the building, or any other safety related matters.**

2. MOBILE COMMUNICATIONS DEVICES

Although mobile phones, pagers and other such devices are an essential part of many people's lives, their use during a meeting can be disruptive and a nuisance. Everyone attending is asked therefore to ensure that any device is switched to silent operation or switched off completely.

3. CONDUCT AT THE MEETING

Although members of the public are welcome to attend meetings of the Committee, they have no right to speak at them. Seating for the public is, however, limited and the Council cannot guarantee that everyone who wants to be present in the meeting room can be accommodated. When it is known in advance that there is likely to be particular public interest in an item the Council will endeavour to provide an overspill room in which, by use of television links, members of the public will be able to see and hear most of the proceedings.

The Chairman of the meeting has discretion, however, to invite members of the public to ask questions or to respond to points raised by Members. Those who wish to do that may find it helpful to advise the Committee Officer before the meeting so that the Chairman is aware that someone wishes to ask a question.

PLEASE REMEMBER THAT THE CHAIRMAN MAY REQUIRE ANYONE WHO ACTS IN A DISRUPTIVE MANNER TO LEAVE THE MEETING AND THAT THE MEETING MAY BE ADJOURNED IF NECESSARY WHILE THAT IS ARRANGED.

If you need to leave the meeting before its end, please remember that others present have the right to listen to the proceedings without disruption. Please leave quietly and do not engage others in conversation until you have left the meeting room.

AGENDA ITEMS

1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

2 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS
(if any) - receive.

3 DECLARATION OF INTERESTS

Members are invited to declare any interests in any of the items on the agenda at this point of the meeting. Members may still declare an interest in an item at any time prior to the consideration of the matter.

4 MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on 6 May 2009, and to authorise the Chairman to sign them

5 APPOINTMENTS TO OTHER ORGANISATIONS, 2009/10

6 ANNUAL GOVERNANCE STATEMENT

7 APPOINTMENT OF SCHOOL GOVERNORS (to follow when available)

8 URGENT BUSINESS

To consider any other item in respect of which the Chairman is of the opinion, by reason of special circumstances which shall be specified in the minutes, that the item should be considered at the meeting as a matter of urgency.

Cheryl Coppel
Chief Executive

Governance Committee, 28 May 2009

**MINUTES OF A MEETING OF THE
GOVERNANCE COMMITTEE
Havering Town Hall
6 May 2009 (7.30pm – 8.30pm)**

Present:

COUNCILLORS:

Conservative Group Frederick Thompson, Gary Adams (in the Chair), + Dennis Bull, Steven Kelly, Eric Munday and Michael White

Residents' Group Clarence Barrett and Gillian Ford

Rainham & Wennington Independent Residents' Group -

Labour Group Keith Darvill

+ Substitute Member: Councillor Dennis Bull for Councillor Roger Ramsey

Apologies were received for the absence of Councillors Roger Ramsey and Jeffrey Tucker.

All decisions were taken with no vote against.

The Chairman reminded Members of the action to be taken in an emergency.

29 **MINUTES**

The minutes of the meeting of the Committee held on 11 March 2009 were agreed as a correct record and were signed by the Chairman.

30 **COUNCIL PROCEDURE RULES – Members' Questions at Council**

The Committee was reminded that, in the past, there had been a convention that Members wishing to ask more than one Question at Council could not expect the opportunity to ask a second Question until all other Members asking a Question or Questions had had their (first) Question answered.

In light of the submission of large numbers of Questions by certain Members at recent Council meetings, a review of the Rule has been requested. It was stressed that there no suggestion that the right of Members to ask as many Questions as they wished was affected: a redressing of the current balance was sought,

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however, so that every Member wishing to ask Questions could expect at least one Question to be asked and answered (subject to the 30 minute time limit).

At recent Council meetings, a procedural motion had been used to give effect to such an arrangement but it was now suggested that the Council Procedure Rules be amended to provide for a specific procedure rather than, as in the past, relying on an unwritten convention that is open to possible confusion or upon procedural motions at each meeting.

RESOLVED:

That the Committee **RECOMMEND** to the Council that the second part of Paragraph 10.11 of the CPRs be amended to read:

10.11 Order of questions

- (i) Subject to the following provisions, questions shall be dealt with in order of receipt.
- (ii) Where there are questions from more than one Member of a Group or from Members not attached to a Group, questions shall be dealt with by rounds, so that:
 - round one shall comprise the first of the questions asked by any of the Members of a Group or by an unattached Member;
 - round two shall comprise the second such question;
 - subsequent rounds shall comprise successive questions in such order; and
 - once every Group's Members or unattached Member have had to the opportunity to ask one question in the rounds, any questions remaining shall be dealt with in order of receipt
- (iii) For the purpose of determining the order in which the various Groups unattached Members' questions are dealt with, the first question of every such round shall be asked by a Member of the largest opposition Group with the Members of the minority opposition Groups and unattached Members asking their questions on a progressively rotating basis at successive meetings.

32 **NEW EXECUTIVE ARRANGEMENTS**

The Committee was reminded that the Local Government Act 2000 had radically changed the decision making structures of Local Government, with clear separation between executive Councillors and the majority of Members. The 2000 Act had required local authorities to adopt a new governance structure, moving away from decisions being taken by cross party committees and introducing an executive with a wide-ranging leadership role.

Havering, in common with the majority of Councils, had adopted a Leader and Cabinet model with the Executive taking collective responsibility for decision making. Under the current arrangements, the Leader was elected annually by full Council, as were the nine Executive Members, but the Leader determined the portfolio allocated to each individual Executive Member.

The Local Government and Public Involvement in Health Act 2007 now required changes. It had introduced two models, both of which placed all executive powers in the hands of one individual who, in the normal course of events, would serve an uninterrupted four year term, either as the Council Leader or as directly elected Mayor. One or other model had to be adopted no later than 31 December 2009 and the current arrangements would come to an end immediately after the Council elections in May 2010.

Once elected, there would be little difference between what a new "strong" Leader and an elected Mayor could do. The fundamental difference was that an elected Mayor would not be a Councillor and would not represent an electoral division but would work full time as Mayor with a mandate directly from the electorate. Since a Mayor would not be appointed by the Council it is possible that he or she might not be a member of the majority group, or for that matter, of any political party. A Mayor would of course be reliant upon the Council to pass any budget and would therefore need to work with Members to ensure that this could be agreed.

A Leader would, however, as now be elected by the Council and indirectly have the mandate of the electorate. The new model would nevertheless concentrate executive powers into the hands of the Leader. As a Councillor, the Leader would be required to combine the executive role with representing the views of his or her electoral division.

