

GOVERNANCE COMMITTEE

AGENDA

7.30pm

Thursday
29 May 2008

Havering Town Hall
Main Road, Romford

Members 10: Quorum 4

COUNCILLORS:

**Conservative Group
(6)**

Frederick Thompson
(Chairman)
Kevin Gregory (Vice-
Chairman)
Steven Kelly
Eric Munday
Roger Ramsey
Michael White

**Residents' Group
(2)**

Gillian Ford
Barbara Matthews

**Rainham &
Wennington
Independent
Residents' Group
(1)**

Jeffrey Tucker

**Labour Group
(1)**

Keith Darvill

The membership is shown subject to any alteration consequent
on decisions of the Council at its Annual Meeting

For information about the meeting please contact:

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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 correct records the minutes of the meeting of the Committee held on 7 May 2008, and to authorise the Chairman to sign them

5 PARTICIPATORY BUDGETING CONSULTATION

6 APPOINTMENTS TO OTHER ORGANISATIONS, 2008/09

7 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 Coppell
Chief Executive

Governance Committee, 7 May 2008

**MINUTES OF A MEETING OF THE
GOVERNANCE COMMITTEE
Havering Town Hall
7 May 2008 (7.30pm – 8.15pm)**

Present:

COUNCILLORS:

Conservative Group Frederick Thompson (in the Chair), Kevin Gregory, Steven Kelly, Roger Ramsey, +Lynden Thorpe and Michael White

Residents' Group Gillian Ford and Barbara Matthews

Rainham & Wennington Independent Residents' Group Jeffrey Tucker

Labour Group Keith Darvill

An apology was received for the absence of Councillor Eric Munday

All decisions were taken with no vote against

Councillors Gillian Ford, Frederick Thompson and Lynden Thorpe each declared a personal interest in the matters referred to in minute 40.

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

44 MINUTES

The Minutes of the meeting of the Committee held on 3 March 2008 were approved as a correct record and were signed by the Chairman.

45 APPOINTMENTS TO OTHER ORGANISATIONS, 2008/09 (advance report)

The Committee was reminded that the Council appointed three Members to the Thames Chase Joint Committee; the current appointees were Councillors Clarence Barrett, Lesley Kelly and Eric Munday; Councillor Munday is the Vice-Chairman of the Joint Committee.

The Joint Committee's convention was for the member who is Vice-Chairman to succeed to the Chairmanship in the following year.

Members were now invited to consider the Joint Committee appointments at this meeting as Essex County Council, which administered the Joint Committee, had asked for notification by 16 May of the Council's nomination

as Chairman, and it was clearly sensible also for the Committee to confirm the appointment of the three nominees at the same time.

RESOLVED:

- 1 That Councillors Clarence Barrett, Lesley Kelly and Eric Munday be re-appointed as Members of the Thames Chase Joint Committee.
- 2 That Councillor Eric Munday, currently Vice-Chairman, be proposed as Chairman of the Joint Committee

46 AMENDMENTS TO THE CONSTITUTION – made by the Monitoring Officer

The Constitution provided that this Committee must be notified at the first reasonable opportunity of any amendment made by the Monitoring Officer in exercise of her delegated power. The Committee now noted amendments made by her and published in Notification 31 (as set out in Appendix 1 to these minutes).

47 EFFECTS OF THE STANDARDS COMMITTEE (ENGLAND) REGULATIONS 2008

The Committee was advised that the Standards Committee (England) Regulations 2008 had been laid before Parliament on 17 April and would come into force on 8 May. These long-awaited Regulations changed the approach to handling allegations that a member or co-opted member (or former member or co-optee) had failed to comply with the Members' Code of Conduct, so that complaints would now go direct to the Standards Committee rather than to the Standards Board for England, and most would be dealt with at local level.

The Regulations held no particular surprises: the Standards Committee would continue to consist of at least 25% independent members and no more than one Cabinet member. The Standards Committee was now required, however, to establish separate Sub-Committees, each chaired by an Independent Member, to undertake:

- the initial assessment of the allegation (the so called "initial sift")
- a review of an initial sift decision to take no further action when requested by any party to the complaint

The Regulations allowed Standards Committees either themselves to hear complaints that had been investigated, or to establish Sub-Committees to do that, but in both cases, the hearing had to be chaired by an Independent Member.

The Regulations also required that at least three members (including at least one elected member of the Council and one Independent Member, in the chair) had to be present at any meeting of the Committee or of a Sub-

Committee but any Member who sat on a Sub-Committee doing an initial sift could not sit on a subsequent Sub-Committee reviewing the outcome of that initial sift. It was, however, permissible for any of the Members/Independent Member who had sat on either the initial sift or any review to sit on the actual hearing.

