

GOVERNANCE COMMITTEE SUPPLEMENTARY AGENDA

12 March 2014

The following report is attached for consideration and is submitted with the agreement of the Chairman as an urgent matter pursuant to Section 100B (4) of the Local Government Act 1972

- 6 MEMBER INDUCTION PROGRAMME (Pages 1 - 6)**
- 10 MONITORING OFFICER REPORT NR. 26 (Pages 7 - 10)**

**Andrew Beesley
Committee Administration
Manager**

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GOVERNANCE COMMITTEE

12 March 2014

Subject Heading:	MEMBER INDUCTION PROGRAMME 2014 - UPDATE
CMT Lead:	Ian Burns
Report Author and contact details:	Andrew Beesley Committee Administration & (Interim) Member Services Manager andrew.beesley@havering.gov.uk 01708 432437
Policy context:	Following the local elections in May 2014 there is a 'requirement' to run an induction programme to brief and train members on a variety of topics.
Financial summary:	There will be a series of costs associated with the provision of training

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

Ensuring a clean, safe and green borough	<input type="checkbox"/>
Championing education and learning for all	<input type="checkbox"/>
Providing economic, social and cultural activity in thriving towns and villages	<input type="checkbox"/>
Valuing and enhancing the lives of our residents	<input type="checkbox"/>
Delivering high customer satisfaction and a stable council tax	<input checked="" type="checkbox"/>

SUMMARY

A report was submitted to the January meeting of Governance Committee outlining the range of training and information to be provided to Members following the Council election in May 2014. Following further discussions with the Member Development Group, outlines of the first two planned events for Members are attached as appendices to this report, for noting by the Committee.

A report on this matter was submitted to the previous meeting of the Governance Committee in December 2013. Some minor adjustments have been made to the Member Induction Programme following that meeting.

RECOMMENDATIONS

That the Committee notes the revised enclosed details of information and training sessions for new and re-elected Members following the local elections in May 2014.

REPORT DETAIL

- 1.1 Further to the report to the January 2014 meeting of the Committee, it has been proposed that two induction events be held for new and returning Members in the week commencing 26 May 2014, i.e. immediately following the Council and European elections themselves.
- 1.2 On the evening of Wednesday 28 May, an initial induction event would be held where Members could receive a brief introduction from the Corporate Management Team on the Council's structure and objectives as well as get an initial understanding of the role of the Council's partners. This session would also give Members an opportunity to collect their security passes, meet Committee Administration and Member Support staff and undertake a tour of the town hall building itself. An outline event schedule is attached at appendix 1.
- 1.3 On the following Saturday, 31 May, a more comprehensive event is planned where Members could receive a grounding in key areas such as local government finance, health & safety and the Member Code of Conduct. There would also be a session delivered by a current or recently serving Councillor giving their observations on the Councillor role. An outline schedule for this event is attached at appendix 2.
- 1.4 In the first two weeks of June, it is planned to run a series of evening sessions, open to all Members, giving an initial introduction to areas considered key to the role of Members and the Council as a whole. Specifically, there would be sessions arranged on audit, equalities, licensing, pensions and planning issues. More detailed training for the members of each Committee covering these areas would be arranged once memberships are confirmed.
- 1.5 A Member Handbook will also be given to all Members covering a range of key information on how the Council works and contact details for each service.

- 1.6 Work is also being undertaken to update the Members' section of the intranet to ensure the information provided on-line is fully up to date and relevant to Members' needs.

IMPLICATIONS AND RISKS

Financial implications and risks:

There will be a series of costs associated with the delivery of the Member Induction Programme which will be borne by the Member Development Budget and other relevant service budgets.

Legal implications and risks:

Members are required to receive a range of training around equalities and diversity, standards, expenses, register of interests, planning, licensing and safeguarding for example. Failure to undertake these sessions would put Members at risk.

Human Resources implications and risks:

None.

Equalities implications and risks:

It is a requirement for Members to undertake Equalities and Diversity training particularly with the legal duties now placed on Members. Failure to undertake these sessions would put Members at risk.