The Committee noted that, should the Council adopt the Mayoral model, the electorate would be invited to elect a Mayor who would serve for the full term of the Council. The election would take place at the same time as the Council elections in May 2010. The alternative, new Leader and Cabinet model would

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require the Council to elect its Leader for the next four years at the post election annual meeting in 2010.

It was also noted that the rules applying to voting in mayoral elections would differ from those for a Councillor. If there were three or more candidates, the "supplementary vote" system would be compulsory, with voters being able to express a second preference so that, if no candidate obtained more than half of the first preference votes, the second preference votes would be added in to return whichever of the two front running candidates had the greatest number of first and second preference votes. It would be possible for an individual to stand for election as both Mayor and Councillor but, as both roles could not be held simultaneously, if returned as Mayor the seat as Councillor immediately become vacant.

The Committee was advised that the law required that, from 2010 onwards, a directly elected Mayor or a Council-appointed Leader would initially hold all the Council's executive functions under their personal control and would then have to choose whether to exercise some or all of those functions personally or to make arrangements for their discharge by an executive, by an individual member of the executive, or by officers. As now, executive members would be appointed from among elected Councillors, but the Mayor or Leader would decide how many Members would be on the Executive (between two and nine). He or she would also decide what (if any) executive functions would be delegated to Area Committees. There would no longer be a requirement to elect executive members annually and they could be appointed or dismissed at any time during the term of the Council, paving the way for "cabinet reshuffles" in response to need or events. The Mayor or Leader would need to appoint a deputy who would hold office until the end of the Mayor/Leader's term but could be removed and replaced by the Leader or Mayor at any time. The Act specifies that the deputy would take up the role of the Leader/Mayor if the latter were unable to act or the office became vacant. Those functions which were the remit of the Council remained unchanged by the 2007 Act, so setting the budget remained a decision for all Council Members. Although the new arrangements had to be adopted by the end of 2009, the form of executive could be changed in 2013, or in any fourth year afterwards. Before drawing up its proposals, the Council was required to take reasonable steps to consult the Local Government electors for, and other interested persons in, the Council's area. It was considered that this could be achieved through Living and the Council's website. The outcome would be reported back and proposals drawn up for consideration by this Committee and then the Council by the end of year deadline.

Governance Committee, 6 May 2009

RESOLVED:

That officers be authorised to undertake consultation as set out in this report under the Local Government and Public Involvement in Health Act 2007 on new executive arrangements.

33 EXERCISE OF FUNCTIONS BY LOCAL COUNCILLORS

Among the new provisions in the Local Government & Public Involvement in Health Act 2007 that were brought into force from 1 April was section 236, which confers a discretionary power to enable the exercise of functions by local councillors.

The Committee was informed of the new provision and considered whether it should be implemented in Havering.

After discussion, the view taken was that the power would not be particularly useful in Havering and that it should, therefore, not be implemented.

34 COMMUNITY GOVERNANCE REVIEWS: the establishment of parishes

Provisions in the Local Government & Public Involvement in Health Act 2007 (the Act) relating to Community Governance reviews and the prospective establishment of parishes, including in London, had come into force in February. The report gave details of the provisions and invited the Committee to consider whether to initiate a review.

Members were advised that, at a recent conference, the Secretary of State had indicated that the Government accepted that the creation of parishes within Greater London would not be appropriate.

Accordingly, the Committee concluded that the undertaking of a review was no appropriate and that the power to do so should not be implemented. It was noted that if a qualifying community governance petition were to be submitted to the Council the statutory review process would then have to be implemented.

Chairman
28 May 2009



MEETING	DATE	ITEM
GOVERNANCE COMMITTEE	28 MAY 2009	5

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: APPOINTMENTS TO OTHER ORGANISATIONS, 2009/10

SUMMARY

Members are invited to make appointments to the various organisations referred to in this report.

RECOMMENDATIONS

1. That the Committee determine upon appointments to the organisations referred to in this report for the period until the meeting that deals with appointments for the municipal year, 2009/10 (or such other period as may be relevant in any specific case).
2. That, where the Council's representative (or any deputy or alternative representative where applicable) is unable to attend a particular meeting and the constitutional arrangements of the body in question so permit, that representative may mandate the Chair of the meeting to exercise a proxy vote.
3. That the Council's voting rights at the General Assembly of the Local Government Association be exercised by Councillor Michael White (4 votes) and Councillor Clarence Barrett (1 vote) (or their respective nominees in the event either is unable to vote in person).

4. That the new governance arrangements for the Havering Theatre Trust be noted and that three Members be appointed to the Board.
5. That the appointments to the Adoption Panel and Carers Panel shown in the report be confirmed.

REPORT DETAIL

- 1.1 The Committee is authorised to make all appointments to other organisations. Except where otherwise specifically provided, appointments are for the period expiring three days after the election of Councillors on 6 May 2010.
- 1.2 **Appendix 1** lists the appointments made by office (rather than personal to the Members concerned). **The Committee is asked to confirm that these appointments continue.**
- 1.3 **Appendix 2** lists the appointments made by individual Member. **The Committee is asked to review these appointments and either confirm them, or agree what changes are to be made.**
- 1.4 Please note that some organisations are mentioned in both Appendices, as appointments to them are both by office and personal.

Exercise of voting rights

- 2.1 In some cases, the constitution of an organisation permits the casting of proxy votes if the appointed representative is unable to attend a meeting.
- 2.2 In order to avoid a possible loss of influence, it is the Council's usual practice to agree that, where the Council's representative (or any deputy or alternative representative where applicable) is unable to attend a particular meeting and the constitutional arrangements of the body in question so permit, that representative may mandate the Chair of the meeting to exercise a proxy vote.
- 2.3 **The Committee is asked to agree to that practice continuing for the coming year.**
- 2.4 The Council is entitled to 5 votes in the General Assembly. Previously, the Leaders of the Council and of the Opposition were allocated 4 votes and 1 vote each respectively.
- 2.5 **The Committee is asked to confirm that this arrangement should continue.**

Havering Theatre Trust

- 3.1 New arrangements apply to the membership of the Havering Theatre Trust, following a review of its governance. The Cabinet agreed to them on the Council's behalf in December 2008.
- 3.2 Under the new arrangements, the Council's representation on the Trust is reduced to three. The governance arrangements have been simplified and there is to be a single Board in place of the previous Council of Management and Executive Board. The formalities of amending the Trust's constitutional documents are expected to be completed by the end of May.
- 3.3 The Committee is asked to appoint three Members to the (new) Trust Board.**

