



Haverling

L O N D O N B O R O U G H

GOVERNANCE COMMITTEE AGENDA

7.30pm	Wednesday 9 June 2010	Haverling Town Hall Main Road, Romford
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Members 11: Quorum 4

COUNCILLORS:

Conservative Group (7)	Residents' Group (2)	Independent Residents' Group (1)	Labour Group (1)
Michael White (C) Rebecca Bennett (VC) Steven Kelly Roger Ramsey TBA TBA TBA	Clarence Barrett Ray Morgon	Jeffrey Tucker	Keith Darvill

**For information about the meeting please contact:
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e-mail ian.buckmaster@haverling.gov.uk**

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 10 March 2010, and to authorise the Chairman to sign them.

5 CORPORATE GOVERNANCE UPDATE

6 PETITIONS

7 APPOINTMENT OF LOCAL AUTHORITY GOVERNORS OF SCHOOLS

8 APPOINTMENTS TO OTHER ORGANISATIONS, 2010/11

9 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.

10 EXCLUSION OF THE PUBLIC

To consider whether the public should now be excluded from the meeting on the grounds that it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public were present during the following item there would be disclosure to them of exempt information within the meaning of paragraph 1 of Schedule 12A to the Local Government Act 1972 which it is not in the public interest to publish; and, if it is decided to exclude the public on those grounds, the Committee to resolve accordingly on the motion of the Chairman.

11 CONSIDERATION OF CHIEF EXECUTIVE'S REPORT CONTAINING EXEMPT INFORMATION

**Philip Heady
Democratic Services Manager**

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**MINUTES OF A MEETING OF THE
GOVERNANCE COMMITTEE
Havering Town Hall
10 March 2010 (7.30pm – 8.40pm)**

Present:

COUNCILLORS:

Conservative Group	Frederick Thompson (in the Chair), Steven Kelly, Eric Munday and Michael White
Residents' Group	Clarence Barrett and Gillian Ford
Independent Local Residents' Group	+ Michael Deon Burton*
Labour Group	Keith Darvill*

* for part of the meeting

+ **Substitute Member:** Councillor Michael Deon Burton (for Councillor Jeffrey Tucker)

An apology for absence was received from Councillor Jeffrey Tucker.

All decisions were taken unanimously with no votes against unless shown otherwise.

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

45 **MINUTES**

The Minutes of the meetings of the Committee held on 19 January and 17 February (Special) 2010 were agreed as a correct record and signed by the Chairman.

46 **CORPORATE GOVERNANCE UPDATE**

The Committee was reminded of its responsibility to monitor Corporate Governance arrangements and now received a report giving updates on the current arrangements, the progress in addressing the issues identified in the 2008/09 Annual Governance Statement and outlining the work of the officer Governance Group to date in 2009/10.

There were no significant issues to report at present.

The progress made in addressing issues identified within the 2008/09 Annual Governance Statement was noted.

47 **PROPOSED CHANGES TO THE ELECTORAL PROCESS FOLLOWING THE POLITICAL PARTIES AND ELECTION ACT 2009 AND UPDATE ON CURRENT ELECTORAL ISSUES**

The Committee noted that the Political Parties and Election Act 2009 had put in place a number of reforms to the framework for the administration of elections and the regulation of political finance and expenditure. The Act set a statutory timetable for the introduction of individual registration, and also required that those sending in registration forms during the canvass period be included in the Register used at an election if one is called during the canvass period.

In addition, new Performance Standards for Electoral Registration Officers and Returning Officers had been introduced, all of which were currently met in Havering.

Some 22,500 postal voters were currently registered, a number likely to increase before the imminent Local and Parliamentary elections. Several anti-fraud measures had been introduced around postal voting, requiring the collection and recording of signatures and dates of birth from every person wishing to vote by post, and their comparison with details accompanying any postal ballot paper received at an election, for which forensic signature recognition software was essential.

48 **AMENDMENTS TO THE CONSTITUTION – Delegation of operational activity to officers**

The Committee was reminded that the Constitution included the detail of delegations to officers of decision-making relating to the day-to-day operation of the Council's many functions, which did not require endorsement or approval at Member-level. Some were generic, exercisable by all members of the Corporate Management Team (CMT) and/or Heads of Service as part of their overall management roles while others were specific to senior managers below that level, as part of the duties of their particular post. In many cases, the need for a specific delegation to be spelt out arose from legislation: both to ensure that a particular individual (or set of individuals) was responsible for a particular function, or in order to ensure that, for example, a specific individual had the authority to do something that might otherwise be successfully challenged in court.

These delegations were necessarily subject to continuous review, as legislation, statutory guidance or professional best practice evolved, or as management structures within the Council's services changed.

The Committee noted that, despite work having begun on the review of the Constitution many months ago, it had still not been possible to finalise the review of specific individual delegations. Most had been done but some significant areas remained to be settled and it had not been possible to produce a final version before it was necessary to present other changes at this meeting.

The new Constitution had to be in place for 9 May and, although there might be subsequent further review, it was essential that a workable version of the new Constitution be available then, in order to avoid any doubt about the Council's ability to continue its business in an efficient and effective manner.

Accordingly, the Committee was now invited to recommend to the Council that it authorise the Monitoring Officer, in consultation as necessary with the other members of the Corporate Management Team, to finalise the delegations to officers of day-to-day operational matters. The Working Group conducting the review was content with this approach.

RESOLVED to recommend to the Council:

That the Monitoring Officer be authorised to finalise, with other Members of the Corporate Management Team as necessary, the detailed delegations to officers of day-to-day operational matters that do not require decision at Member-level.

49 REVIEW OF THE COUNCIL'S CONSTITUTION: PART 3: GENERIC DELEGATIONS TO OFFICERS

The Working Group on the Constitution had considered a revised draft of the statement of generic delegations to officers in Part 3 of the Constitution.

There were no issues arising that required consideration by the Committee.

RESOLVED to RECOMMEND to the Council:

That the revised statement of generic delegations to officers in Part 3 be adopted.

50 REVIEW OF THE COUNCIL'S CONSTITUTION: PART 4: STAFF EMPLOYMENT PROCEDURE RULES

The Working Group on the Constitution had considered a revised draft of the Staff Employment Procedure Rules in Part 4 of the Constitution.

There were no issues arising that required consideration by the Committee.

RESOLVED to RECOMMEND to the Council:

That the revised Staff Employment Procedure Rules in Part 4 be adopted.

51 REVIEW OF THE COUNCIL'S CONSTITUTION: PART 4: POLICY FRAMEWORK PROCEDURE RULES

The Working Group on the Constitution had considered a revised draft of the

Policy Framework Procedure Rules in Part 4 of the Constitution.

There were no issues arising that required consideration by the Committee.