The Committee considered a report (which had also been considered by the Standards Committee, whose recommendations as to further action were now before the Committee).

It was noted that Guidance from the Standards Board and officers' advice was that consideration ought to be given to increasing the Independent Members by one and the Councillor Members by three. The Standards Committee had supported that approach and recommended accordingly, in order to maintain the requisite 25% membership of Independent Members, to give a "pool" of nine Councillors and three Independents from which to draw two Councillor members and one Independent to deal with the initial sift and two different members and one different Independent Member to deal with any review of an initial sift decision. The Committee noted that this approach would provide a greater pool of Members (one further Independent and three further Councillors) from which to draw any hearings Sub-Committee and/or to provide a safety net should any Members or Independent Member not be available for a particular meeting.

It was noted that there would be an inescapable obligation to ensure that any initial sift was undertaken within 20 days of receipt of a complaint. Information on performance indicators would also have to be reported to the Standards Board on the time taken on decision making etc. The expectation was that this would be done on a quarterly basis.

The Committee endorsed the Standards Committee's acceptance of the Monitoring Officer's view that, if the number of Independent Members were not increased by one, then the Council could be in a vulnerable position since Independent Members could not be appointed without a lengthy recruitment process. If one of the current Independent Members were to resign or be unavailable for a period of time then the Council would not be able to meet its performance indicator requirements and would be acting contrary to the Guidance as it would not be possible to deal with any complaints within the timescales. It was noted that the Standards Board now had intervention powers which it would exercise if it considered that the Council or Standards Committee were failing in their duties.

It was reported that, although the Council was currently compliant with the Regulations, there was no leeway to cope with any additional meetings of the Standards Committee or the need for different Independent and Councillor Members for Sub-Committees dealing with the initial sift and any subsequent review. There was, therefore, a serious risk of non-compliance should either of the two current Independent Members not be available within what would now be short timescales. This would mean that the Council was at risk of not complying with the Guidance and/or of failing the performance indicators, which among other things would inevitably impact adversely on the Council's CPA score.

The Standards Committee had proposed that the new arrangements be reviewed after six months' operation, with which this Committee concurred.

The Committee **RESOLVED** to **RECOMMEND** to the Council as follows:

That, having regard to the likelihood that the workload of the Standards Committee will be greatly increased in consequence of the recent changes in legislation:

- 1 The number of Independent Members of the Standards Committee be increased to three**
- 2 The number of Councillor Members of the Standards Committee be increased to nine (5:2:1:1)**
- 3 Separate Sub-Committees of the Standards Committee be established to assess, review and hear complaints, each comprising an Independent Member as Chairman (as required by law) and two Councillors selected without regard to political balance considerations, such Sub-Committees to be appointed as need arises and in accordance with current working practices**
- 4 The Assistant Chief Executive, Legal & Democratic Services, be authorised to amend the Constitution as necessary to give effect to these recommendations**

48 APPOINTMENT OF INDEPENDENT MEMBER TO STANDARDS COMMITTEE

In consequence of its decisions on the joint report to the Committee and the Standards Committee referred to in the preceding minute, the Committee now considered the arrangements to be made for appointing an additional Independent Member of the Standards Committee.

The Committee was reminded that the Local Government Act 2000 required that appointment to be made by the Council following a specific recruitment process, and of the arrangements previously made in that respect.

It was proposed in the report that, following an initial sift of applicants by the Monitoring Officer, an *ad hoc* Sub-Committee of three Members (2:1:0:0) should short-list and interview suitable candidates and report back to this Committee in order that a recommendation can be made to Council as to the appointment.

RESOLVED:

- 1 That the procedure outlined in the report for appointing a further Independent Member to serve on the Standards Committee for**

a term of office commencing as soon as possible, be approved.

- 2 That the arrangements proposed for selecting applicants and interviewing them be approved.
- 3 That an *ad hoc* Sub-Committee be established to short list and interview prospective Independent Members, and to **RECOMMEND** the nominee for appointment.
- 4 That the Committee consider further, when dealing with the appointment, what recommendation to make to Council as to the length of the term of office of that appointee.