Adoption Panel

- 4.1 Regulations require a local authority providing an adoption service ("an adoption agency") to appoint an Adoption Panel. In Havering, the actual appointment of the Panel is a matter for this Committee.
- 4.2 The regulations require that the Adoption Panel shall consist of no more than ten members, including the Chair and must include -
- (a) two social workers each with at least three years' relevant post-qualifying experience;
 - (b) one member of the Council;
 - (c) the medical adviser for adoption;
 - (d) at least three other independent members including where reasonably practicable at least two persons with personal experience of adoption.
- 4.3 The adoption agency must appoint one member of the Adoption Panel as vice chair, to act as chair if the person appointed to chair the panel is absent or his office is vacant.
- 4.4 The time that any person may serve as a member of an Adoption Panel is limited to a total of nine years and this affects several of the current members, who are nearing that absolute maximum they can serve.
- 4.5 The current membership is:

Panel Member	Status	Date eligibility to serve ends
Andy Quin	Independent Member; Chair	June 2017
Leroy Harry	Independent Member; Vice Chair	February 2018
Jonathan Pearce	Social Worker	December 2015

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Roy Gaskin	Social Worker	March 2018
Councillor Georgina Galpin	Authority Member	December 2017
Dr Devi	Medical Adviser	No time limit (medical advisers are exempt from the time limit)
Tess Blight	Independent Member	December 2015
Tony Ferguson	Independent Member	December 2015
Betty Haltham	Independent Member	December 2015
Beryl Thornton	Independent Member	December 2011

4.6 The Committee is asked to:

- (a) appoint Andy Quin as an independent member of the Adoption Panel and as its Chairman; and**
- (b) re-appoint the other members of the Adoption Panel for the coming year (or until those members who are nearing the end of their eligibility to serve reach the point at which they must cease to do so, unless they resign earlier).**

Carers Panel

5.1 The membership of the Panel is currently as follows:

Alan Johnstone Panel Chair - Independent
Cllr. Pat Mylod - Elected Member
Carol Balfe - Social Work Member - Fostering Experience
Marie Pudney - Health Representative
Wendy Johnson - Social Work Member - Child Care Experience
Floyd Powell - Independent Member
Trevor Sim - Education Representative
Avril Howe - Independent Member - foster parent
Dr. Saminathan - Independent Member
Joyce Adelakun - Independent Member

5.2 The Carers Panel has a crucial role in the provision and monitoring of fostering, shared care, private fostering and kinship care for children and young people. The Panel's role and functions are covered in the Fostering Regulations 2002. Its functions relate to approving, reviewing and terminating approvals of carers. The Carers Panel also provides a quality assurance function in relation to the work presented to it.

5.3 The Committee is asked to confirm the appointment of members of the Corporate Parenting Panel, as listed above.

Lee Valley Regional Park Authority

- 6.1 The Lee Valley Regional Park Authority (LVRPA) consists of Members nominated partly by local authorities that border the River Lee and partly by London Councils on behalf of the remaining London local authorities (all of which contribute to the funding of the LVRPA).
- 6.2 Councillor Andrew Curtin was appointed to the LVRPA as a London Councils nominee in 2005 (in succession to Councillor Ray Morgon) and his term of office will expire on 30 June. It is understood that Councillor Curtin is eligible to be re-appointed – but that is dependent upon both the Council formally nominating him for appointment and London Councils accepting that nomination and appointing him.
- 6.3 It should be noted that the appointment is personal to Councillor Curtin. Were he to resign from the LVRPA, there would be no guarantee that London Councils would replace him by another Havering nominee.
- 6.4 The Committee is requested to nominate a Member for consideration by London Councils to be appointed to the LVRPA.**

Admissions Forum

- 7.1 Following recent changes in legislation, the role and composition of the Admissions Forum has changed. Its role is now to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved, with its main focus being to consider the fairness of arrangements in their local context.
- 7.2 The membership of the Forum must not exceed 20, two of whom are local authority representatives and 12 are to be appointed from a number of categories of schools and other people/groups involved in the provision of education. The remaining up to six people will be co-opted on to the Forum by the 12 representing schools etc – it should be noted that the two local authority representatives are specifically excluded from participating in the co-option process.
- 7.3 The Forum will appoint its own Chairman and Vice-Chairman.
- 7.4 Previously, the Council was able to appoint five Members of the Forum but, as noted above, that has now been reduced to two.
- 7.5 The Committee is requested to appoint two Members to the Admissions Forum.**

Equalities and Social Inclusion Implications and Risks

- 8 There are no specific implications or risks. Appointments should be made with the Council's equalities policies in mind.

Legal, Finance and Environmental Implications and Risks

- 9 These appointments are administrative and have no direct legal, financial or environmental implications or risks. In some cases, membership of an organisation is dependent upon the Council paying a subscription: where relevant, the subscription will be met from within an appropriate budget provision.

Cheryl Coppel
Chief Executive

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Background Papers

A number of files is held by Democratic Services which provide information on the organisations to which appointments are being made.

APPOINTMENTS MADE BY THE COUNCIL TO OTHER ORGANISATIONS, 2008/09 – APPENDIX 1

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED BY OFFICE
Age Concern : Havering (Havering Old People's Welfare Association Council) - 2	Cabinet Member – Social Care & Learning and one other Member
CEME (Centre for Engineering & Manufacturing Excellence)	Leader of the Council
Connexions	Cabinet Member – Skills & Young People (Manager of Youth Services – alternate director)
East London Waste Authority - 2	Deputy Leader of the Council & Health and Cabinet Member – StreetCare & Customer Services
Education Otherwise Than At School Service (EOTAS) Management Advisory Committee	Cabinet Member - Education & Children's Services
Governor Panel - 3	Cabinet Member – Education & Children's Services and two other Members
Greater London Enterprise Limited	Cabinet Member– Housing , Public Protection & Regeneration
Havering Arts Council - 5	Cabinet Member Culture & Community and four other Members.