RESOLVED to RECOMMEND to the Council:

That the revised Policy Framework Procedure Rules in Part 4 be adopted.

52 REVIEW OF THE COUNCIL'S CONSTITUTION: PART 4: BUDGET FRAMEWORK PROCEDURE RULES

The Working Group on the Constitution had considered a revised draft of the Budget Framework Procedure Rules in Part 4 of the Constitution.

There were no issues arising that required consideration by the Committee.

RESOLVED to RECOMMEND to the Council:

That the revised Budget Framework Procedure Rules in Part 4 be adopted.

53 REVIEW OF THE COUNCIL'S CONSTITUTION: PART 4: FINANCIAL PROCEDURE RULES

The Working Group on the Constitution had considered a revised draft of the Financial Procedure Rules in Part 4 of the Constitution.

There were no issues arising that required consideration by the Committee.

RESOLVED to RECOMMEND to the Council:

That the revised Financial Procedure Rules in Part 4 be adopted.

54 AMENDMENTS TO THE CONSTITUTION – final report

The Committee noted that it had now considered all of the elements of the Constitution that had been examined by its review Working Group. The review had necessarily been undertaken on the basis of individual sections rather than as a complete document. As the individual sections were drawn together into a single document, it was inevitable that adjustments would be needed within the texts as cross-references required updating or inadvertent inconsistencies emerged in the course of proof-reading. Indeed, some – set out in the Schedule at the end of the report submitted – had already been identified.

The Committee was therefore invited to recommend that the Monitoring Officer be authorised to make any further changes in the approved revised

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texts of the various parts of the Constitution that become necessary in consequence of their merger into a single document.

RESOLVED to RECOMMEND to the Council:

- 1 That the various minor changes set out in the Schedule of Changes at the end of the report be agreed.
- 2 That the Monitoring Officer be authorised to make any further changes in the approved revised texts of the various parts of the Constitution that become necessary in consequence of their merger into a single document.

55 ADDITIONAL MEETING OF COMMITTEE

Members were advised that the Paperless Councillor Topic Group of the Corporate Overview & Scrutiny Committee had recently considered the arrangements for Members' access to, and use of, IT equipment following the coming election and were now recommending changes requiring consideration by this Committee.

It was agreed that a special meeting be held to consider those recommendations during the week commencing 5 April 2010, on the day identified in due course as most convenient to the majority of Members of the Committee.

56 EXCLUSION OF THE PUBLIC**RESOLVED:**

That the public be excluded from the remainder of the meeting on the ground that it was likely that, in view of the nature of the business to be transacted, if members of the public were present there would be disclosure to them of exempt information within the meaning of paragraph 1 of Schedule 12A to the Local Government Act 1972 and it was not in the public interest to publish the information.

57 OLD FORD HOUSING ASSOCIATION

The Chairman agreed pursuant to s.100B(4) of the Local Government Act 1972 that the Committee should consider the following as a matter of urgency, in view of the need to settle the matter expeditiously.

The Committee received an oral report by the Assistant Chief Executive Legal & Democratic Services about the circumstances of a dispute between the Old Ford Housing Association and the Council of the appointment of a Member to the Housing Association's local board managing the Mardyke Estate.

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Although the Housing Association had sought to remove the Member in question from its board, following discussions between its officers and the Assistant Chief Executive, it had agreed to informal mediation in order to resolve the matter.

The Member in question had asked that the Council institute legal proceedings against the Housing Association.

RESOLVED:

That the possibility of legal proceedings be not pursued but that the Member be encouraged to pursue the mediation route.



GOVERNANCE COMMITTEE

REPORT

09 June 2010

Subject Heading:

Annual Governance Statement

Report Author and contact details:

Vanessa Bateman – Internal Audit &
Corporate Risk Manager ext 3733

Policy context:

To present the Annual Governance
Statement for approval before inclusion in
the Statement of Accounts.

Financial summary:

N/a

The subject matter of this report deals with the following Council Objectives

Clean, safe and green borough	<input type="checkbox"/>
Excellence in education and learning	<input type="checkbox"/>
Opportunities for all through economic, social and cultural activity	<input type="checkbox"/>
Value and enhance the life of every individual	<input type="checkbox"/>
High customer satisfaction and a stable council tax	<input checked="" type="checkbox"/>

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).

RECOMMENDATIONS

1. To approve the final version of the 2009/10 Annual Governance Statement attached as Appendix 1.

REPORT DETAIL

1. In March a report was submitted updating the Committee on the Council's Corporate Governance arrangements and the work of the officer Governance Group during the year.
2. The Council's constitution delegates the responsibility for approving the Annual Governance Statement to the Governance Group before it can be included in the Council's Statement of accounts, which are approved at Audit Committee.
3. Since the March meeting the following actions have been taken:
 - 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's 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 2009/10 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. The officer 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.
4. Of the five issues highlighted in the 2008/09 Annual Governance Statement, three, relating to Complaints Handling, Partnership Working and Homes in Havering, had been fully addressed at the end of March 2010, the remaining two, Data Quality and Information Governance, 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 Data quality issue has been revised to be more explicit and include use of management information.
5. One new issue relating to Disaster Recovery has been included for 2009/10.

6. 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.

IMPLICATIONS AND RISKS

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.

Human Resources implications and risks: None arising directly from this report.

Equalities implications and risks: 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.

BACKGROUND PAPERS

Cipfa/Solace – "Delivering Good Governance in Local Government" and the 2009/10 Annual Governance Statement.

ANNUAL GOVERNANCE STATEMENT

This statement, from the Leader and Chief Executive, 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/SOLACE* 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 and is within the Constitution of the Council. Other information on governance can also be found on the Council's website by following the link to council and then 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 the 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 the London Borough of Havering's policies, 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 2010 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 is being 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 six Values, to which all officers are 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 officers 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 as part of the Council's Transformation Agenda.

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 Quarterly Pack. 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 has been undergoing changes as the Council moves towards an electronic reporting system, Havering Performs!, or HP.

The Council's Annual Report, which reports on performance against the statutory and key local performance indicators is published on the website and is also produced for distribution as hard copy on request.

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 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 are required to decline gifts and hospitality to ensure that they are not inappropriately influenced and Members are required to register any accepted as part of their declaration of interest. 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 processes 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. During 2009/10 eight members sat on the Audit Committee representing the Conservative, Residents and Rainham Residents Groups of the Borough. 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 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, led by the Audit Commission, designed to detect fraud perpetrated on public bodies. Havering has been praised on their efforts with this exercise.

Complaints

A Corporate Complaints procedure exists to ensure that all standard complaints are effectively recorded and dealt with in the same way. The 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.

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 / briefings 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 and bulletins. Their training includes are tailored to their role. During 2009/10 e learning packages were developed and trialled.

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 the Equality Framework, with the target of meeting the 'achieving level' by November 2010. 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, Committees and Area meetings.