49 **APPOINTMENT OF STATUTORY LEAD MEMBER FOR CHILDREN'S SERVICES**

The Chairman agreed pursuant to section 100B(4) of the Local Government Act 1972 that the Committee should consider the following as an urgent matter, in order to comply with a new statutory requirement

Section 19 of the Children Act 2004, which required local authorities to designate one of the number as "Lead Member for Children's Services", had been brought into effect on 21 March 2008. The Council was, accordingly, now obliged to make such an appointment. This was the first meeting of the Committee, and the Annual Meeting of Council on 21 May would be the first Council meeting, since the legislation had come into force at which the making of an appointment could be considered.

RESOLVED:

That the Committee **RECOMMEND** to Council:

- 1 That the Cabinet Member for Children's Services be designated as statutory Lead Member for Children's Services.
- 2 That the Assistant Chief Executive, Legal & Democratic Services, be authorised to make all necessary consequential adjustments to the Constitution.

Notification No. 31

Date 14th March 2008

Notification of amendments to the constitution

Amendments made by the Monitoring Officer

Part 2, Article 15.02(c) of the constitution provides that the Monitoring Officer has a limited authority to amend the constitution. The Monitoring Officer is authorised to amend the constitution to correct errors or to comply with any legal requirement or to reflect organisational changes to the Council's structure. The Governance Committee must be notified of any such amendment at the first reasonable opportunity.

In accordance with this authority, the Monitoring Officer gives notice of the following amendments to the constitution:

Part and article/ section	Page reference	Substance of amendment / amended wording	Reason for amendment
Part 3 Section 3	83	Delete 3.7	Organisational Change
Part 3 Section 3	120-123	<ul style="list-style-type: none">➤ Delete reference to Interim Director of Adult Social Services➤ Move powers to Group Director Children's Services➤ Move 3.7.1 Head of Adult Social Services to new paragraph 3.5.6	Organisational Change
Part 3 Section 3	93	Insert 3.5.6 Head of Adult Social Services in paragraph 3.5	Organisational Change



MEETING	DATE	ITEM
GOVERNANCE COMMITTEE	29 MAY 2008	5

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: Participatory Budgeting Consultation

SUMMARY

The Department of Communities and Local Government has issued a consultation paper seeking views on a Participatory Budgeting Strategy; specifically to ascertain whether the proposed Strategy will achieve the government's ambition of participatory budgeting to be used in every local authority by 2012. The purpose of this report is to outline what participatory budgeting is and to seek views from Governance Committee on participatory budgeting and the consultation questions, leading to a response to the consultation.

RECOMMENDATION

1. The Committee notes the proposals of the DCLG on Participatory Budgeting.
2. For consideration as to whether the Council should respond to the DCLG consultation, and if so, what the response should be.
3. For officers to bring back proposals for implementing Participatory Budgeting once further details are known.

REPORT DETAIL

1. As part of the Government's drive to reinvigorate local democracy, they are proposing a number of ways for people to have a say in their community – Participatory Budgeting (PB) being one of them. These measures have been outlined in the Community Empowerment Action Plan issued by the Department of Communities and Local Government (DCLG).

- 1.1. Two main objectives for empowerment activities are noted: a) giving communities the power to shape the local place and services; and b) strengthening local democracy.
- 1.2. The Action Plan contains details of PB and notes the leading role that councillors will take in delivering this on the ground. The Government have the ambition that all local authorities will use PB by 2012.
2. The stated purpose of PB is to engage people in taking decisions on the spending priorities for a defined public budget in their local area. This means engaging residents and community groups to discuss spending priorities, make spending proposals, and vote on them, as well giving local people a role in the scrutiny and monitoring of the process.
 - 2.1. PB projects can take a number of forms. Broadly though, this is split into two areas: 'Communities kitties', where allocations are decided through the peer group; and budget wide PB, which involves citizen engagement in whole budget setting process. For example:
 - 2.1.1. Spending of parts of specific grant pots, for example, New Deal for Communities.
 - 2.1.2. Through devolved budgets to area committees, for example for road improvements.
 - 2.1.3. Agreeing council budgets, local area agreements, local strategic partnership priorities and spending (i.e. mainstream funding).
 - 2.2. By engaging citizens in this way, the hope is that PB could bring a number of benefits (as set out below). Ultimately, the Government want to get more people to take part in their community and rejuvenate local democracy. By empowering people, devolving more decisions on spending public budgets, services can be better tailored to local circumstances, and improved resident satisfaction with services is likely to result. In particular, the Government believes that PB:
 - 2.2.1. Can help bring diverse people together, supporting community cohesion. This is of particular concern to Havering, where in the 2007 Ipsos MORI Residents' Survey, only 56% of people agree that the local area is a place where people from different backgrounds get on well together. Note that this is an 11% drop since 2006/7, where the number of people who agreed with this was 67%.
 - 2.2.2. Will help to raise people's understanding of the complexities of public budget setting and deciding between competing priorities. PB could bring specific benefit to Havering, where the 2007 Residents' Survey reported that 74% of residents feel that they are not very well, or not at all, informed about how Havering Council makes decisions on spending.

