



Havering

LONDON BOROUGH

GOVERNANCE COMMITTEE AGENDA

7.30 pm

**Wednesday
13 November 2013**

**Town Hall, Main Road,
Romford**

Members 13: Quorum 4

COUNCILLORS:

**Conservative
(7)**

**Residents'
(3)**

**Labour
(1)**

**Independent
Residents'
(1)**

**UKIP
(1)**

Frederick Thompson
(Chairman)
Rebecca Bennett
(Vice-Chair)
Michael Armstrong
Robert Benham
Steven Kelly
Roger Ramsey
Michael White

Clarence Barrett
Gillian Ford
Barbara Matthews

Keith Darvill

Jeffrey Tucker

Lawrence Webb

**For information about the meeting please contact:
Grant Soderberg 01708 433091
grant.soderberg@havering.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 & SUBSTITUTE MEMBERS

(If any) - receive

3 DISCLOSURE OF PECUNIARY INTERESTS

Members are invited to disclose any pecuniary interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any pecuniary interest in any item at any time prior to the consideration of the matter.

4 MINUTES (Pages 1 - 10)

To approve as a correct record the minutes of the Committee held on 10 September 2013 and to authorise the Chairman to sign them.

5 APPOINTMENT OF MEMBER CHAMPION FOR CYCLING (Pages 11 - 16)

Members are invited to consider whether to recommend this appointment to Council.

6 APPOINTMENT OF DEPUTY INDEPENDENT PERSON (Pages 17 - 24)

Members are invited to determine whether to recommend this appointment to Council

7 MEMBER INDUCTION PROGRAMME 2014 (Pages 25 - 30)

Members are invited to note the attached programme for new Members.

8 AMENDMENTS TO THE CONSTITUTION (Pages 31 - 34)

Members are invited to consider whether to recommend the amendments to Council

9 CREATION OF A SHARED SERVICES JOINT COMMITTEE - REPORT TO FOLLOW

The Committee is invited to consider whether to recommend these proposed arrangements to Council

Andrew Beesley
Committee Administration
Manager

Public Document Pack Agenda Item 4

**MINUTES OF A MEETING OF THE
GOVERNANCE COMMITTEE
Town Hall, Main Road, Romford
10 September 2013 (7.30 - 8.05 pm)**

Present:

COUNCILLORS

Conservative Group Frederick Thompson (Chairman), Rebecca Bennett (Vice-Chair), Robert Benham, Steven Kelly, Roger Ramsey, Michael White and +Jeffrey Brace

Residents' Group Clarence Barrett and Gillian Ford

Labour Group Keith Darvill

Independent Residents Group Jeffrey Tucker

UKIP Group +Sandra Binion

+ Substitute Members: Councillors Jeffrey Brace (for Michael Armstrong) and Sandra Binion (for Lawrence Webb)

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

Apologies for absence were received from Councillors Michael Armstrong and Lawrence Webb

There were no disclosures of pecuniary interest

8 MINUTES

The minutes of the meeting held on 29 May 2013 were agreed as a true record and signed by the Chairman once a minor textural change concerning item two had been agreed.

9 REVISED PROCEDURE FOR COUNCIL QUESTIONS

The Committee was reminded that the recent agreement about the number of questions for Council had been agreed on the basis of three Groups. Now there were four, the number of questions (15) did not work conveniently. The proposal was for either raising the number to 16 with either a fixed number for each Group or a proportional number of questions depending on Group size with a number of questions "spare" for allocation on a "first-come-first-served" basis.

Members divided into two schools of thought: questions should be apportioned either by the number of Councillors in each Group or that they should be split equally across the groups as the Group was the significant factor, not its membership.

After some discussion, three alternatives were before the Committee:

1. To accept a revised version of the proportional proposal set out in paragraph 4(b) which would give Residents' 8, Labour 3 and IRG and UKIP 2 each (15 questions in total).
2. Residents' 5, Labour 4 and IRG and UKIP with 3 each (15 questions in total) or
3. The original proposal in paragraph 4(a): Residents' 8, Labour 4 and IRG and UKIP 2 each (16 questions in total)

The matter was put to the vote:

The original proposal 4(a) for 16 questions

In favour of the motion: Councillors: Keith Darvill and Jeffrey Tucker

Against the motion: Councillors: Frederick Thompson, Becky Bennett, Steven Kelly, Roger Ramsey, Robert Benham, Jeff Brace, Clarence Barrett, Gillian Ford and Sandra Binion

Abstained: Councillor Michael White.