BACKGROUND PAPERS

- Member Induction Programme 2014 (as noted at Governance Committee, 15 January 2014)

Appendix 1

MEMBERS' INDUCTION EVENT		
Wednesday 28 May 2014, Town Hall (6.30pm-9.30pm)		
Section	Presenter	Time From
Arrival Tea and Coffee		6.00pm
Introductions and Emergency Procedures	Ian / Andrew	6.30pm
Welcome to the London Borough of Havering	Cheryl	6.35pm
Corporate Management Team <ul style="list-style-type: none">• Council structure• Corporate Objectives• Havering's Partners	Cheryl & CMT	6.50pm
BREAK		7:30pm
GROUPS FORMED (A, B & C), operating in rotation: Tour of Town Hall Meet Member Services Security Pass Collection		7:45pm
Closing Messages	Ian / Andy	9:15pm

Appendix 2

Member Induction Day, Saturday 31 May, Town Hall

Time	Session	Presenter
9.30 am	Coffee	
10.00 am	Welcome & introduction	Cheryl Coppell
10.10 am	Being a Councillor (with Q&As)	Pam Light and Barbara Matthews
11.00 am	Coffee break	
11.15 am	Local Government Finance	Andrew Blake-Herbert
11.45 am	Health & Safety	Mark Butler
12.00 pm	Code of conduct/Constitution/Governance	Ian Burns and Andrew Beesley
12.45 pm	Transformation Programme	Andrew Blake- Herbert/Claire Thompson
1.15 pm	Lunch	
2.00 pm	End of event	

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GOVERNANCE COMMITTEE

12 March 2014

Subject Heading:	MONITORING OFFICER NO 26 AMENDMENTS TO THE CONSTITUTION
Report Author and contact details:	IAN BURNS Acting Assistant Chief Executive, Legal & Democratic Services – 2442
Policy context:	Monitoring Officer Amendments to the Constitution
Financial summary:	These changes are purely procedural and have no specific financial implications

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

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

SUMMARY

Part 2 Article 11.02(c) of the Constitution authorises the Monitoring Officer to amend the Constitution to correct errors or to comply with any legal requirement or to reflect organisational changes to the Council's structure.

The constitution provides that this committee must be notified of any such amendment at the first reasonable opportunity.

RECOMMENDATIONS

That this report be noted.

REPORT DETAIL

The Monitoring Officer has the ability to make limited amendments to the Constitution as set out in the summary above.

As a new Constitution has been adopted with effect from 9th May 2010 the numbering system has commenced again from 01/10.

The meeting of this committee is the first opportunity for the reporting of the most recent amendments made and the committee is requested accordingly to note the amendments made.

IMPLICATIONS AND RISKS

*There is a **corporate** requirement to set out the implications and risks of the decision sought, in the following areas*

Financial implications and risks:

The introduction of compulsory licensing of scrap metal dealers and collectors imposes additional burdens on the council. The administration cost of determining and issuing licences can be covered by charging fees for licences, which is a matter for the Executive, but the cost of enforcement will have to be covered by existing budgets.

Legal implications and risks:

The Constitution provides for the Monitoring Officer to make certain amendments to the constitution

Human Resources implications and risks: None

Equalities implications and risks: None

BACKGROUND PAPERS

None

SUBJECT: AMENDMENTS TO CONSTITUTION

Notification No. 26

Date 20th February 2014

Notification of amendments to the constitution

Amendments made by the Monitoring Officer

Part 2, Article 11.02(c) of the constitution provides that the Monitoring Officer has a limited authority to amend the constitution. The Monitoring Officer is authorised to amend the constitution to correct errors or to comply with any legal requirement or to reflect organisational changes to the Council's structure. The Governance Committee must be notified of any such amendment at the first reasonable opportunity.

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

Part and article/ section	Page ref	Substance of amendment / amended wording	Reason for amendment
Part 5	314, 315	Rename: The Adjudication & Review Committee To: Governance Committee	Amendments
Part 5	316, 320, 323, 324	Rename: Adjudication and Review Committee To: Monitoring Officer	Legislation Change
Part 5	324	49. Delete: Which could lead, ultimately, in the most serious cases, and a referral to the Standards for England to the disqualification of a Member.	Legislation Change
Part 5	327	Replace paragraph 4 The Standards Committee (England) Regulations 2008 provide for public access to meetings and documents of Adjudication and Review committee proceedings. Where a sub-committee of an adjudication and Review committee is considering an allegation against a member or a request to review a decision to take no action, there is no public right of access to the meetings or documents but the sub-committee is required to produce	Legislation Change

Part and article/ section	Page ref	Substance of amendment / amended wording	Reason for amendment
		<p>a written summary of its consideration of those matters, which is available to the public. Otherwise, the proceedings of Adjudication and Review committees and sub-committees of Adjudication and Review committees are to be open to the public in a manner similar to that in which other proceedings of local authorities are made open.</p> <p>With: Where an Adjudication & Review sub-committee of an Adjudication and Review committee is considering an allegation against a member or a request to review a decision to take no action, there is no public right of access to the meetings or documents but the sub-committee is required to produce a written summary of its consideration of those matters, which is available to the public. Otherwise, the proceedings of Adjudication and Review sub-committees are to be open to the public in a manner similar to that in which other proceedings of local authorities are made open.</p>	