2.2.3. Can lead to real improvements in the way local people and elected councillors and council officials work together. Again to draw on the 2007 Residents' Survey, this is a concern for Havering council, where 82% of residents feel that they can not influence decisions affecting the local area. PB could provide an additional means to listen to the concerns of residents, and allocate spending priorities accordingly, in a transparent and open process.

2.3. Hitherto, PB activity nationally has centred around 22 local authority pilot areas in England. The Participatory Budgeting Unit completed an evaluation of four English participatory budgeting pilot projects in June 2007, which produced some valuable findings. They found that given long term and strong engagement with community groups, participatory budgeting can reach the "harder to reach" groups, and not just attract those who often take up these kind of opportunities. It also demonstrated that people or groups did not only vote for their own interests; but in many cases people supported projects which did not directly benefit them. Turning to the role of councillors, there was evidence of councillors welcoming the opportunities presented by participatory budgeting projects to learn about their communities' priorities.

2.3.1. In addition to the benefits of PB, there have also been some challenges identified through this evaluation that the PB pilots had to keep in mind when designing their processes. Particularly, pilots considered the possibility that the process of awarding funding may be seen as unfair relative to one section of the community, or increase competitiveness at the expense of cohesion. The PB Unit's findings also revealed that there could be potential risk in terms of expectations, for projects that were not completed to time, following the PB process. Therefore, clear time scales and resources must be agreed.

2.4. PB is starting to link up with various initiatives; Local Government and Public Involvement in Health Act 2007 (Duty to Involve see 3.1.4) and National Indicator 4 (% of people who feel they can influence decisions in their locality). There will also be publication of a White Paper on empowerment in the summer, which may also place a focus on PB. PB is growing in importance, and could form an important part of how the Council is assessed in the future, therefore it is essential that the Council anticipates this, and starts to prepare for its implementation.

3. DCLG have issued a consultation paper on PB in order to seek views on the Participatory Budgeting Strategy; specifically on the strategy as a plan to achieve the government's ambition for PB to be used in all local authority areas by 2012. Their strategy contains five work streams: 1. Promoting awareness; 2. Developing and Deepening PB Pilots; 3. Producing Guidance Materials; 4. Working with Government Departments on applying PB; 5. Evaluation and Research. This report seeks thoughts

from Governance Committee on the six questions outlined below. Points to consider by the Committee are included as bullet points, where useful.

- 3.1. The proposed officer response to the consultation is included as Appendix A.
4. Question 1: Have DCLG identified the correct work streams (noted in para 3) and actions to achieve the strategic objective of participatory budgeting to be used in all local authority areas by 2012, if not, what others would you suggest?
 - 4.1. Questions 2: Do local authorities think they need any additional powers to engage with citizens on spending decisions in this way? If so, what should they be?
 - 4.1.1. Currently powers are as follows: Under the Local Government Act 2003, section 116, 1 (a), local authorities may hold a poll to ascertain views on the range of services they provide or the authorities' expenditure on those services.
 - 4.1.2. Through the Local Government and Public Involvement in Health Act 2007, the Government introduced the Councillor Call for Action (CCfA). This will introduce powers for a councillor to refer a local matter to do with his or her ward and division to an appropriate overview and scrutiny committee for consideration (the latest indication is that the CCfA will not be brought into force until 2009).
 - 4.1.3. DCLG issued in December 2007 a consultation proposing a duty for local authorities to respond to petitions in various circumstances: where the subject relates to the authorities functions, where it is organised by local people, and where there is a sufficient level of support.
 - 4.1.4. The statutory Duty to Involve, which will be introduced from April 1, 2009, will require best value authorities to involve representatives of local persons. Under the duty, best value authorities should consider, as a matter of course, the possible information provision, consultation and involvement opportunities they need to provide to people across all authority functions – this includes hard-to-reach sections of the community.
 - 4.2. Question 3: What would incentivise local authorities to undertake participatory budgeting?
 - 4.3. Question 4: What would help community groups to engage in the process?
 - o Do community groups have the correct skills to undertake the process in a meaningful manner?

- What will make taking part in the process attractive to community groups?
- How will we go about engaging these groups, particularly the hard-to-reach?