The motion was **LOST** by nine votes to two.

The variation giving the Residents' Group 5 votes, Labour 4 and IRG and UKIP 3 each (15 questions)

In favour of the motion: Councillors: Keith Darvill and Jeffrey Tucker

Against the motion: Councillors: Frederick Thompson, Becky Bennett, Steven Kelly, Roger Ramsey, Robert Benham, Jeff Brace, Clarence Barrett, Gillian Ford and Sandra Binion

Abstained: Councillor Michael White.

The motion was **LOST** by nine votes to two.

The revised version of paragraph 4(b) giving the Residents' Group 8, Labour 3 and IRG and UKIP 2 each (15 questions)

In favour of the motion: Councillors: Frederick Thompson, Becky Bennett, Steven Kelly, Roger Ramsey, Robert Benham, Jeff Brace, Clarence Barrett, Gillian Ford and Sandra Binion

Against the motion: Councillors: Keith Darvill and Jeffrey Tucker

Abstained: Councillor Michael White.

The motion was **CARRIED** by nine votes to two.

The Committee **RESOLVED** to **RECOMMEND** to Council that:

- 1 The maximum number of questions should remain 15

- 2 Rule 10.6(a) of the Council Procedure Rules (Notice of Questions) should be amended to read:
“A maximum of 15 questions can be submitted for a Council meeting all of which, together with any supplementary questions under Rule 10.5 will receive an oral reply at the meeting. Any questions in excess of the maximum number that are submitted will be treated as a Member enquiry and receive a written response.”
- 3 The distribution of questions should be in accordance with paragraph 4(b) – as modified by the vote – to be:
Residents’ Group 8; Labour Group 3; Independent Residents’ Group 2; and United Kingdom Independence Party 2.

10 APPOINTMENT OF INDEPENDENT PERSON

Members were reminded that along with the appointment of its own Independent Person (IP) – Mr Keith Mitchell who would be involved in the regulation of Members’ standards issues as set out in the Localism Act 2011, Havering Council had joined with the London Borough of Redbridge to have a reciprocal arrangement of sharing each other’s Independent Person as a deputy IP.

Originally, this had been Mr Kevin Madden, but he had sadly passed away, which meant the Redbridge had to appoint a new IP. This Redbridge had done and its IP – Sarah Cooper James – was being presented to Havering to deputise for Mr Mitchell. The Committee was asked to ratify this and recommend her appointment to Council.

Members differed in their views about this, the most significant being that they were being asked to recommend that Council appoint someone about whom they knew little – or nothing. After discussion the Committee was of the opinion that it did need to have more information about this person before it in order to make an informed decision.

The Committee asked for information concerning Ms Cooper James to be provided to it and another report to be submitted to the November meeting.

11 PENSIONS COMMITTEES - TERMS OF REFERENCE AND CONSTITUTION

The Committee was informed that in April 2013 the Pensions Committee had received an outline report on the creation of a Local Infrastructure Asset class. The Committee had agreed to the proposal in principal and requested that officers bring forward a report that would enable it to consider and approve the governance

arrangements. The report before the Committee was the outcome of that request.

Members considered the matter and enquired as to whether sufficient safeguards were in place and whether the returns were reasonable. A Member replied that there were stringent checks and balances in place but the biggest change was the authorisation of the Group Director Resources to be more proactive in both the receipt of recommendations for investment and its approval. The Group Director Resources could also initiate a tender process within the Council's Procurement Framework.

The Member also confirmed that the sums involved, although large, were small in comparison with those being invested on behalf of the Pension Fund being invested, but they would provide a flexible fund for stand-alone investment.