Appointments to other organisations, 2008/09

Havering Chamber of Commerce and Industry	Leader of the Council
Havering Children's Trust	Cabinet Member – Education & Children's Services
Havering College of Adult Education -5	Cabinet Member – Skills & Young People and four other Members.
Havering Community Safety Partnership – 2	Cabinet Member– Community Safety, Standards & Electoral Services and the Assistant Chief Executive, Legal and Democratic Services
Havering Joint Forum - 6	Leader of the Council, Deputy Leader of the Council, Cabinet Member – Legal & Democratic Services, Cabinet Member- Finance & Commerce, Leader of the Opposition Group and one other Member
Havering Local Strategic Partnership - 3	Leader of the Council, Deputy Leader of the Council and Leader of the Opposition
Havering Police and Community Consultative Group - 6 plus Cabinet Member	Cabinet Member with responsibility for crime & disorder issues
Havering Sixth Form College - corporation -1	Cabinet Member – Education & Children's Services one other Member (until June 2010)
Havering Sports Council - 5	Cabinet Member – Culture & Communities, Cabinet Member – Housing, Public Protection & Regeneration and three other Members.

Appointments to other organisations, 2008/09

Hides Educational Foundation - 3	Cabinet Member – Education & Children’s Services and two other Members.
IWMS Contract Liaison Committee	Deputy Leader of the Council
Local Government Association General Assembly – 4	Leader of the Council, Deputy Leader of the Council, Leader of the Opposition and one other Member
Local Government Association Tourism Forum	Cabinet Member – Culture & Communities
Local Government Association Urban Commission	Cabinet Member – Housing, Public Protection & Regeneration
Local Government Information Unit	Cabinet Member – Legal & Democratic Services
London Councils (Former ALG) (Leaders’ Committee)	Representative (1): Leader of the Council Deputy: (1) Deputy Leader of the Council
Transport & Environment Committee	Representative (1): Cabinet Member - Streetcare & Customer Services Deputies (up to 4): Cabinet Member – Finance & Commerce, Deputy Leader of the Council, and two other Members
Grants Committee	Representative (1): Cabinet Member - Finance & Commerce Deputy (up to 4): Deputy Leader of the Council & Cabinet Member- Legal & Democratic Services
Greater London Employment Forum	Representative: Cabinet Member - Legal & Democratic Services Deputy Representative: Deputy Leader of the Council

Appointments to other organisations, 2008/09

Crime and Public Protection Forum - 1	Cabinet Member – Community Safety, Standards and Electoral Services
Children, Young People & Families Forum - 1	Cabinet Member – Education & Children’s Services
Culture , Tourism & 2012 Panel - 1	Cabinet Member – Culture & Communities
Economic Development - 1	Leader of the Council
Health and Social Care Panel -1	Cabinet Member – Social Care & Learning
Housing Forum -1	Cabinet Member – Housing, Public Protection & Regeneration
London Youth Games	Cabinet Member – Culture & Communities
Mardyke Neighbourhood Board – 4	Cabinet Member - Sustainable Communities – Housing & Regeneration and three Members of South Hornchurch Ward
North East London NHS Foundation	Cabinet Member – Social Care & Learning
Partnerships in Parking	Cabinet Member – Street Care & Customer Services
Romford Town Centre Partnership - 2	Leader of the Council (Cabinet Member – Housing, Public Protection & Regeneration as deputy) and Chief Executive
Standing Advisory Council on Religious Education (SACRE) - 5	Cabinet Member- Education & Children’s Services, and four other Members
Thames Gateway London Partnership	Leader of the Council

Appointments to other organisations, 2008/09

Veolia ES Cleanaway Havering Riverside Cabinet Member – Housing, Public Protection & Regeneration Trust

Veolia ES Cleanaway Havering Riverside Cabinet Member – Housing , Public Protection & Regeneration Maintenance Trust

APPOINTMENTS MADE BY THE COUNCIL TO OTHER ORGANISATIONS, 2008/09 – APPENDIX 2

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED BY PERSONAL APPOINTMENT
Age Concern : Havering (Havering Old People's Welfare Association Council) - 2	Councillors June Alexander (and Cabinet Member – Social Care & Learning)
Ardleigh House Community Association - 2	Councillors Lynden Thorpe and Michael White
Bretons Community Association -1	Councillor John Clark
Coopers Company & Coborn Educational Foundation	Councillor Linda van den Hende
Cranham Community Association - 1	Councillor June Alexander
Elm Park Community Association - 1	Councillor Barry Oddy
Emerson Park Community Association - 1	Councillor Paul Rochford
Essex Wildlife Trust (Bedfords Park Management Committee)	Councillor Geoff Starns
Front Lane Community Association - 1	Councillor June Alexander
Governor Panel - 3	(Cabinet Member Education & Children's Services) and Councillors Gillian Ford and Wendy Brice- Thompson

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Harold Hill & District Community Association - 2	Councillors Dennis Bull and Keith Wells
Harold Wood Neighbourhood Centre - 2	Councillors Lesley Kelly and Pam Light
Havering Admissions Forum - 5	(Cabinet Member – Education & Children’s Services) Keith Darvill, Gillian Ford Wendy Brice-Thompson and Fred Osborne
Havering Arts Council - 5	(Cabinet Member Culture & Communities) vacancy, Councillors Mark Gadd, Linda Hawthorn and Steve Whittaker
Havering Association for People with Disabilities - 2	Councillors Steven Kelly and Patricia Mylod
Havering Bands and Majorettes Association - Executive Committee - 3	Councillors Andrew Curtin, Sandra Binion and Pat Mylod
Havering & Brentwood Bereavement Service - 1	Councillor Dennis Bull
Havering College of Adult Education - 5	(Cabinet Member, Skills & Young People) Councillors Lesley Kelly, Steven Kelly, John Mylod , Pat Mylod
Havering College of Further & Higher Education	Councillors Paul Rochford and Geoff Starns
Havering Joint Forum - 6	Councillor John Mylod (plus 5 appointments by Office – Leader, Deputy Leader, Cabinet Member Legal & Democratic Services, Cabinet Member- Finance & Commerce, Leader of the Opposition Group)
Havering Sixth Form College - corporation -1	Cabinet Member – Education & Children’s Services

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	Councillor Roger Ramsey (until 6.10)
Havering Sports Council - 5	Cabinet Member – Culture & Communities, Cabinet Member – Housing, Public Protection & Regeneration, Councillors Tom Binding, John Mylod and Melvin Wallace
Havering Twinning Educational Association	Councillor Georgina Galpin
Havering Youth Inclusion and Support Panel Hides Educational Foundation - 3	Councillor Barry Oddy (Member); Councillor Wendy Brice-Thompson (Deputy Member) Councillors June Alexander, Gillian Ford and Cabinet Member – Education & Children’s Services
Homes in Havering (Housing ALMO Board)	Councillors Steven Kelly, Robby Misir, Lesley Kelly and June Alexander
Hornchurch Housing Trust (Nomination Trustees) - 6	Mr Ray Emmett and Mr David Williams (until 2/11) Mr Chris Oliver and Councillor Eric Munday (until 2/13) Mr Ivor Cameron and Mrs Peggy Munday (until 2/10)
Lee Valley Regional Park Authority (indirect appointment via nomination to London Councils)	Councillor Andrew Curtin (till June 2009)
Local Government Association General Assembly – 4	Councillors Eric Munday and three appointments by Office (Leader of the Council, Deputy Leader of the Council, Leader of the Opposition)
London Accident Prevention Council – 2	Councillors Fred Osborne and John Mylod
London Councils	
Transport & Environment Committee	Deputies (up to 4): Councillor Andrew Mann and Councillor Melvin Wallace