4.4. Question 5: What barriers are there to local authorities devolving parts of public budgets in this way?

4.4.1. Committee should note that Havering Council currently has 9 Area Committees, which each have an annual pot of £5k to spend on local environmental amenities. There is also a £45k central pot of funds which is available to all of the Area Committees. It is the role of the Committee to decide how the money should be spent. This is detailed in the Constitution, Part 2, Article 10 (P33).

- What will happen in the event that there is disagreement over how the budget is allocated?
- What will be the role of councillors once budgets are devolved?

4.5. Question 6: How can councillors be given a central role in the use of participatory budgeting?

- What should the role of a councillor be in the PB process?

Financial Implications and risks:

There are no immediate financial implications or risks from submitting a response to the consultation.

If the Government do reach their ambition of PB being used in every local authority by 2012 this could have implications on how budgets are set and funds allocated internally. There will also be implications in terms of resource needed to run and manage PB projects.

Consideration would have to be given to how PB would operate within a tight public sector financial climate and the potential impact that this may have for long-term planning and financial stability. Particularly, how this would affect decisions that could be taken locally and the impact that unanticipated decisions may have. Finally, thought would have to be given to how the corporate business planning and MTFS process would incorporate PB.

Legal Implications and risks:

There are no immediate legal implications or risks from submitting a response to the consultation.

Human Resources Implications and risks:

There are no immediate human resource implications or risks from submitting a response to the consultation.

If PB is implemented in 2012, consideration will have to be given to how it will be resourced in terms of staffing costs and time.

Equalities and Social Inclusion Implications and risks:

There are no immediate equalities and social inclusion implications or risks from submitting a response to the consultation. However, the response to the consultation should be mindful of these when devising answers to the consultation questions.

If PB is to be implemented for 2012 there are far reaching implications on how well we engage with our communities. There will also be implications in terms of preparatory work to build the capacity of the communities to engage effectively in the process. This in turn, will impact on resources and partnership work.

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CHERYL COPPELL

Chief Executive

Background Papers List

- Ipsos MORI Havering Residents' Survey 2007, Final Report March 2008
- Communities and Local Government, (2007), Participatory Budgeting: a Draft National.
- Participatory Budgeting Unit, (2007), Participatory Budgeting in the UK: An evaluation from a practitioner's perspective.

APPENDIX A

Proposed officer response to the consultation:

Have we identified the correct work streams and actions to achieve the strategic objective of participatory budgeting to be used in all local authority areas by 2012, if not, what others would you suggest?

- Would like to have clarification on whether this is intended for 2011/12 or 2012/13?

Do local authorities think they need any additional powers to engage with citizens on spending decisions in this way. If so, what should they be?

- Currently, PB is noted as being a government 'ambition'; will PB become a statutory requirement?
- Will local authorities be given any powers to undertake PB?

What would incentivise local authorities to undertake participatory budgeting?

- Clearer guidance on resources and whether local authorities will receive support for this process needs to be given.
- That significant resources are allocated to this is not just an exercise in 'window dressing'.

What would help community groups to engage in the process?

- In order for PB to be successful, it must be an inclusive process, and engage with hard-to-reach groups. How are local authorities intended to engage successfully with these groups?
- It is important for PB to be inclusive, yet not all groups/individuals may want to be involved in the process. Is there a risk that PB will not be inclusive, and those who shout loudest may be the ones who get their voices heard?

What barriers are there to local authorities devolving parts of public budgets in this way?

- There is clearly a cost to carrying out this process, and unless additional funds are identified this will mean creating funds from somewhere – either via council tax rises or from redirection.
- If the PB exercise is geographically explicit, this raises questions about being able to identify what we spend at a local level. At present we do not do this, therefore resource would have to be allocated in order to complete this task. In addition, the ability of local residents to influence what is spent at a local level is minimal in some cases – for example, government and specific grants. Would this therefore be raising expectations about the extent to which budgets can be devolved?

Governance Committee, 29 May 2008

- There is concern that a situation may arise where the perception of need made by a resident may be very different from the assessment of need made by the local authority. Again this could lead to problems of raised expectations.
- The consultation notes that PB will help raise public understanding of complex budget issues. However, this is likely to be the case for only a small minority, and question whether the resources that will be needed to raise this understanding will represent value for money.
- How will partners be engaged in the process, for example the PCT? Local authorities do not manage all funds in the area.
- We are concerned that issues around value for money may arise – as outcomes may not be predictable, there could be issues over whether we can deliver VFM effectively if decisions are taken outside a firm framework.