Having been reassured that the proposals were sound and consistent with prudent management, the Committee **RESOLVED to RECOMMEND** to Council that the powers of the Director of Resources be extended paragraph 3.71(e) as follows:

“(vii) To make direct investments in local infrastructure assets as part of the Pension Fund local infrastructure portfolio in consultation with the Chair of Pensions”

12 **MONITORING OFFICER'S REPORT - NR 20**

The Committee **NOTED** the amendments to the Constitution set out in the appendix to this Minute

13 **MONITORING OFFICER'S REPORT NR 21**

The Committee **NOTED** the amendments to the Constitution set out in the appendix to this Minute

14 **URGENT ITEMS**

- 1: Councillor Darvill asked the Chair leave to ask why a recent meeting of the Children's Services Corporate Parenting Committee had been cancelled at short notice. He informed the Committee that – at three and a half hours' notice - the meeting, which had some important business to discuss, was cancelled because a number of its members had been required at a call-in. He wanted to know who had decided to hold the call-in meeting at 6.00 o'clock? Had it been held at the usual

time of 7.30pm the issue would not have arisen. The situation had been exacerbated because this had been a joint call-in so two committees were involved which had made Member numbers impossible to manage. The matter had importance as it appeared to be a governance issue and there was a principle which needed to be stated: This sort of clash should not occur. He asked for an explanation and a report to come to the next meeting. Councillor Binion supported this request adding that she had asked Democratic Services to provide answers to these questions. A Member suggested that it might be prudent to wait for those answers to be provided to Councillor Binion and only if they were unsatisfactory, request a report. This view was supported by the Committee. A report would only be required if the explanation concerning the problem was deemed to be inadequate.

- 2: Councillor Tucker asked the Chairman leave to ask why the report concerning webcasting Regulatory Services was not on the agenda. He reminded the Committee the report had been deferred at the January meeting of Governance and had been removed from the agenda in March. He wanted to know when the item was going to come before the Committee again.

Members considered this briefly. One view expressed was that the report ought to come back to the Committee in November; another view was that it should not return before the 2014 local elections. The issue was put to the vote. The motion was that the report concerning the webcasting of Regulatory Services be deferred until mid 2014.

In favour of the motion: Councillors: Frederick Thompson, Becky Bennett, Steven Kelly, Roger Ramsey, Robert Benham, Michael White, Jeff Brace, and Sandra Binion

Against the motion: Councillors: Keith Darvill and Jeffrey Tucker

Abstained: Councillors Clarence Barrett and Gillian Ford.

The motion was **CARRIED** by eight votes to two.

Chairman

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SUBJECT: AMENDMENTS TO CONSTITUTION

Notification No. 20

Date 4th June 2013

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 reference	Substance of amendment / amended wording	Reason for amendment
3.6.4	90	Add new paragraph (o) to read (o) To manage, supervise and control the Havering Music School	Restructure
3.4 Part 4B	126	Amend throughout constitution all the Licensing functions to be changed from "Head of Housing and Public Protection" to "Head of Regulatory Services"	Restructure
3.6.6	95	Head of Regulatory Services Planning Control Move (t) To authorise activities under the Regulation of Investigatory Powers Act 2000. from Planning Control section To immediately beneath Head of Regulatory Services after paragraph (e) (f) To authorise activities under the Regulation of Investigatory Powers Act 2000	Restructure
Whole Constitution	All	Amend throughout the Constitution "Head of Financial & Procurement" to "Head of Finance & Procurement"	Error

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SUBJECT: AMENDMENTS TO CONSTITUTION

Notification No. 21

Date 14th August 2013

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 2 Article 1	12	Article 1 1.03 (d) Delete from list: Best Value Performance Plan				Legalisation
Part 3, Section 1.2	40	Functions delegated to general council committees: Licensing Committee: add after "the Gambling Act 2003" and the Scrap Metal Dealers Act 2013				Legalisation change – introduction of the Scrap Metal Dealers Act 2013
Part 3, Section 3, Appendix A	113	Part 3, Section 3, Appendix A, Enactments enforceable by Environmental Health, add: Scrap Metal Dealers Act 2013 Vehicle (Crime) Act 2001 Enactments enforceable by Trading Standards Delete: Vehicle (Crime) Act 2001				Legalisation change – introduction of the Scrap Metal Dealers Act 2013
Part 3 Section 4, subsection B – Licensing and Registration Functions	136	73	Power to grant vary or renew a scrap metal dealers site licence	Section 2&3 & Sch 1 Scrap Metal Dealers Act 2013	Head of Regulatory Services, the Public Protection Divisional Manager; Licensing Committee	Legalisation change – introduction of the Scrap Metal Dealers Act 2013