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London Caribbean	Councillor Andrew Curtin
London Home & Water Safety Council	Councillor Fred Osborne
Lucas Children's Play Charity Nominative Trustees – 2	Councillors Andrew Curtin and Councillor Linda Hawthorn (appointed till 2011)
Mardyke Neighbourhood Board – 4	Cabinet Member - Sustainable Communities – Housing & Regeneration and three Members of South Hornchurch Ward – Councillors Tom Binding, Michael Deon Burton and John Clark
Mardyke Youth and Community Centre - 2	Councillors John Clark and Mike Winter
North London Thames Gateway Groundwork Trust - 1	Councillor Michael White
North Romford Community Association - 1	Councillor Sandra Binion
Poyntz (a.k.a. Richard Poyntz's) and other charities	Councillor June Alexander (until 03.12)
Rainham and Wennington Community Association – 1	
Relate North East - 2	Councillors Keith Wells and Pam Light
Reserve Forces & Cadets Association - 1	Councillor Ted Eden
Romford Carnival Committee - 2	Councillors Andrew Curtin and Sandra Binion

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Romford Young Men's Christian Association (YMCA) - Board Of Management –1	Councillor David Grantham
Rush Green Community Association – 2	Councillors Robert Benham and Fred Osborne
Second Chance - Theatre for the People - 1	Councillor Andrew Curtin
Standing Advisory Council on Religious Education (SACRE) - 5	Councillors Mark Gadd, Wendy Brice-Thompson, Gillian Ford and Jeffrey Tucker and Cabinet Member- Education & Children's Services.
Tenant Management Organisations -	BETRA (Gooshays) – Councillor Dennis Bull DELTA (Squirrels Heath) – Councillor Lynden Thorpe PETRA (St Andrews)- Councillor John Mylod
Thames Chase Joint Committee	Councillors Lesley Kelly, John Mylod and Eric Munday
Upminster Windmill Preservation Trust	Councillor Linda Hawthorn



MEETING	DATE	ITEM
GOVERNANCE COMMITTEE	28 MAY 2009	6

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: ANNUAL GOVERNANCE STATEMENT

SUMMARY

This report updates the Committee on completion of the year end processes and the impact of this on the draft Annual Governance Statement (AGS).

RECOMMENDATION

To consider the contents of the report.

To approve the final version of the 2008/09 AGS (appendix 1).

REPORT DETAIL

Background

1. A draft Annual Governance Statement (AGS) was presented to the Governance Committee in March along with a report outlining the annual process and framework of assurances within the Council to develop the document.
2. Since the March meeting the following actions have been taken:

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- a. Heads of Service have provided signed mini governance returns confirming that appropriate arrangements are in place across all services of the Council.
 - b. Members of Management Team have reviewed these returns and then submitted a return for their portfolios, having regard to the overall position.
 - c. These returns have been reviewed to ensure that all relevant issues have been identified and included in the draft AGS.
 - d. The results of the 2008/09 audit work has been formally reviewed as part of the production of the Annual Audit Report and Head of Internal Audit Opinion to identify any additional potential issues for inclusion on the AGS.
 - e. An evidence file has been produced documenting the process and evidencing the assurances received.
 - f. Governance Group have discussed the outcome of the above end of year actions and agreed the outcomes.
 - g. Senior Management have commented on the final version.
 - h. Audit Committee members who do not attend Governance Committee have been given the opportunity to comment on the AGS.
3. A final version of the AGS is attached as appendix 1. The approved AGS will be signed by the Leader and Chief Executive and included in the Council's Annual Accounts when published.

Financial Implications and risks:

There are no financial implications arising directly. The risk relating to incorporating new best practice guidance into current governance arrangements is an increased expectation from stakeholders that is not delivered through the actions of the Council. However this risk is unlikely as the Council is committed to openness and transparency. The risks of not reviewing our arrangements against best practice are the Council not being viewed as open and transparent and the External Auditor assessing Corporate Governance adversely. Failure to produce a robust AGS could result in the Council's accounts being qualified.

Legal Implications and risks:

None arising directly from this report.

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Human Resource implications and risks:

None arising directly from this report.

Equalities and Social Inclusion implications:

None arising directly from this report. Equality and Social Inclusion are key factors to consider in the Council's Governance arrangements and any changes to the Code of Governance or other related policies and procedures are assessed to ensure the impact is appropriately identified.

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CHERYL COPPELL
Chief Executive

Background Papers

None.

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ANNUAL GOVERNANCE STATEMENT

This statement provides assurance to all stakeholders that within the London Borough of Havering processes and systems have been established, which ensure that decisions are properly made and scrutinised, and that public money is being spent economically and effectively to ensure maximum benefit to all citizens of the Borough.

Scope of responsibility

The London Borough of Havering is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The London Borough of Havering also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, The London Borough of Havering is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

The London Borough of Havering has approved and adopted a code of corporate governance, which is consistent with the principals of the CIPFA/SOLACE¹ Framework *Delivering Good Governance in Local Government*. The code sets out details of how the public and staff can expect the Council to be managed. Accountability, effectiveness, integrity, and openness are among the principles the code is based upon. The code also details how the Council conducts its business and how it relates to the community. This includes service delivery arrangements; structures and procedures; risk management and standards of conduct. The code is available on the Council's website. Other information on governance can also be found on the Council's website by following the link to Council and democracy/corporate governance. A copy of the code can be requested in other formats and languages or in paper copy from the Council's Communications Department.

This statement explains how London Borough of Havering has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 in relation to the publication of a statement on internal control.

The purpose of the governance framework

The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of London Borough of Havering's policies,

¹ Chartered Institute of Public Finance and Accountancy/Society of Local Authority Chief Executives

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aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at London Borough of Havering for the year ended 31 March 2009 and up to the date of approval of the draft statement of accounts.