How can councillors be given a central role in the use of participatory budgeting?

- Councillors need to be convinced that PB is a worthwhile process and that they can make representation of this sort at a local level whilst PB is in place.



MEETING	DATE	ITEM
GOVERNANCE COMMITTEE	29 MAY 2008	6

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: APPOINTMENTS TO OTHER ORGANISATIONS, 2008/09

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, 2008/09 (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).

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 until the meeting of this Committee immediately following the Annual Meeting of Council in 2009.
- 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. **The Committee is asked to confirm that this arrangement should continue.**

Havering Theatre Trust

- 3.1 In addition to the appointments shown in Appendix 2, the Council appoints the members of the Council of Management and of the Board of the Havering Theatre Trust (which is a limited company controlled by the Council). The Council also appoints 10 non-Councillor members of the Council of Management.
- 3.2 It is customary for the Committee to consider recommendations from the Trust as to appointments to be made. These recommendations are, of

course, not binding on the Council but Members have previously found them helpful.

- 3.3 At the time of writing this report, the Trust's recommendations were awaited. A supplementary report will notify them in due course.
- 3.4 Two of the Council Members of the Council of Management are appointed also to serve on the Board and the Committee is invited to nominate the two Members accordingly.

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
Stephen Richards	Social Worker; Vice Chair	December 2014
Jonathan Pearce	Social Worker	December 2015
Angie Kirby	Social Worker	December 2015
Councillor Wendy Brice-Thompson Dr Banerjee	Authority Member Medical Adviser	December 2008 No time limit (medical advisers are exempt from the time limit)
Tess Blight	Independent Member	December 2015

Governance Committee, 29 May 2008

Tony Ferguson	Independent Member	December 2015
Betty Haltham	Independent Member	December 2015
Beryl Thornton	Independent Member	December 2011

4.5 Councillor Brice-Thompson's term of office will expire in December. Although no immediate replacement is needed, the Committee will need to appoint her successor, form among existing Councillors, by then. It is desirable that any successor should have personal experience of adoption, either as an adoptive parent or as an adopted child.

4.6 The former Chairman, Alan Johnstone, came to the end of his term last December. It is proposed that his successor be Andy Quinn, to be appointed as an independent member. A brief CV for Mr Quinn will be circulated to Members as an exempt report.

4.7 The Committee is asked to:

- (a) appoint Andy Quinn 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).**

Supplementary reports

5.1 A supplementary report(s) will follow on:

- The Carers Panel
- Housing Tenant Management Organisations

Equalities and Social Inclusion Implications and Risks

6.1 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

- 7.1 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**

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

Telephone: 01708 432431

Background Papers

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

Governance Committee, 29 May 2008

APPOINTMENTS MADE BY THE COUNCIL TO OTHER ORGANISATIONS, 2007/08

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED BY OFFICE	How agreed (if not by Governance Committee, 30 May 2007)
Age Concern : Havering (Havering Old People's Welfare Association Council) - 2	Cabinet Member – Sustainable Communities & Health and one other Member	
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 & Parking Deputies (up to 4): Cabinet Member - Resources, Deputy Leader of the Council, and two other Members	
Grants Committee	Representative (1): Cabinet Member - Resources Deputy (4): Cabinet Member Performance & Corporate, and four other Members	
Greater London Employment Forum	Representative: Cabinet Member - Performance & Corporate Deputy Representative: Deputy Leader of the Council and Cabinet Member Sustainable Communities and Health	

Appointments to other organisations, 2007/08

Crime and Public Protection Forum - 1	Cabinet Member – Sustainable Communities – Public Safety
Children, Young People & Families Forum - 1	Cabinet Member - Children's Services
Culture , Tourism & 2012 Panel - 1	Cabinet Member - Public Realm
Economic Development - 1	Leader of the Council
Health and Social Care Panel -1	Deputy Leader of the Council and Cabinet Member – Sustainable Communities & Health
Housing Forum -1	Cabinet Member – Housing & Regeneration
CEME (Centre for Engineering & Manufacturing Excellence)	Leader of the Council
Connexions	Cabinet Member - Children's Services (Head of School and Student Services) – alternate director)
East London Waste Authority - 2	Cabinet Member - Sustainable Communities & Health and Cabinet Member – StreetCare & Parking
Education Otherwise Than At School Service (EOTAS) Management Advisory Committee	Cabinet Member - Children's Services
Futures Charitable Trust	Cabinet Member - Children's' Services
Governor Panel	Cabinet Member - Children's' Services and two other Members
Greater London Enterprise Limited - 1	Cabinet Member– Housing & Regeneration