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 requirements and to correct errors. Other amendments are considered by Governance Committee and Council. The entire Constitution has been reviewed, by a working group comprising Members and officers, and a new constitution adopted by Council, with effect from 9th May 2010, adopting the 'Strong Leader' model

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 2009/10. In March 2010 the group documented good progress towards delivering the action plan.

Governance Committee

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 2010. The Governance Committee is responsible for approving the code and the Annual Governance Statement.

Audit Committees

The Audit Committee are responsible for monitoring the work of Internal Audit regarding internal control. This monitoring is integral in the process to compile a robust Governance Statement. Audit Committee note the Annual Governance Statement when they approve the Annual Statement of Accounts.

Standards Committee

The Standards 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 monthly Members packs and other relevant performance data.

In 2009/10 specific key activities, for example Out of Hours Noise Services, 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 his statutory role as Section 151 officer. Annually a Head of Internal Audit Opinion and annual report provide assurance to 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. The Council has both a strategic and Operational Risk Management Group who identify and communicate issues for inclusion in the Corporate Risk Register, which is owned by the Corporate Management Team and reviewed 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 PriceWaterhouseCoopers (PwC), is reported to the Audit Committee. The Council's accounts are audited annually by the external auditor and an unqualified opinion was given for 2008/09 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 2008/09 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 2008/09 Annual Governance Statement, two, relating to Complaints Handling and Partnership Working, had been fully addressed at the end of March 2010, the remaining three 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 three issues are therefore detailed below along with the further planned actions to ensure that focus on these areas is maintained throughout 2010/11. The Data quality and Homes in Havering issues have been revised to reflect the current issue more explicitly.

Significant Issue and action already taken	Planned action	CMT Lead
<p>1. Data Quality & Management Information</p> <ul style="list-style-type: none"> ➤ Data quality policy and strategy in place; ➤ Use of an electronic performance management system that will enable timelier reporting by partners; ➤ Increased awareness of issue and focus by groups including the Performance Management Group ➤ Internal and External Audits. 	<p>Review of systems to ensure fit for purpose is work stream of the ICT transformation project.</p> <p>Training to all relevant officers.</p> <p>Risk awareness to be communicated via Risk Management Group.</p> <p>Further planned audit work.</p>	<p>Group Director Finance & Commerce</p> <p>Group Director Culture & Community</p>
<p>2. Information Governance</p> <ul style="list-style-type: none"> ➤ This issue has been included in the agenda for officer Governance Group to ensure CMT support and involvement in strategic direction and decision 	<p>Raise awareness within teams and services and encourage identification of specific local risks and then action to address;</p> <p>Investment in new</p>	<p>Group Director Finance & Commerce.</p>

<p>making;</p> <ul style="list-style-type: none"> ➤ Policies & Procedures are in place; ➤ Reviews by ICT officers to identify weaknesses in current systems; ➤ Independent viewpoint provided by Internal Audit; and ➤ An officer information Governance Group has been established. 	<p>technologies to reduce risk part of transformation agenda;</p> <p>Further audit work planned for 2010/11.</p>	
<p>3. Homes in Havering – confidence in charges.</p> <ul style="list-style-type: none"> ➤ External Audit have commenced a review following an objection to the Council’s Group Accounts relating to charges levied for aerials; and ➤ Performance Board and other meetings are held monthly to discuss management issues. 	<p>Internal Audit of service charges part of 2010/11 Internal Audit plan.</p> <p>Recommendations following both internal and external audit reviews will be implemented.</p>	<p>Group Director Culture & Community</p>

In addition to those issues carried forward from 2009/10 the procedures to review and monitor Governance Arrangements to date in 2010/11 have highlighted one further issue:

Significant and action already taken	Issue	Planned action	CMT Lead
<p>4. Disaster Recovery</p> <p>Contract has been let to provide reliable solution;</p> <p>This is key project within Transformation Agenda.</p> <p>Partnership working with Newham has commenced.</p> <p>Improved resilience via an uninterrupted power supply implemented for the interim period.</p>		<p>Close monitoring of contract and implementation plan will ensure project milestones and deadlines are achieved.</p> <p>Service to report to ICT Transformation Board on progress.</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.

Signed:

Lead Member

Chief Executive.....

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**GOVERNANCE
COMMITTEE**

REPORT

9 June 2010

Subject Heading:

PETITIONS

CMT Lead:

Christine Dooley
Assistant Chief Executive
01708 432442

Report Author and contact details:

Ian Buckmaster
Committee Administration Manager
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01708 432431

Policy context:

Response to new duties around
engagement with the public through
petitions.

Financial summary:

New funding will be required to meet
statutory needs around electronic
petitions.

The subject matter of this report deals with the following Council Objectives

Clean, safe and green borough	<input type="checkbox"/>
Excellence in education and learning	<input type="checkbox"/>
Opportunities for all through economic, social and cultural activity	<input type="checkbox"/>
Value and enhance the life of every individual	<input checked="" type="checkbox"/>
High customer satisfaction and a stable council tax	<input checked="" type="checkbox"/>

SUMMARY

Provisions of the Local Democracy, Economic Development and Construction Act 2009 relating to petitions are about to come into force and require the Council to establish a Petitions Scheme.

The new duties come into effect on mainly on 15 June, with duties relating to electronic petitions – e-petitions – intended to become effective on 15 December.

This report sets out a proposed Petitions Scheme for adoption and deals with various issues that arise.

RECOMMENDATIONS

1. That the Committee authorise officers to implement the Petitions Scheme from 15 June, in advance of Council approval, in order to comply with the requirements of the Act from that date.
2. That the Committee determine:
 - (a) The numbers of petitioners that will be the trigger levels for:
 - (i) Debate at Council meetings
 - (ii) A requirement for the relevant officer to answer questions at an Overview & Scrutiny Committee meeting
 - (b) Whether to recommend to the Council that petitioners be given opportunity to present their petitions prior to debate by the Council
 - (c) Whether Ward Councillors should be notified of the receipt of petitions and the action be taken to follow them up.
3. To **RECOMMEND to the Council**
 - (a) that, subject to the decisions on recommendation 2 above, the proposed Petition Scheme appended to this report be adopted
 - (b) that the Democratic Services Manager be authorised to determine the validity of petitions under the Petitions Scheme and to manage generally the petitions procedures
 - (c) that the Assistant Chief Executive Legal & Democratic Services be empowered to adjust the Council's Constitution as necessary to ensure compliance with the statutory requirements.
4. That a further report be submitted to the next meeting on rules for debate of petitions.
5. To **NOTE** that the provisions relating to e-petitions will, unless revoked or amended, come into force on 15 December 2010.