Part and article/ section	Page ref	Substance of amendment / amended wording			Reason for amendment	
		74	Power to grant or vary a scrap metal collector's licence	Section 2&3 and Sch 2 Scrap Metal Dealers Act 2013	Head of Regulatory Services, the Public Protection Divisional Manager; Licensing Committee	
		75	Power to revoke a scrap metal dealers or collectors licence	Section 4 Scrap Metal Dealers Act 2013	Licensing Committee	

GOVERNANCE COMMITTEE

17 November 2013

Subject Heading:	Appointment of Member Champion for Cycling
CMT Lead:	Cynthia Griffin, Group Director Culture, Community and Economic Development
Report Author and contact details:	Emma Cockburn, Team Leader Transportation Planning 01708 432850 Emma.cockburn@havering.gov.uk
Policy context:	As part of the Council's work to improve health and well-being of residents, reduce congestion and achieve a clean, safe and green borough, the appointment of a Member Champion for Cycling is proposed
Financial summary:	There are no direct financial costs associated with the appointment and the creation of this position may help to secure external funding.

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

Ensuring a clean, safe and green borough	<input checked="" 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 checked="" type="checkbox"/>
Delivering high customer satisfaction and a stable council tax	<input type="checkbox"/>

SUMMARY

Local cycling groups have called for the appointment of a Member Champion for Cycling. The Leader of the Council indicated that this matter merits consideration by the Governance Committee, in correspondence with representatives of the groups. This report sets out the potential benefits and risks associated with creating this position.

RECOMMENDATIONS

That the Committee **RECOMMEND to the Council** that a Member Champion for Cycling be appointed.

REPORT DETAIL

Background

1. In recent years, there has been an increasing focus on cycling in London, as a result of the GB team successes at the 2012 Olympics and the London Mayor Boris Johnson's public commitment to cycling. This growing interest has been translated into significant proposals for investment in cycling. The appointment of Andrew Gilligan as the Cycling Commissioner for London was accompanied by announcements of budgets of £913m for cycling interventions in London over the next 10 years, with £300m earmarked for Boroughs.
2. Cycling has the potential to deliver outcomes across a number of corporate priority areas, with contributions to improved health and reduced congestion being particularly topical. As a subject area, cycling can be seen as a transport, sport, road safety, education, leisure and/or health issue, and consequently falls within the remit of a number of portfolio areas. Currently there is no clear Member lead for cycling within the Council.
3. Local cyclists have called for the Council to create a Member Champion for Cycling, arguing that Havering needs someone to champion the cause of cycling and cyclists across the borough. Their perspective is that Havering, like many outer London Boroughs, is quite a long way behind in cycling take-up compared to inner London Boroughs and other towns and cities across the UK. In fact, Havering is a Biking Borough and works closely with Transport for London to promote cycling and to deliver a wide range of cycling initiatives and programmes within its overall approach of a balanced approach to transport provision. Nevertheless, the local groups believe that the council needs to take a leadership position on this within itself and also with the numerous stakeholders across the borough. They see that a cycling champion is key for the Borough to be able to implement a comprehensive cycling strategy that delivers many benefits to the residents of Havering.
4. Local cycling representatives consider that the role of a cycling champion should include amongst other things:

- Ensuring that the needs of cyclists are taken into account in all council strategies, plans and projects, with a specific emphasis on safety.
 - Working with local stakeholders to ensure that their plans and strategies support cyclists, seeking their feedback (and funding) into the council's strategy and plans. These stakeholders to include: Havering NHS trust, Metropolitan Police, major local employers, Havering Chamber of Commerce, key developers and construction companies, schools and colleges, train operating companies, neighbouring authorities and TfL, cycling groups and Sustrans, older peoples groups.
 - Working with other London council cycling champions to identify best practice and to gain ideas from their work.
 - Promoting the benefits of cycling, examples of best practice both within and outside Havering, and cycling plans and ambitions for Havering, to internal and external stakeholders.
 - Advocating how cycling can benefit and contribute to Havering Council's strategies and plans as a whole.
5. Local cycling groups have raised the issue with the Leader of the Council, suggesting that a Champion for Cycling be created. In correspondence with representatives of a local cycling group, the Leader indicated that the issue merited consideration by the Governance Committee.