Appointments to other organisations, 2007/08

Havering Admissions Forum - 5	Cabinet Member - Children's' Services and four other Members.
Havering Arts Council - 5	Cabinet Member Public Realm and four other Members.
Havering Chamber of Commerce and Industry - 1	Leader of the Council
Havering Children's' Trust – 1	Cabinet Member - Children's Services
Havering Community Safety Partnership – 2	Cabinet Member– Public Safety and the Assistant Chief Executive, Legal and Democratic Services
Havering Joint Forum - 6	Leader of the Council, Deputy Leader of the Council, Cabinet Member – Performance & Corporate, Cabinet Member- Resources, Leader of the Opposition Group and one other Member
Havering Local Strategic Partnership - 3	Leader of the Council, Leader of the Opposition and Deputy Leader of the Council
Havering Police and Community Consultative Group - 6 (plus Cabinet Member with responsibility for crime & disorder issues)	TBA
Havering Sports Council - 5	Cabinet Member - Public Realm, Cabinet Member – Public Realm – Environmental & Technical Services and three other Members.

Appointments to other organisations, 2007/08

Havering Theatre Trust	<u>Councillor Members of the Council of Management</u> Cabinet Member - Public Realm, Cabinet Member – Public Realm – Environmental & Technical Services, Cabinet Member – Children’s Services and five other Members.
IWMS Contract Liaison Committee	Cabinet Member Sustainable Communities & Health
Local Government Association General Assembly – 4	Leader of the Council, Deputy Leader of the Council and two other Members
Local Government Association Tourism Forum – 1	Cabinet Member – Public Realm
Local Government Association Urban Commission – 1	Cabinet Member - Housing & Regeneration
Local Government Information Unit - 1	Cabinet Member - Performance & Corporate
London Local Authority Arts Forum – 2	Cabinet Member – Public Realm and one other Member.
London Riverside Limited – 1 (formerly Heart of Thames Gateway)	Leader of the Council
London Youth Games Limited – 1	Cabinet Member - Public Realm
Romford Town Centre Partnership - 2	Leader of the Council (Cabinet Member - Sustainable Communities - Housing & Regeneration as deputy) and Chief Executive
Standing Advisory Council on Religious Education (SACRE) - 5	Cabinet Member- Children’s Services, and four other Members

Appointments to other organisations, 2007/08

Thames Gateway London Partnership – 1	Leader of the Council
Thames Regional Flood Defence Committee	Cabinet Member - StreetCare & Parking
Veolia ES Cleanaway Havering Riverside Trust	Cabinet Member – Housing & Regeneration
Veolia ES Cleanaway Havering Riverside Maintenance Trust	Cabinet Member – Housing & Regeneration

Appointments to other organisations, 2007/08

APPOINTMENTS MADE BY THE COUNCIL TO OTHER ORGANISATIONS, 2007/08

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED BY PERSONAL APPOINTMENT	How agreed (if not by Governance Committee, 30 May 2007)
Age Concern : Havering (Havering Old People's Welfare Association Council) - 2	Councillors June Alexander (and Cabinet Member – Sustainable Communities & Health)	
Adoption Panel	Councillor Wendy Brice-Thompson; Alan Johnstone (Chairman), Stephen Richards (Vice-Chairman), Dr Banerjee, Roger Bolton, Tess Blight , Betty Haltham, Tony Ferguson, Jonathan Pearce and Beryl Thornton	
Ardleigh House Community Association - 2	Councillors Lynden Thorpe and Michael White	
London Councils		
Transport & Environment Committee	Deputies (up to 4): Councillor Andrew Mann (One vacancy)	
Grants Committee	Deputy (4): Councillors Clarence Barrett, Jeffrey Tucker and Melvin Wallace	
[London Caribbean]	Councillor Andrew Curtin	

Appointments to other organisations, 2007/08

Bretons Community Association -1	Councillor John Clark
Carers Panel	Carmel Shepherd (Chairman), Sandra Russell (Vice-Chairman), Leonie Campbell, Diana Claixte-Holdsworth, Nathan Dawson, Avril Howell, Councillor John Mylod, Councillor Pat Mylod (so long as there is no legal obstacle to her appointment), Dr Sawinathan and Carole Sinnett
Coopers Company & Coborn Educational Foundation	Councillor Linda van den Hende
Corporate Parenting Panel - 3	Councillors Wendy Brice-Thompson, Christine Fox and Patricia Mylod
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 Sandra Binion
Front Lane Community Association - 1	Councillor June Alexander
Harold Hill & District Community Association - 2	Councillors Dennis Bull and Keith Wells
Harold Wood Neighbourhood Centre - 2	Councillors Lesley Kelly and Pam Light