The governance framework

The key elements of the systems and processes that comprise the Council's governance arrangements are described in more detail below:

Vision and purpose

In 2007/08 the Council's Leader launched his 'Living Ambition' - aiming for the highest quality of life in London is a 20 year vision for the London Borough of Havering.

The Council will work with partners and the local community to seize opportunities and shape a future for Havering that is bright, bold and rewarding for everyone who lives, visits, or works in the borough. The 'Living Ambition' agenda will be delivered by striving towards five goals:

- Goal for Environment : to ensure a clean, safe and green borough;
- Goal for Learning : to achieve excellence in education and learning;
- Goal for Towns and communities : to provide opportunities for all through economic, social and cultural activity;
- Goal for Individuals : to value and enhance the lives of every individual; and a
- Goal for Value : to deliver high customer satisfaction and a stable council tax.

Underpinning the Vision are new Values, to which all officers will be expected to work, in order to build a more effective organisation. The Council's Values are:

- One Council
- Learning from experience
- Integrity
- You matter
- Can do
- Fair to all

To achieve the Council's Vision the Council is working with Partners and other organisations to ensure available resources are optimising the benefits to the community. This approach although essential to the Council's success going forward does pose new governance issues for the Council and procedures are as a result subject to review to ensure that roles and responsibilities and the Council's expectations in terms of governance are clearly communicated.

The 'Living Ambition' was widely communicated both internally to staff and externally to the community via a number of events and presentations, using the Council's internet and intranet sites and within the publication 'Living' which is regularly distributed to the stakeholders in the Borough.

The Council's Goals have been integrated into the Council's business planning processes to ensure adequate resources are being applied in the pursuit of the Vision and the Council's Values are a key driver in the development of the new competency based appraisal framework which will be rolled out in 2009/10.

Performance Management

The performance management framework has several functions:

- Focussing priority setting around needs along with the priorities of the Council and the public;
- Maximising the effective delivery of the services and the efficient use of resources through the facilitation of joint planning both across Council services and with partner organisations; and
- Ensuring relevant, timely and accurate information is available to measure and monitor performance and on which to base decisions.

Performance management is carried out via a series of meetings individually and at team level across the services. Performance monitoring is undertaken as part of those processes and the information collected feeds into a report to all Members, through the Members Monthly Pack. The Improvement and Delivery Board, comprising both members and officers, meet to review performance on a regular basis. The Overview & Scrutiny Committees also consider the performance reports – along with those that they have independently commissioned – and carry out their own reviews. Heads of Service also produce a quarterly pack which summarises their service performance and progress against objectives. The performance management process is currently undergoing changes as the Council moves towards an electronic reporting system, Havering Performs!, or HP.

An annual summary of performance against the statutory and key local performance indicators is published on the website. An annual report, summarising performance and plans, is also available on the website and produced for distribution as hard copy.

The Council's strategy and policy and guidelines on data quality lay down clear guidelines to the effect that all performance measures must be produced to the same robust standard; any performance data that is to be considered for publishing can be subject to either internal or external audit.

The Council's financial management approach is led through its Medium Term Financial Strategy, which is produced in the summer, setting out the approach to financial planning for the subsequent three financial years. A series of Star-Chamber style sessions review performance, define the savings and spending targets for each Service area; these along with the results of market research into public opinion, studies of the needs in the Borough and the requirements of the Council's priorities go to define the objectives in Service Plans, which are linked to the Council's objectives via 'the Golden Thread'.

There are a number of strategies linked directly with the MTFs; this includes the Capital Strategy, the Corporate Asset Management Plan, the Risk Management Strategy, the ICT Strategy and the Workforce Planning Strategy.

Council's Constitution

The constitution sets out the roles and responsibilities of officers and members and provides details of how decisions are made and who can make them. It also contains the rules for managing our finances and resources effectively.

Details of those functions remaining with full Council are set out together with full Cabinet and individual Cabinet Member powers. All the terms and references of the various Committees of the Council are set out. All these provide clear accountability and effective leadership and decision making. There is an extensive Scheme of Delegation to officers

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enabling them to manage their areas of responsibility on a day to day basis. Where a key decision is to be taken, the Council publishes details in the Forward Plan.

Codes of Conduct

The Council has Employee and Member Codes of Conduct supported by the requirement to make declarations of interest and to declare gifts and hospitality. Interests must be declared by officers above a certain grade or who hold specific decision making and procurement positions. Officers and Members are required to decline gifts and hospitality to ensure that they are not inappropriately influenced. The Codes and related policies and procedures are communicated via induction sessions and are available via the intranet. Periodically awareness campaigns occur to remind individuals of their responsibilities. The relevant Corporate Management Team member is tasked with ensuring that appropriate arrangements are in place and the systems are reviewed at least every three years by internal audit.

Financial Rules and Regulations

The Council has Financial and Contract Procedure Rules and Financial and Procurement Frameworks along with other policy and procedural documents in place to guide officers in their every day duties and ensure appropriate process and controls are adhered to. Schemes of delegation are also in place along with authorised signatories lists to detail appropriate levels of responsibility. Compliance with the various financial rules and regulations is monitored by Management and considered during audits of systems and processes

Effective Audit Committee

The Audit Committee operates in accordance with the relevant CIPFA guidance. Its effectiveness is reviewed annually and an annual report is produced for the Committee. The Committee's terms of reference, outlined in the Constitution, contain responsibilities relating to internal control, external audit, and internal audit. Eight members sit on the Audit Committee. The Audit Committee meets five times per year. The Committee has an annual work plan and training programme and reports on its performance to Council annually.

Compliance with laws, regulations and internal policies

The Constitution sets out the legal framework for decision making and the publishing of those decisions. There is a scrutiny system in place to ensure that the work of the Council complies with all appropriate policies, laws and regulations. Overview and Scrutiny has the power to call in and challenge all decisions of Cabinet and individual Cabinet Members and key decisions of staff. Legal, Finance and Human Resources staff clear every Cabinet, Council and Committee report and every Lead Member decision, for compliance with laws, policies and regulations. The Statutory Officers also provide advice to Members at all appropriate times. Statutory appointments have been made for Adults and Children and a Lead Member for Children has been appointed.

Internal policies and procedures exist to guide officers and ensure compliance with legislation and proper practice. Policies and procedures are reviewed at least annually.