Benefits

6. There are a number of benefits that could be realised from the creation of a Champion for Cycling. This appointment would provide a single political point of contact for cycling related enquiries from the community, deterring the current scatter-gun approach, in which a number of Cabinet Members receive the same enquiry from the cycling fraternity and respond separately. This would reduce the risk of divergent responses being provided, strengthening the "One-Council" approach and assisting with more effective deployment of staff time in responding to correspondence delegated for a response.
7. The emerging funding opportunities being offered by TfL for investment in cycling interventions are subject to bidding processes, some of which are in competition with other boroughs. The recent "Borough Cycling Programme" bid required inclusion of a statement demonstrating political support for cycling in the first section of the application form, highlighting the importance of strong political support for cycling to those considering bids. It is considered that the appointment of a champion, with a clear remit to promote and support cycling in Havering will further assist the borough in demonstrating strong political support for cycling interventions, improving the borough's chances of success in bidding processes.

Risks

8. However, as indicated above, the list of activities that local cycling representatives consider should fall within the remit of a Champion for Cycling is extensive. There is a risk that creating a Champion for Cycling could raise expectations of this group and place undue pressure on the Member taking up this position and detract from his / her ability to address other Member roles and responsibilities.

Role

9. It is customary for Member Champions to undertake their duties as they see fit. Limited support is available from within Committee Administration and Member Support, principally in carrying out routine clerical and administrative tasks. The cost of such activity is met from existing budget provision. Technical support would be provided by the Council's TfL funded Cycling Officer and the Development and Transport Planning group, again from within existing budget provision. On occasion there may be a need for support to be provided by staff in Culture and Leisure and StreetCare.
10. There are no specific terms of reference for this appointment but the Member appointed would be expected to establish and maintain links with the cycling groups with which the Council has a relationship, such as the Havering Cyclists' Touring Club, Havering Cyclists branch of the London Cycle Campaign, Sustrans volunteer rangers, as well as emerging groups. Liaison may also be required with organisations such as Sport England and British Cycling. They would be expected to maintain awareness of cycling matters in London, the UK, and across Europe and proactively promote the interests of cyclists within council business.
11. It is suggested that terms of reference for the post be developed in consultation with the Member Champion, once appointed, to ensure that expectations of local cycling groups are appropriately managed.

IMPLICATIONS AND RISKS

Financial implications and risks:

No direct costs are associated with making this appointment. The creation of this position may help to secure external funding from TfL for cycling related projects, reducing pressure on diminishing LIP budgets and Council Capital. To the extent that the post holder might require clerical or administrative support, it will be provided by Committee Administration & Member Support from within existing

budget provision. Technical support will similarly be provided by the Council's Cycling Officer from within existing budget provision.

Legal implications and risks:

There are no direct legal implications or risks

Human Resources implications and risks:

There are no Human Resources implications or risks.

Equalities implications and risks:

There are no Equalities implications or risks arising from this proposal.

BACKGROUND PAPERS

None.

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GOVERNANCE COMMITTEE

13 November 2013

Subject Heading:	Appointment of Independent Person
CMT Lead:	Ian W. Burns
Report Author and contact details:	Ian W. Burns Acting Assistant Chief Executive ian.burns@havering.gov.uk 01708 432484
Policy context:	
Financial summary:	There are no financial implications involved in this report

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

1. On 10 September 2013, the Governance Committee received a report for the appointment of an Independent Person. Consideration of the report was deferred to enable staff to provide more detailed information on the individual who was being put forward for the role. That information is disclosed in an exempt appendix to this report.
2. As explained in the previous report to the Committee, the Localism Act 2011 introduced a statutory regime for regulating Members' standards of conduct. As part of the arrangements, the Council appointed an Independent Person, Keith Mitchell, to carry out various functions. The Council also appointed another Independent Person who would deputise for Mr Mitchell when necessary.
3. The Council entered into an informal mutual support arrangement with Redbridge Council whereby the Independent Person appointed by that Council would be available when necessary to deputise for this Council's Independent Person, and *vice versa*.

4. Redbridge appointed Kevin Madden as its Independent Person, and this Council appointed Mr Madden as the deputy.
5. Sadly, Mr Madden passed away earlier this year. Redbridge has since appointed a new Independent Person, Sarah Cooper James, to fill the vacancy. As part of the mutual support arrangement, the Council is required to appoint Ms Cooper James as the Independent Person to deputise for the Mr Mitchell.

RECOMMENDATIONS

To **RECOMMEND to the Council** that the Independent Person, Sarah Cooper James, appointed by Redbridge Council as its Independent Person, be appointed to deputise for Havering Council's Independent Person when necessary.