Appointments to other organisations, 2007/08

Havering Admissions Forum - 5	(Cabinet Member - Children's' Services), Keith Darvill, Gillian Ford Wendy Brice-Thompson and Fred Osborne
Havering Arts Council - 5	(Cabinet Member Public Realm) Gary Adams, Mark Gadd, Linda Hawthorn and John Mylod
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 a vacancy
Havering and Barking Relate - 2	Councillors Keith Wells and Pam Light
Havering & Brentwood Bereavement Service - 1	Councillor Dennis Bull
Havering College of Adult Education - 5	Councillors Ted Eden, Lesley Kelly, Steven Kelly, John Mylod and Pat Mylod
Havering College of Further & Higher Education	Councillors Paul Rochford and Cabinet Member with responsibility for Children's Services
Havering Joint Forum - 6	Councillors Barbara Matthews and John Mylod

Appointments to other organisations, 2007/08

Havering Police and Community Consultative Group - 6 (plus Cabinet Member with responsibility for crime & disorder issues)	Councillors Georgina Galpin, Lesley Kelly, Kevin Gregory, Keith Wells, John Mylod, Robby Misir, Fred Osborne, vacancy (South Hornchurch), Pat Mylod (each appointed by the respective Area Committee)
Havering Sixth Form College - corporation -1	Cabinet Member - Children's Services Councillor Roger Ramsey (until 6.10)
Havering Sports Council - 5	Cabinet Member - Public Realm, Cabinet Member – Public Realm – Environmental & Technical Services, Councillors Tom Binding, John Mylod and Melvin Wallace
Havering Theatre Trust	<p><u>Councillor Members of the Council of Management</u> Cabinet Member - Public Realm, Cabinet Member – Public Realm – Environmental & Technical Services, Cabinet Member – Children's Services, Councillors Wendy Brice-Thompson, Linda Hawthorn, Roger Ramsey, June Alexander and Gillian Ford.</p> <p><u>Non-Councillor Members of the Council Management:</u> David Burn, Vernon Keeble-Watson, David Lel, Angela Marshall, Michael Quine, Dennis Roycroft, David Thorpe, Bryan Savery, Louise Sinclair, and Pamela Wilkes</p> <p><u>Councillor Members of the Board:</u> Councillors Andrew Curtin and Roger Ramsey</p>
Havering Twinning Educational Association	vacancy
Havering Youth Inclusion and Support Panel	Councillor Barry Oddy (Member); Councillor Wendy Brice-Thompson (Deputy Member)

Appointments to other organisations, 2007/08

Housing ALMO Board	Councillors Andrew Curtin, Robby Misir, Lesley Kelly and Ray Morgon
Hornchurch Housing Trust (Nomination Trustees) - 6	Mr Ray Emmett and Mr David Williams (until 2/11) Mr Chris Oliver and Councillor Eric Munday (until 2/09) Mr Ivor Cameron and Mrs Peggy Munday (until 2/10)
Local Government Association General Assembly – 4	Councillors Eric Munday and Barbara Matthews
London Accident Prevention Council – 2	Councillors John Clark and John Mylod
London Home and Water Safety Council – 1	Councillor Fred Osborne
London Local Authority Arts Forum – 2	Cabinet Member – Public Realm and John Mylod
Lucas Children’s Play Charity Nominative Trustees – 2 (until October 2007)	Councillors Andrew Curtin (appointed till 2011) and one vacancy
Mardyke Youth and Community Centre - 2	Councillors John Clark and one vacancy
North London Thames Gateway Groundwork Trust - 1	Councillor Michael White
North Romford Community Association - 1	Councillor Sandra Binion

Appointments to other organisations, 2007/08

Rainham and Wennington Community Association – 1	Councillor Jeffrey Tucker
Reserve Forces & Cadets Association - 1	Councillor Ted Eden
Romford Carnival Committee - 2	Councillors Andrew Curtin and Sandra Binion
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, Cabinet Member-Children's Services, Gillian Ford and Jeffrey Tucker
Tenant Management Organisations -	BETRA (Gooshays) DELTA (Squirrels Heath) PETRA (St Andrews)
Upminster Windmill Preservation Trust	Councillor Linda Hawthorn