REPORT DETAIL

1 The requirements of the Local Democracy, Economic Development and Construction Act 2009 (“the Act”)

1.1 The Act includes requirements for every Council such as Havering in respect of petitions. These provisions will come into force in respect of “traditional” forms of petitioning on 15 June, and on 15 December for epetitioning. The main statutory requirements are as follows –

- (a) to have an on-line epetition facility which allows anyone to set up a petition on the Council’s system, and allows anyone to “sign” the petition on-line.
- (b) to adopt a Petition Scheme which sets out how the Council will acknowledge receipt of petitions and advise the petition organiser how the petition will be dealt with. The Act requires that the Petition Scheme define three categories of petition, and set a minimum number of signatures for each type of petition.
- (c) To come within the Scheme, the petition must relate to a Council function or, to an improvement in the economic, social or environmental well-being of the Council’s area to which any of the its partner authorities could contribute.
- (d) The Council can delegate to an appropriate officer the power to reject petitions which they considers to be vexatious, abusive or otherwise inappropriate.
- (e) The new Petition Scheme does not apply to petitions received under other statutory procedures, such as petitions for a mayoral constitution, and the Secretary of State proposes to make provision that petitions in response to some statutory consultations, such as on planning or licensing applications, should also remain outside the new system.
- (f) For “**ordinary petitions**”, Councils are given wide flexibility to set the threshold number of signatures as high or low as they wish, and to determine how such petitions will be dealt with. The Act provides that a petition may be signed by anyone who lives, works or studies in the Council’s area.
- (g) “**Petitions requiring Debate**” must be reported to full Council for debate, and the Council can set a higher number of signatures as the threshold for such petitions.

- (h) **“Petitions to hold an officer to account”** must name a senior officer and will trigger an open meeting of the appropriate Overview and Scrutiny Committee at which the officer may be questioned by the Committee in relation to their actions on a particular matter. The Council can set a different threshold number of signatures for these petitions.
- (i) Where the petition organiser is not satisfied by the actions taken by the Council in response to a petition, the Petition Scheme must give a right of appeal to a relevant Overview and Scrutiny Committee

2 Implementation

- 2.1 The commencement dates were set by the then Secretary of State shortly before the recent General Election. The main provisions come into force on 15 June; the petition provisions are delayed until 15 December in response to the ICT software industry seeking more time to develop compliant software.
- 2.2 There are no indications at this stage that the new Government intend to amend requirements of the Regulations in any way and in any event, it is now too late to avoid having to implement the main provisions.

3 Petition Scheme

- 3.1 The former government had proposed a Model Scheme as a basis for Councils' own schemes. There are, however, considered to be some significant shortcomings in the Model Scheme and an alternative model, which is fully compliant with the legislation, has been suggested by a specialist local government legal consultant, Mr Peter Keith-Lucas, of Messrs Bevan Britten, solicitors. The Petition Scheme set out in Appendix 1 is closely based upon Mr Keith-Lucas's suggestions.
- 3.2 Approval of the Scheme set out in the Appendix is recommended.
- 3.3 The Scheme must be approved by full Council. As that will not now be meeting until the end of July, the Committee is requested to agree that officers follow the spirit of the Scheme now proposed until Council is able formally to approve it.
- 3.4 It is proposed that day-to-day operation of the scheme be undertaken within Democratic Services, with the Democratic Services Manager being empowered to reject petitions that are not valid. Much of the petitions' legislation is centred around full Council and Overview & Scrutiny activity and thus fits logically within Democratic Services.

4 “Debating of petitions”

- 4.1 The Council Procedure Rules will need adjustment to accommodate the new requirement for a debate on certain petitions. It is suggested that any such debate should take place after Members’ Questions but before debates on Members’ motions. The Act envisages that such debates should take no more than 30 minutes but requires that they end with a “decision” being made.
- 4.2 The existing arrangements for Members’ submission of petitions at the beginning of a meeting are unaffected by the legislation. That process will continue unchanged.
- 4.3 The former government had suggested that petitioners be given an opportunity to present their petition at the outset of a debate. The Committee is requested to consider whether such a facility should be made available.
- 4.4 In the course of normal debate at Council, Members will speak for or against motions or amendments before reaching a decision. Although superficially similar to that, “debates” on petitions cannot be structured in the same way. In particular, there can be no guarantee that a Member could be found to speak in favour of the petition (nor, indeed, against it!); moreover, given that time for such debate will be limited, the normal times for length of speeches will not be appropriate.
- 4.5 It has not yet been possible to devise rules of such debates. Their absence does not, however, affect the action needed to implement the new requirements from 15 June, since the earliest any such debate could take place is the next Council meeting, at which such rules could be approved if a further report about them is considered by this Committee at its next meeting.
- 4.6 The Committee is asked to determine the number of signatories to a petitions that are required to trigger a debate. Other boroughs’ intentions indicate that there is a wide range of trigger levels – from 500 signatories 10,000 There is no defined limit for the trigger, beyond that it must be reasonable. The DCLG model suggested a trigger-level of 1,500.

5 “Holding officers to account”

- 5.1 The legislation requires that arrangements be made to require officers to appear before a relevant Overview & Scrutiny Committee (OCS) to answer questions. Although this seemingly builds upon existing legal powers available to OSCs to require officers to answer their questions, this legislation has been criticised in Parliament for blurring the distinction between Members’ responsibilities to set and explain policy, and officers’ duties to implement it.

- 5.2 The requirement to answer questions as the result of a petition is not meant to apply to staff below Head of Service level, although clearly more junior staff could be expected to attend a meeting in support of their senior manager.
- 5.3 The Committee is asked to determine the number of signatories to a petitions that are required to trigger a requirement for an officer to answer questions. Other boroughs' intentions indicate that there is a wide range of trigger levels – from 250 signatories 5,000. There is no defined limit for the trigger, beyond that it must be reasonable. reasonable. The DCLG model suggested a trigger-level of 750.

IMPLICATIONS AND RISKS

Financial implications and risks:

In due course additional funding will be needed for the procurement of a software package. Although this is a new responsibility no funding has been provided by central Government.

The order of costs for the basic module could be £3,000 to £5,000. There may well be annual licensing costs that would also have to be met. No funding is currently available within the service and the cost would have to be met through the reprioritisation of existing resources.

There would appear to be no other significant additional costs arising from the new duty at the present time. This will need to be reviewed once there has been a period of experience with the Act when the full implications, take up and actual extra workload can be determined.

Legal implications and risks:

Compliance with the requirements is obligatory. Although there is no penalty for failing to comply, petitioners would have the right to ask the Local Government Ombudsman to examine any such failure; and legal action for judicial review could also be taken.

Human Resources implications and risks:

There would appear to be no direct staffing implications at the present time, though this would need to be reviewed once there has been a period of experience with the Act.

Equalities implications and risks:

None emerging from the prospective responses to the consultation paper.