REPORT DETAIL

Introduction

- 1 The Localism Act 2011 introduced a statutory regime for regulating Members' standards of conduct. As part of the arrangements, the Council appointed an Independent Person, Keith Mitchell, to carry out various functions. The Council also appointed another Independent Person who would deputise for Mr Mitchell when necessary.

Deputising arrangements

- 2 There will be occasions when the Independent Person will be unable to act (for example because of illness or holiday, or because of a possible conflict of interest) and so a deputising arrangement is needed.
- 3 The Council entered into a mutual support arrangement with Redbridge Council whereby the Independent Person appointed by that Council is available when necessary to deputise for this Council's Independent Person, and *vice versa*.
- 4 Redbridge has appointed Sarah Cooper James as their Independent Person following the sad death of its former Independent Person, Kevin Madden earlier this year.

IMPLICATIONS AND RISKS

Financial Implications and Risks

There are no significant or specific financial implications or risks arising from this report.

Redbridge Council funds the allowance for its Independent Person. There is therefore no cost to this Council.

Equalities and Social Inclusion Implications and Risks

No specific implications or risks have been identified. The maintenance of high standards of conduct by Members is in the interest of all sections of the community.

Environmental Implications and Risks

There are no implications or risks for the environment.

Legal Implications and Risks

The Localism Act obliges the Council to adopt a Code of Conduct and to take specified measures to ensure compliance with it.

The appointment of a deputy Independent Person improves the ability of the Council to comply with its obligations under the Act, thereby reducing any risk of challenges to its actions.

Human Resources Implication and Risks

There are no implications or risks for Human Resources.

BACKGROUND PAPERS

None

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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GOVERNANCE COMMITTEE

13 November 2013

Subject Heading:	Member Induction Programme 2014
CMT Lead:	Ian Burns
Report Author and contact details:	Julian Strong Member Services Manager Julian.strong@havering.gov.uk 01708 43 1014
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

With the forthcoming local elections taking place in May 2014 there is a requirement to deliver a range of training and information sessions to new and re-elected members commonly known as the Member Induction Programme.

Following consideration of a draft programme by the Member Development Group at its meeting on 21 October 2013 it was agreed that the enclosed programme should be sent to Governance Committee for noting.

RECOMMENDATIONS

- 1 That the Committee notes the enclosed programme of information and training sessions for new and re-elected members following the local elections in May 2014.

REPORT DETAIL

1. Following previous local elections a variety of training and information sessions have been held to assist new and re-elected Members in the conduct of their duties.
2. These sessions have included both mandatory and optional activities and have been designed to ensure that Members are equipped with the necessary skills and information with which to perform their roles.
3. With the forthcoming local elections in 2014 a review was undertaken of what sessions had been delivered in the past, what other authorities have done and also what feedback had been received from Members on the efficacy of previous and existing programmes.
4. A comprehensive grid detailing all of the different mandatory and optional training sessions was compiled under the themes of ICT, General Skills, Legal and Corporate.
5. Furthermore a draft outline of a post-election induction day was completed which has been designed to aid Members in getting a large amount of the logistical and administrative items completed at the same time.
6. The Member Induction Programme 2014 is designed to provide comprehensive support for the training needs of Members following the election and will form the main part of Member Development for the next municipal term.
7. It is envisaged that the Induction Programme will be composed of the following elements; a post-election information and administration day; a series of training and information sessions ranged over the months after the election and a delivery platform composed of online, classroom, presentational and workshop vehicles.

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

Governance Committee, 13 November 2013

Training Sessions [To be delivered through a range of platforms over several weeks]