Counter Fraud and Confidential Reporting

The Council has a corporate strategy for the prevention and detection of fraud and corruption. The effectiveness of the arrangements in place is reviewed annually and results reported to the Audit Committee. Ad hoc promotion of the strategy takes place throughout

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the year as part of the fraud strategy action plan. Integral to these arrangements is the Confidential Reporting, also known as Whistleblowing, policy which is communicated to staff via induction, the intranet and ad hoc awareness initiatives. The effectiveness of arrangements are reviewed annually and reported to Audit Committee. The results of fraud investigations are publicised to further promote the arrangements in place, as appropriate.

The Council also participates in the National Fraud Initiative (NFI) a computerised data matching exercise, lead by the Audit Commission, designed to detect fraud perpetrated on public bodies. Havering has been praised on their efforts on this exercise.

Complaints

In 2008/09 a new Corporate Complaints procedure was implemented to ensure that all standard complaints effectively recorded and dealt with in the same way. The new procedure is supported by the relevant technologies to ensure efficiency and requires officers nominated as 'Complaint Owners' to respond within set timescales. The process includes an escalation procedure where target timescales are not achieved. An extensive programme of training for officers has taken place during the year and it is anticipated that greatly improved results, in an area which was previously identified for improvement, will be evident in 2009/10.

Training and Development

The Council has a commitment that every member of staff has a review and annual appraisal to discuss performance, targets and personal development. It also has a commitment to provide a minimum of three days training. The Council provides a range of training opportunities for managers and staff to ensure they can deliver services effectively. These include a Leadership Programme, Leaders' and Managers' toolkit, recruitment and selection, Health and Safety, Project Management and IT training. It also provides training / briefing on procurement procedures, finance for non-financial managers and risk management.

The Council has a Member Development Charter and development programme to keep them up to date with changes and support their training needs. Training is supplemented by information through briefings, bulletins and it is planned to run a series of mini-conferences. Their training includes Finance and the Code of Conduct, Licensing and secure accommodation review.

Communication and Consultation

The Council strives to identify and develop new effective mechanisms to communicate and consult with the community. The Corporate Plan takes account of consultation as well as local and national priorities. The Council has adopted and implemented the Equality Standard, achieving level one and aiming to achieve levels two by the end of 2008/09. A wide number of forums take place to consult with all members of the community, particularly targeting hard to reach groups.

The Council maintains a website to provide information and a point of contact to the residents of the Borough. The publication 'Living' is also issued two weekly communicating information regarding Council activities.

An extensive consultation process is carried out as part of the development of the MTFs and detailed annual budget. Views are sought through various media and the budget itself is subject to scrutiny through Cabinet, Overview & Scrutiny and Area Committees.

Partnerships

There are seven theme areas and champions within the Havering Strategic Partnership (HSP) structure. These are:

- Community Participation;
- Community Safety;
- Environment;
- Prosperous Community;
- Older People;
- Health and Wellbeing; and
- Children and Young People.

Theme Delivery Champions, for accountability purposes, report to the Programme Board on progress against the Community Strategy Action Plan and any other relevant work for the theme. Delivery Champions relate the aims and progress of the theme area to the Assembly in very general and accessible terms making it accessible for smaller groups and businesses to be involved in local decision making and scrutiny.

Through the HSP structure elected members and other community representatives can engage more fully in the work of the HSP. Each theme champion will work with Cabinet members to develop and implement the LAA programme.

The HSP is not legally constituted, and the Council, as the accountable body, has to ensure clear and robust financial and performance monitoring arrangements are in place. The council's own performance management arrangements are strong and its performance team works closely with the HSP.

Changes in grant funding including an increase in the provision of 'Area Based Grants' brings new Governance challenges to the organisation.

A partnership toolkit has been developed by the Council to log and rank the partnerships to which resources are applied. The toolkit aims to promote a consistent approach to partnership working across the organisation and provide guidance and support to officers regarding the Council's requirements regarding Governance issues.

Review of effectiveness

The London Borough of Havering has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework, including the system of internal control. The review of effectiveness is informed by the work of the Governance Group within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

Outlined below are the arrangements in place to review the effectiveness of the governance framework and the sources of information and assurance on which this statement is based:

Constitution

The Monitoring Officer keeps the Constitution under continual review having delegated powers to make amendments arising from written reports, organisational changes, and legal

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requirements and to correct errors. Other amendments are considered by Governance Committee and Council. Following a Senior Management Restructuring in May 2008, a substantial part of the Constitution has been reviewed and amended to reflect the new officer structure.

Governance Group and Corporate Management Team

The Council's officer governance group is charged with reviewing the governance arrangements and monitoring any actions designed to improve the framework. Close links exist between this group and the Corporate Management Team (CMT), consisting of the Chief Executive, the Assistant Chief Executive, who has responsibility for Legal & Democratic Services, and the Council's three Corporate Directors overseeing Finance & Commerce; Social Care & Learning and Culture & Community, who take an active interest in Governance issues. The group have continued to monitor the action plan, derived from a self assessment against the six principles of good governance, throughout 2008/09. In March 2009 the group reported significant progress to deliver the action plan and improved scores, to the Governance Committee.

Governance and Audit Committees

The Council's Governance Committee, attended by the Leader of the Council, and other Group Leaders, is charged with overseeing the Council's governance arrangements and received a report outlining the on-going work of the governance group during the financial year in March 2009. The Governance Committee is responsible for approving the code and the Annual Governance Statement and members who attend both this and the Audit Committee, are responsible for monitoring the work of Internal Audit regarding internal control. This monitoring is integral in the process to produce to produce a robust Governance Statement.

Standards Committee

The Standard's Committee is made up of nine councillors, other than the Leader and limited to only one Cabinet member, and three independent members i.e. individuals who have not been councillors or employees of the Council in the last five years or are a close relatives or friends of anyone who has. This Committee has a role in promoting and maintaining high standards of conduct by all members of the authority.

Overview and Scrutiny

The overview and scrutiny function reviews decisions made by members. The focus of their role is to provide a challenge and to support the development of policies. At their meetings they have the opportunity to consider performance information; using such things as the quarterly Head of Service packs and monthly Members packs.

In 2008/09 specific key activities, for example Housing Benefit Fraud, were identified by overview and scrutiny and officers were asked to present performance and strategic information to task groups for discussion and challenge.

Internal Audit

Internal Audit is an independent appraisal function that measures, evaluates and reports upon the effectiveness of the controls in place to manage risks. In doing so Internal Audit supports the Group Director Finance and Commerce in her statutory role as Section 151 officer. Annually a Head of Internal Audit Opinion and annual report provide assurance to

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officers and members regarding the system of internal control; this assurance has also been considered in the production of this statement.