BACKGROUND PAPERS

There are no background papers

London Borough of Havering

Petition Scheme

The Council recognises that petitions enable people to voice their concerns.

What is a petition?

The Council treats as a petition any communication which is signed by or sent to us on behalf of a number of people. For practical purposes, there must be at least 10 signatories or petitioners before we treat it as a petition. Whilst people who live, work or study in Havering may petition the Council, relevant petitions from others would be accepted.

What should a petition contain?

A petition should include –

- (a) A clear statement of the petitioners' concerns and what they want the Council to do. This must relate to something which is the responsibility of the Council, or over which the Council has some influence. Where a petition relates to a matter which is within the responsibility of another public or local authority, the petition organiser will be asked whether they would like the petition to be redirected to that other Authority. Where a petition relates to a matter over which the Council has no responsibility or influence, it will be returned to the petition organiser with an explanation for that decision
- (b) The name and contact details of the "petition-organiser" or someone to whom any correspondence about the petition should be sent. Contact details may be either a postal address or an email address;
- (c) The names of at least 10 petitioners (which can include the petition organiser). Where the petition is in paper form, this can include an actual signature from each petitioner, but actual signature is not essential. The addresses of petitioners are important to enable the Council, for example, to assess the degree of local support or opposition to a planning application, but this is not essential. For the petition to be debated at a meeting of the Council ("A Petition for Debate"), or to trigger a public meeting of an Overview and Scrutiny Committee at which a specific officer will be required to report ("A Petition to hold an Officer to Account"), the petition will need to contain a higher number of signatories or petitioners (see below);
- (d) If the petition is being submitted in response to consultation on a specific matter, the matter which it relates should be identified, so as to ensure that it is considered along with original matter.

Who should you send a petition to?

Where you submit a petition in response to consultation by the Council, please address it to the return address set out in the consultation invitation. This will ensure that it is reported at the same time as the matter to which it relates is considered.

Otherwise, please address petitions to –

Democratic Services Manager
London Borough of Havering
Havering Town Hall
Main Road
Romford
RM1 3BD

Or to Petitions@Havering.gov.uk

Your petition will be acknowledged to the petition organiser and entered on the Council's petitions website (<http://Havering.petitions>). The website will be regularly up-dated with information on the progress of the petition.

Types of Petition

There are five different types of petition, as set out below. How we deal with a petition depends on which type of petition is submitted –

(a) Ordinary Petitions

These are petitions which do not come within any of the following specific types. Please note that petitions which raise issues of possible Councillor misconduct will be taken as complaints arising under the Local Government Act 2000 and will be reported to the Standards Initial Assessment Sub-Committee, rather than considered under this Petitions Procedure. You may be asked to comply with the relevant procedure.

(b) Consultation Petitions

These are petitions in response to an invitation from the Council for representations on a particular proposal or application, for example on planning or licensing applications or proposals for parking restrictions or speed limits. Consultation petitions which are received by the response date in the consultation invitation will be reported to a public meeting of the person or body which will be taking the decision on the application or proposal.

(c) Statutory Petitions

Particular Acts of Parliament require the Council to consider petitions, for example a petition for a directly-elected Mayor. Where a petition is

submitted under such a specific statute, it will be reported to the next available relevant meeting, in accordance with the statutory requirements.

(d) Petitions for Debate

If the petition is to be reported to and debated at a meeting of the Council, it must contain at least 1,500 signatories or petitioners.

(e) Petitions to Hold an Officer to Account

If the petition is to be considered at a meeting of an Overview and Scrutiny Committee, where an officer, identified either by name or by post title, will be required to answer questions on the conduct of a particular matter, it should contain at least 500 signatories or petitioners. The Council has determined that such petitions must relate to the Chief Executive, a Group Director, the Assistant Chief Executive, an Assistant Director or a Head of Service. Please note that where the petition raises issues of competence or misconduct, the petition will be dealt with under the Council's Disciplinary Procedures, and not under this Petitions Procedure.

The Petitions Website

The Council maintains a petitions website at <http://Havering.petitions>.

When a petition is received, within 5 working days Democratic Services Manager will open a new public file within the website and will put in that file the subject matter of the petition, its date of receipt and the number of signatories or petitioners. The petition organiser's name and contact details will only be included on the website if s/he so requests.

As soon as it is decided who the petition will be considered by within the Council, and when that consideration will occur, this information will be entered on the website at the same time as it is sent to the petition organiser. Once the petition has been considered, the Council's decision will be notified to the petition organiser and put on the website within 5 working days of that consideration.

Petitions are presented on the petitions website in the order in which they are received, but the website can be searched for key-words to identify all petitions relating to a particular topic. All petitions are kept on the website for 2 years from the date of receipt.

The role of Ward Councillors

When a petition is received which relates to a local matter (particularly affecting specific electoral wards), the Democratic Services Manager will send a copy of the petition to each relevant Ward Councillor at the same time as acknowledging receipt of the petition to the petition organiser.

When the petition is reported to the person or body within the Council who can take a decision on the matter to which it relates, the relevant Ward Councillors will be

invited to attend and to address the decision-taker for no more than 3 minutes (or 3 minutes each), immediately after the petition organiser.

What happens when a petition is received?

Whenever a petition is received –

- (a) Within 2 working days of receipt, Democratic Services' staff will acknowledge receipt to the petition organiser.
- (b) Wherever possible, Democratic Services' staff may be able to resolve the petitioners' request directly, by getting the relevant Cabinet Member or officer to take appropriate action. Where this is done, Democratic Services' staff will ask the petition organiser whether s/he considers that the matter is resolved.
- (c) Unless the matter has been resolved to the satisfaction of the petition organiser, Democratic Services' staff will within 5 working days of receipt of the petition provide a substantive response to the petition organiser setting out who the petition will be reported to for consideration, when and where that will take place and inviting the petition organiser to attend that meeting and to address the meeting for up to 3 minutes on the issue covered by the petition. The invitation to the petition organiser to address the meeting is in addition to any other public speaking rights at that meeting.
- (d) Whilst we are committed to dealing with petitions promptly, a petition will normally need to be received at least 10 working days before a relevant meeting if it is to be reported to that meeting. Where it is necessary to undertake a significant amount of work to collect information and advice to enable the matter to be properly considered, it may be necessary for Democratic Services' staff to decide that the petition will be held over until the following meeting of the relevant body.
- (e) At the same time as responding to the petition organiser, Democratic Services' staff will notify Group Leaders and Ward Councillors of receipt of the petition.
- (f) Within 5 working days of receipt of a petition, Democratic Services' staff will open a new public file for the petition on the Council's petitions website, setting out the subject matter of the petition, the date of receipt and the number of petitioners. The petition organiser's name and contact details will only be included on the website if s/he so requests.
- (g) At each stage of the consideration of the petition, within 5 working days of any decision, Democratic Services' staff will ensure that the petitions website is updated to ensure that petitioners can track progress of their petition.

What happens to a Consultation Petition?

Consultations Petitions are submitted in response to an invitation from the Council to submit representations on a particular proposal or application, such as a planning or licensing application or a proposed traffic regulation order.

The petition will be reported to the person or body who will take the decision on the proposal or application at the meeting when they are to take the decision on that application or proposal. The Council's Constitution defines who will take different types of decision.

Where the petition relates to a matter which is within the delegated power of an officer, s/he may decide not to exercise those delegated powers but to refer the matter to the relevant Cabinet Member for decision.

Where the petition relates to a matter which is within the delegated powers of an individual Cabinet Member, s/he may decide not to exercise those delegated powers but to refer the matter to Cabinet for decision.

What happens to a Statutory Petition?

Particular Acts of Parliament require the Council to consider petitions, for example a petition for a directly-elected Mayor. Where you submit a petition under such a specific statute, it will be reported to the next available meeting of the Council in accordance with the statutory requirements.

What happens to Petitions for Debate?

Petitions for Debate will be reported to the next convenient meeting of Council. Petitions will not be considered at the Annual Meeting of Council, at the meeting at which the Budget and Council Tax are set (unless the petition directly relates to the budget or Council Tax) or at Extraordinary Meetings of Council which are not convened to consider the subject matter of the petition.

The petition organiser will be invited to address the meeting for up to 3 minutes on the subject of the petition.

What happens to a Petition to Hold an Officer to Account?

Petitions to hold an officer to account will be reported to the next convenient meeting of the relevant Overview and Scrutiny Committee.

In advance of the Committee meeting, the petition organiser will be invited to submit a list of questions which s/he would like put to the officer at the meeting. These questions will be provided to the Chairman of the Committee, who will decide whether they are appropriate, and to the officer concerned, in advance of the meeting.

At the meeting, the Chairman will invite the petition organiser to address the Committee for a maximum of 3 minutes on the issue, and the relevant officer will

then be required to report to the Committee in relation to the conduct of the subject matter of the petition. Members of the Committee may question the officer, and the Chairman may invite the petition organiser to suggest questions for him/her to put to the officer.

What happens to an Ordinary Petition?

Democratic Services' staff will arrange for each Ordinary petition to be referred to the relevant Head of Service for attention, action and reply.

How will the Council debate a petition?

Petitions will normally be debated after Members' Questions but before Members' motions are debated.

The Mayor may invite a relevant officer to set out the background to the issue before inviting the petition organiser to address the meeting for up to 3 minutes, after which the matter will be open for debate among Members. At the end of the debate, the Council will either determine the matter, refer it for investigation and report back, or refer it to the Cabinet or a Cabinet Member.

Within 5 working days of a final decision being made on the matter, Democratic Services' staff will notify the petition organiser of the Cabinet Member's decision and advise him/her that if s/he is not satisfied with that decision, s/he may require the matter to be reported to the next convenient meeting of the appropriate Overview and Scrutiny Committee for review.

At each stage, Democratic Services' staff will enter the relevant information on the website at the same time as it is sent to the petition organiser.

Appeal to an Overview and Scrutiny Committee

If the petition organiser is not satisfied with the outcome of the Council's consideration of his/her petition, he/she may appeal to an Overview and Scrutiny Committee by notifying Democratic Services' staff of his/her intention to appeal within 20 working days of being notified of the Council's decision on the petition.

Within 5 working days of receipt of intention to appeal, Democratic Services' staff will determine which is the relevant Overview and Scrutiny Committee and will notify the petition organiser of the time, date and place of the next convenient meeting of that Overview and Scrutiny Committee and will invite the petition organiser to attend the meeting and to address the Committee for up to 3 minutes on why he considers that the Council's decision on the petition is inadequate.

At that meeting, the Overview and Scrutiny Committee will invite the petition organiser and Ward Councillors to make their representations and to explain why s/he considers that the Cabinet Member's response was insufficient. The Overview and Scrutiny Committee may not over-ride the Cabinet Member, but the Cabinet Member must consider any recommendations made by the Overview and Scrutiny Committee.

The role of the Petition Organiser

The petition organiser will receive acknowledgement of receipt of the petition within 2 working days of its receipt by the Council.

Where the petition is not accepted for consideration, the petition organiser will be advised by Democratic Services' staff of the rejection and the grounds for such rejection.

Where the petition is accepted for consideration, the petition organiser will be advised by Democratic Services' staff within 5 working days of receipt by the Council as to who the petition will be considered by, and the date, time and place of any meeting at which it will be considered, which he/she will be invited to address for up to 3 minutes. The petition organiser may be asked questions on the subject matter of the petition.

The petition organiser may nominate another person to address the meeting and to answer any questions on the matter.

The petition organiser will be regularly informed by Democratic Services' staff of any decisions in respect of the petition and will be formally notified of the outcome of the petition's consideration within 5 working days of such decision.

The petition organiser may notify Democratic Services' staff of his/her intention to appeal to an Overview and Scrutiny Committee against the decision of the Council relating to the petition within 20 working days of being notified of that decision, and may attend and address the meeting of the Overview and Scrutiny Committee for up to 3 minutes as to why he/she considers that the Council's decision on the petition was inadequate.

Petitions which will not be reported

(a) Duplicate Petitions

Where more than one petition is received in time for a particular meeting, each supporting the same outcome on one matter, each petition organiser will be treated as an independent petition organiser, but only the petition organiser of the first petition to be received will be invited to address the relevant meeting.

(b) Repeat Petitions

Petitions will not normally be considered where they are received within 6 months of another petition being considered by the Council on the same matter.

(c) Rejected Petitions

Petitions will not be reported if in the opinion of Democratic Services' staff, they are rude, offensive, defamatory, scurrilous or time-wasting, or do not relate to something which is the responsibility of the Council, or over which the Council has some influence.



GOVERNANCE COMMITTEE

REPORT

9 JUNE 2010

Subject Heading:

CMT Lead:

Report Author and contact details:

**Appointment Of Local Authority
Governors of Schools**

Andrew Ireland, Group Director, Social
Care & Learning

Maureen Smith

Maureen.smith@havering.gov.uk

01708 433665

The subject matter of this report deals with the following Council Objectives

Clean, safe and green borough	<input type="checkbox"/>
Excellence in education and learning	<input checked="" type="checkbox"/>
Opportunities for all through economic, social and cultural activity	<input type="checkbox"/>
Value and enhance the life of every individual	<input type="checkbox"/>
High customer satisfaction and a stable council tax	<input type="checkbox"/>

SUMMARY

Although this Committee no longer deals with individual appointments of school governors, it remains responsible for the overall policy on such appointments.