Risk Management

The responsibility for the system of internal control sits with management therefore each Head of Service is required to complete their own assessment and declaration with regards to the arrangements in place within their respective areas. These declarations have been considered when compiling this statement. The Council has embedded risk management processes and relevant policies and the strategy are reviewed and approved annually by Audit Committee. Service Risk Registers are maintained as part of business planning process and reviewed as part of the audit planning process. In preparation for 2009/10 the service planning and risk management processes have been aligned and risk identified during the service planning process will be considered by Risk Management Group for inclusion in the Corporate Risk Register, which is reviewed and approved by Corporate Management Team bi-annually.

External Inspectors

The Council is subject to review and appraisal by a number of external bodies; results of such reviews are considered within the performance management framework. The work of the Council's External Auditor, currently the Audit Commission, is reported to the Audit Committee. The Audit Commission provided an unqualified opinion for 2006/07 within their Annual Governance Report with regards to Value for Money. The Council's accounts are audited annually by the external auditor and an unqualified opinion was given for 2007/08 following similar opinions in previous years. The results of all external reviews have also been considered in the process of compiling this statement.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Corporate Management Team and the Governance Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Significant governance issues

The issues identified in the 2007/08 Annual Governance Statement have been monitored by management throughout the year with review periodically to challenge actions and progress by both Corporate Management Team and the Governance Committee. Of the five issues highlighted in the 2007/08 Annual Governance Statement, one, relating to Community Engagement, had been fully addressed at the end of March 2008, the remaining four were issues with wide reaching implications and although significant progress has been made in each area it is felt that the issues remain open. The remaining four issues are therefore detailed below along with the further planned actions to ensure that focus on these areas is maintained throughout 2009/10.

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Significant Issue and action already taken	Planned action	CMT Lead
<p>1. Complaints Handling.</p> <ul style="list-style-type: none"> ➤ New procedure went live September 2008; ➤ First complete set of management information reviewed November 2008, presented to members January 2009. ➤ Review currently underway, anticipated completion by August 2009 	<p>Full review and evaluation commenced January 2009.</p> <p>Six month review planned to identify and feed in improvements.</p> <p>Report to Adjudication and Review in April.</p> <p>Internal Audit planned 2009/10.</p>	<p>Group Director Culture & Community</p>
<p>2. Partnership working including changes to funding arrangements.</p> <ul style="list-style-type: none"> ➤ Planned development of partnership toolkit reported to Corporate Management Team; and ➤ Internal Audit completed. 	<p>Further development of Partnership Toolkit.</p> <p>Review of Partnerships working.</p> <p>Extend Governance from Strategic Partnership to operational levels.</p> <p>Implement audit and locally identified action plans.</p>	<p>Group Director Culture & Community</p>
<p>3. Homes in Havering.</p> <ul style="list-style-type: none"> ➤ A number of meetings are held, on a monthly basis, between key Homes in Havering and Council officers; ➤ Monthly Performance Board to discuss PIs and Delivery Plan; and ➤ Some consultancy advice regarding the management agreement. 	<p>New programme of meetings and communication links to continue into new financial year.</p> <p>Agreement of revised management agreement.</p>	<p>Group Director Culture & Community</p>
<p>4. Data Quality – including Partner organisations.</p> <ul style="list-style-type: none"> ➤ Development of a data quality policy and review and refresh of 	<p>Full roll out of Havering Performs.</p> <p>Training to all relevant</p>	<p>Group Director Finance &</p>

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<p>the strategy;</p> <ul style="list-style-type: none"> ➤ Implementation of an electronic performance management system that will enable timelier reporting by partners; ➤ Internal and External Audits. 	<p>officers.</p> <p>Review of system of control over data quality.</p> <p>Further planned audit work.</p>	<p>Commerce</p>
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In 2008/09 the Council, like many others, were affected by the collapse of the Landsbanki and Heritable Icelandic Banks. The resolution with regards the investments is not yet finalised, however as a result of the incident, both an internal and independent review of the Council's procedures was instigated to ensure, firstly, compliance with the approved procedures and secondly, to ensure going forward the procedures are robust enough to effectively manage the risks that the Council faces when investing public funds. The Council has also undertaken a major review of its Treasury Management Policy and Strategy and these were subsequently approved by Council in February 2009. This is in view of the current economic climate which continues to be reviewed.

The Council acknowledges that the needs of the community will be heightened by the country's economic downturn. The risks the Council faces due to the 'credit crunch' have been identified in the business planning processes and how services need to adapt to support those in the greatest need will continue to be considered throughout 2009/10.

In addition to those issues carried forward from 2007/08 the procedures to review and monitor Governance Arrangements to date in 2008/09 have highlighted one further issue:

Significant Issue and action already taken	Planned action	CMT Lead
<p>5. Information Governance</p> <ul style="list-style-type: none"> ➤ Policies & Procedures are in place; ➤ Reviews by ICT officers to identify weaknesses in current systems; and ➤ Independent viewpoint provided by Internal Audit. 	<p>Make more explicit the Council's Corporate requirements regarding information Governance;</p> <p>Invest in new technologies to reduce risk;</p> <p>Raise awareness within teams and services and encourage identification of specific local risks and then action to address;</p> <p>Further audit work planned for 2009/10.</p>	<p>Group Director Finance & Commerce.</p>

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.



MEETING	DATE	ITEM
GOVERNANCE COMMITTEE	28 MAY 2009	7

This report is submitted with the agreement of the Chairman as an urgent matter, pursuant to Section 100B(4) of the Local Government Act 1972

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: APPOINTMENT OF SCHOOL GOVERNOR

The appointment of school governors who are also Members or employees of the Council is dealt with by this Committee (all other appointments are made by the Group Director, Children's Services under delegated powers).

The Governor Appointment Panel has now submitted for formal approval the nomination of Councillor Barry Tebbutt as a governor of Crowlands Primary School. The appointment will be effective from 1 September 2009 as that is the earliest date when he will be eligible for appointment as he will, by then, no longer be a parent of a child at the school.

Human resources implications and risks

No implications or risks for the human resources arise from this report.

Equalities implications and risks

No implications or risks for the environment arise from this report

Financial implications and risks

No financial implications or risks arise from this report.

Legal implications and risks

No legal implications or risks arise from this report.

RECOMMENDATION

That the appointment of Councillor Barry Tebbutt to the Crowlands Primary School Governing Body be approved, to take effect from 1 September 2009.

**Contact Officer: Ian Buckmaster, Manager of Committee and Overview
& Scrutiny Support**

Telephone: 01708 432431

**Cheryl Coppel
Chief Executive**

Background Papers: None