This report outlines proposals put forward by the LA Governor Appointment Panel for changes to the eligibility criteria for Local Authority appointed governors on school governing bodies. The changes specifically affect former members of staff and individuals with a close relationship (defined as mother, father, brother, sister, partner or child) to a member of staff at a particular school. The eligibility criteria are applied by the LA Governor Appointment Panel that comprises of elected members, headteachers and school governors.

RECOMMENDATIONS

It is recommended that, to ensure that the appointment process for LA governors is totally clear and transparent, the eligibility criteria for the appointment of LA governors is revised specifically to exclude the appointment of

- individuals where they are closely related (defined as mother, father, brother, sister, partner or child) to a member of staff at the school;

and

- individuals who have worked in the school within the last 3 years (5 years for a former member of the school leadership team).

REPORT DETAIL

1. The current agreed criteria for the selection and appointment of LA governors is as follows:
 - A willingness to serve as a governor
 - A commitment to raising aspirations, expectations and standards of achievement in Havering schools
 - A commitment to being available to attend relevant meetings and other events at the school
 - A commitment to promote and support equal opportunities for all members of the school community
 - A willingness to contribute specific skills, knowledge and/or experience to help the school provide the best possible education for its pupils
 - A willingness to attend relevant training

The panel will not recommend the appointment of any parent to the school where they have a child/children on the school roll as this may distort the stakeholder model of a governing body. Parents are, of course, eligible to serve as LA governors at schools where they do not have children attending or stand for election as parent governors at the schools where their children attend.

2. At meetings of the LA Governor Appointment Panel situations have arisen where former members of staff have applied to serve as governors at schools where they have worked. This matter was initially discussed at the LA GAP meeting held on 18 May 2009. Panel members requested a draft protocol be prepared which was considered at the GAP meeting held on 28

September 2009. At this meeting it was suggested that the protocol be extended to include close relatives of members of staff.

- 3 Members of the LA Governor Appointment Panel carefully considered the impact of the proposed changes on elected members. However, it was agreed that the proposal was for the greater good and made the entire process clear and transparent. It was also agreed that these arrangements would be for the protection of both member of staff and elected member.

IMPLICATIONS AND RISKS

The proposal has specific implications for elected members as they are only permitted, by law, to serve on a Governing Body as an LA appointed governor. This proposal, if accepted, would mean that any elected member would not be able to serve on a governing body at a school where a close relative was employed. Elected members who have children at a school are placed in the same position.

Financial implications and risks:

None are apparent

Legal implications and risks:

Human Resources implications and risks:

None are apparent

Equalities implications and risks:

None are apparent

BACKGROUND PAPERS

Minutes of the LA GAP meetings held on:

18 May 2009
28 September 2009
7 December 2009

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Protocol for the appointment of former members of staff as LA Governors –
December 2009



**GOVERNANCE
COMMITTEE**

REPORT

9 June 2010

Subject Heading:	APPOINTMENTS TO OTHER ORGANISATIONS, 2010/11
CMT Lead:	Christine Dooley Assistant Chief Executive 01708 432442
Report Author and contact details:	Ian Buckmaster Committee Administration Manager ian.buckmaster@havering.gov.uk 01708 432431
Policy context:	The Council appoints Members and others to serve on a variety of other bodies
Financial summary:	There are no significant financial implications.

The subject matter of this report deals with the following Council Objectives

Clean, safe and green borough	[x]
Excellence in education and learning	[x]
Opportunities for all through economic, social and cultural activity	[x]
Value and enhance the life of every individual	[x]
High customer satisfaction and a stable council tax	[x]

SUMMARY

The Council makes appointments to a large number of other organisations, some statutory, others voluntary.

Since the new executive governance arrangements came into force, responsibility for making some appointments has passed from this Committee to the Leader of the Council but the Constitution provides that it is for this Committee to make recommendations to the Leader.

RECOMMENDATIONS

- 1 (a) That the Committee determine appointments to the organisations referred to in this report for the period until the meeting that deals with appointments for the municipal year, 2011/12 (or such other period as may be relevant in any specific case).
- (b) That, where the appointment is executive, the Committee **RECOMMEND** to the Leader that the appointment be made.
- 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 appointments to the Adoption Panel and Carers Panel shown in the report be confirmed.

REPORT DETAIL

- 1 The Committee is authorised to make all appointments to other organisations (other than executive appointments, which are made by the Leader). Except where otherwise specifically provided, appointments are for the period expiring at the first meeting of this Committee in the municipal year 2011/12 (probably during the last week of May 2011).

- 1.2 **Appendix 1** are the executive appointments. **The Committee is asked to review the appointments and to make recommendations to the Leader.**
- 1.3 **Appendix 2** lists the appointments made by office-held but are not executive. **The Committee is asked to review these appointments and either confirm them, or agree what changes are to be made.**
- 1.4 **Appendix 3** 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.**
- 1.5 **Appendix 4** is provided for information. It sets out the appointments that do not require review or renewal for the present. **The Committee is asked to note these appointments.**
- 1.6 Some organisations are mentioned in both Appendices, as appointments to them are both by office and personal.
- 1.7 **It should be noted that Appendices 1 and 2 use titles that were current before the recent election and will require adjustment to suit the new offices held.**

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 of the Local Government Association. 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.**

Adoption Panel

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 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
Roy Gaskin	Social Worker	March 2018
Councillor Georgina Galpin	Authority Member	December 2017
Tess Blight	Independent Member	December 2015
Tony Ferguson	Independent Member	December 2015
Betty Haltham	Independent Member	December 2015
Beryl Thornton	Independent Member	December 2011

- 3.6 The Medical Adviser for Adoption matters is automatically a member of the Adoption Panel. The MA in post last year has since left for reasons of ill health. Her successor is Dr Haq.

3.7 The Committee is asked to:

- (a) re-appoint Andy Quin as Chairman of the Adoption Panel;**
- (b) note that Dr Haq has become the Medical Adviser to (and therefore a member of) the Panel; and**
- (b) re-appoint the other members of the Adoption Panel for the coming year.**

Carers Panel

4.1 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.

4.2 The membership of the Panel is currently as follows:

Alan Johnstone Panel Chair - Independent
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 Adalakun - Independent Member

4.3 Until she stood down at the recent election, former Councillor Pat Mylod was a member of the Carers Panel.

4.4 The Committee is asked to confirm the appointment of members of the Carers Panel, as listed above, and to appoint a successor to former Councillor Pat Mylod.

IMPLICATIONS AND RISKS

Equalities and Social Inclusion Implications and Risks

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

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.

BACKGROUND PAPERS

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

APPENDIX 1 – EXECUTIVE APPOINTMENTS

ORGANISATION AND NUMBER OF APPOINTEES	EXECUTIVE MEMBER APPOINTMENTS
CEME (Centre for Engineering & Manufacturing Excellence) - 1	Group Director, Finance & Commerce
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
Greater London Enterprise Limited -1	Cabinet Member– Housing , Public Protection & Regeneration
IWMS Contract Liaison Committee - 1	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 - 1	Cabinet Member – Culture & Communities

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Local Government Association Urban Commission- 1	Cabinet Member – Housing, Public Protection & Regeneration
Local Government Information Unit- 1	Cabinet Member – Corporate Services
London Councils (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- Corporate Services
Greater London Employment Forum	Representative: Cabinet Member – Finance & Commerce Deputy Representative: Deputy Leader of the Council
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 Adult Services Forum -1	Cabinet Member – Social Care & Learning
Housing Forum -1	Cabinet Member – Housing, Public Protection & Regeneration
North East London NHS Foundation- 1	Cabinet Member – Social Care & Learning
Partnerships in Parking - 1	Cabinet Member – Street Care & Customer Services

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

APPENDIX 2

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED BY OFFICE (But Not Executive Appointments)
Age Concern : Havering (Havering Old People's Welfare Association Council) - 2	Cabinet Member – Social Care & Learning and one other Member
Governor Panel - 3	Cabinet Member – Education & Children's Services and two other Members
Havering Admissions Forum - 5	Cabinet Member – Education & Children's Services and one other Member.
Havering Arts Council - 5	Cabinet Member Culture & Community and four other Members.
Havering Chamber of Commerce and Industry -1	Leader of the Council
Havering Children's Trust -1	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– Corporate 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 – Corporate 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

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Havering Police and Community Consultative Group - 9 appointed by Area Committees plus Cabinet Member	Cabinet Member with responsibility for crime & disorder issues
Havering Sports Council – 5	Cabinet Member – Culture & Communities, Cabinet Member – Housing, Public Protection & Regeneration and three other Members
Havering Theatre Trust - 3	<u>Councillor Members of the Council of Management</u> Cabinet Member - Culture & Communities, Cabinet Member – Housing, Public Protection & Regeneration, and one other Member.
London Youth Games-1	Cabinet Member – Culture & Communities
Management Committee of the Tuition Service - 1	Cabinet Member - Education & Children’s Services
North East London NHS Foundation - 1	Cabinet Member – Social Care & Learning
Romford Town Centre Partnership - 2	Leader of the Council (Cabinet Member – Housing, Public Protection & Regeneration as deputy) and Chief Executive
Standing Advisory Council for Religious Education (SACRE) - 5	Cabinet Member- Education & Children’s Services, and four other Members

APPENDIX 3

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)
Coopers Company & Coborn Educational Foundation	Councillor Linda van den Hende
Draper's Academy	Councillor Steven Kelly
Essex Wildlife Trust (Bedfords Park Management Committee)	Councillor Geoff Starns
Governor Panel - 3	(Cabinet Member Education & Children's Services) and Councillors Gillian Ford and Wendy Brice- Thompson
Groundwork Trust - 1	Councillor Michael Armstrong
Havering Admissions Forum - 2	(Cabinet Member – Education & Children's Services) and Councillor Wendy Brice- Thompson

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Havering Arts Council - 5	(Cabinet Member Culture & Communities) Councillors Robert Benham, Linda Hawthorn and Two vacancies (1 Conservative, 1 RA Group)
Havering Association for People with Disabilities - 2	Councillors Steven Kelly and one vacancy (RA Group)
Havering Bands and Majorettes Association - Executive Committee - 3	Councillors Andrew Curtin, Sandra Binion and one vacancy (RA Group)
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 and one vacancy (RA Group)
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 Corporate Services, Cabinet Member- Finance & Commerce, Leader of the Opposition Group)
Havering Sports Council - 5	Cabinet Member – Culture & Communities, Cabinet Member – Housing, Public Protection & Regeneration, Councillors Sandra Binion , John Mylod and one vacancy (Labour Group)

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Havering Theatre Trust	<u>Councillor Members of the Council of Management</u> Cabinet Member - Culture & Communities, Cabinet Member – Housing, Public Protection & Regeneration and Councillor Gillian Ford.
Havering Twinning Educational Association	Councillor Georgina Galpin
Havering Youth Inclusion and Support Panel	Councillor Barry Oddy (Member); Councillor Wendy Brice-Thompson (Deputy Member)
Homes in Havering (Housing ALMO Board)	Councillors Steven Kelly, Robby Misir, Pam Light and June Alexander
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 Melvin Wallace and one vacancy (RA Group)
London Caribbean	Councillor Andrew Curtin
London Home & Water Safety Council	Councillor Fred Osborne
Relate North East - 2	Councillors Keith Wells and one vacancy (RA Group)
Reserve Forces & Cadets Association - 1	Councillor Ted Eden
Second Chance - Theatre for the People - 1	Councillor Andrew Curtin

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Standing Advisory Council on Religious Education (SACRE) - 5

Councillors Wendy Brice-Thompson, Gillian Ford, Jeffrey Tucker **one vacancy (Conservative Group)** 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

APPENDIX 4

ORGANISATION AND NUMBER OF APPOINTEES	APPOINTMENTS THAT DO NOT REQUIRE RENEWAL
Havering Police and Community Consultative Group - 6 (plus Cabinet Member with responsibility for crime & disorder issues)	vacancy (Conservative Group, Elm Park), vacancy (Conservative Group, Emerson Park), vacancy (Conservative Group, Gidea Park), vacancy (Conservative Group, Harold Hill), vacancy (RA Group, Hornchurch), vacancy (Conservative Group, North Romford), vacancy (Conservative Group, Romford Town), vacancy (Independent Group, South Hornchurch), vacancy (RA Group, Upminster) All appointments made by the relevant Area Committees
Havering Sixth Form College - corporation -1	Cabinet Member – Education & Children’s Services Councillor Steven Kelly (until 6.10)
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 2/14)
Lee Valley Regional Park Authority (indirect appointment via nomination to London Councils)	Councillor Andrew Curtin (until June 2013)
Lucas Children’s Play Charity Nominative Trustees – 2	Councillors Andrew Curtin and Councillor Linda Hawthorn (appointed till 2011)

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Partnerships in Parking - 1

Cabinet Member – Street Care & Customer Services

Poyntz (a.k.a. Richard Poyntry's) and other charities

Councillor June Alexander (until March 2012)

Romford Combined Charity
Nominative Trustees - 6

Councillor Michael Armstrong and Councillor Andrew Curtin (until 3.11.10)

Mrs Doreen Taylor (until 16.5.11)

Ms Christine Hunnable (until 25.10.11)

Mrs Kip Chan-Pensley (until 3.11.11)

Wilf Mills (until 3.11.12)

Thames Regional Flood Defence
Committee - (indirect
Appointment via nomination to
London Councils)

Cabinet Member- StreetCare & Customer Services (until November 2010)