Theme	Subject	Member Audience	Type
ICT	Introduction to using a computer/iPad	All	Optional
	Using Emails	All	Optional
	Web browsing	All	Optional
	Word processing / use of files and folders	All	Optional
	Introduction to e-learning	All	Optional
	Social Media	All	Optional
	Data Protection and Information Security Awareness Training	All	Optional
	Business Systems Policy	All	Mandatory
	Introduction to Accessing Shared Services	All	Optional
General Skills	Chairing skills	All	Optional
	Influencing and negotiating skills	All	Optional
	Public Speaking / Presentation Skills / Speech writing	All	Optional
	Time management	All	Optional
	Speed reading	All	Optional
	Casework management	All	Optional
	Networking	All	Optional
	Community Engagement	All	Optional
	Being a Councillor	All	Mandatory
	Introduction to Local Government	All	Optional
	Media Training	All	Optional
Legal	Planning	Committee Members / All	Mandatory / Optional
	Licensing	Committee Members / All	Mandatory / Optional
	Adjudication and Review and Complaints	Committee Members / All	Mandatory / Optional
	Equalities and Diversity	All	Mandatory
	Corporate Parent	All	Mandatory
	Safeguarding	Committee Members / All	Mandatory / Optional
	FOI / Data Protection & Security	All	Mandatory
	Audit and Fraud	All	Mandatory
	Code of Conduct	All	Mandatory
	Declaration of Interest and Register of Interests	All	Mandatory
	Standards	All	Mandatory
Corporate	Legal and Constitutional background	All	Optional
	Emergency Planning & Business Continuity	All	Optional
	Health and Safety	All	Mandatory
	Procurement / iProc	All	Optional
	Full Council and Committees	All	Mandatory
	Overview and Scrutiny	All	Optional
	Finance	All	Optional
	Pensions and Treasury Management	Committee Members / All	Mandatory / Optional
	Policy Development (How to develop policy)	All	Optional

Governance Committee, 13 November 2013

Presentations: [To be delivered at a Town Hall Open Day immediately following the election / items pulled from master list above]

Theme	Subject	Member Audience	Type	Officer
Introductory	Welcome and Introduction to the Council	All	Mandatory	Cheryl Coppell
	Introduction from Havering Metropolitan Police Service (MPS)			CS Jason Gwillim
	Introduction from Havering Clinical Commissioning Group (CCG) / Public Health			Dr Atul Aggarwal / Dr Mary Black
	Introduction from other Key Partners			TBC
	Being a councillor			TBC
Informational	Local Government Finance			Andrew Blake-Herbert
	Transformation			Andrew Blake-Herbert
	LBH Service / Officer Structure			TBC
	Performance Management			Claire Thompson
Legal	Code of Conduct, Standards, Expenses, Gifts, Register of Interests, Declarations			Monitoring Officer
	Data Management [FOI/DPA] / Information Security			Monitoring Officer
	Business Systems Policy			Geoff Connell
	Equalities and Diversity			Claire Thompson / External
	Corporate Parenting			Alice Peatling / Eileen Collier
Support	Member Development Programme			Anthony Clements
	Member Services Support / Use of Council Resources (Personal & Political Work)			TBC
	Full Council & Committees / Questions and Motions – how to draft			Andy Beesley
	Democratic Services Processes (CSM) – Job descriptions/Constitution/Cabinet & Committees			Andy Beesley
Logistics	Introduction to Accessing Shared Services			Sharon Ould / Sandy Hamberger
	Health and Safety Induction			TBC
	Councillors' Poster / Internet Pages Photography			Communications
	LBH ID Badges / Vehicle Pass / Courier			Nikki Richardson
	Group Membership Forms			Monitoring Officer
	ICT Device / Network Access / Shared Folder Access			Keith Hendrie
	MSO Allocation			TBC
	Allowance Payments			Nikki Richardson
	Personal Data Collection			TBC
	Business Cards			TBC

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GOVERNANCE COMMITTEE

13 November 2013

Subject Heading:	AMENDMENTS TO THE CONSTITUTION
Report Author and contact details:	Ian Burns Acting Assistant Chief Executive, Legal & Democratic Services – 2442
Policy context:	Constitutional amendments
Financial summary:	There are no specific financial implications

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

1. While the Monitoring Officer has the power to make amendments to the Constitution in certain limited circumstances other amendments are dealt with under Part 1 Article 4.02 paragraph (a) of the Constitution, which provides that only the Council will exercise the function of adopting and changing the Constitution.
2. Part 3 Section 1 paragraph 1.2 of the Constitution provides that this Committee will
 - a. monitor and review the operation of the Constitution to ensure that the views and principles of the Constitution are given full effect
 - b. make recommendations to the Council about amending the Constitution
3. Recent applications of the Constitution have identified a number of areas where small amendments or additions to various delegated powers would assist the delivery of the Council's work.

RECOMMENDATIONS

That the Committee **RECOMMENDS to the Council** the amendments as set out in the body of this report.

REPORT DETAIL

Part 3.6.6

In order to reduce the number of straightforward, non-contentious planning applications which go to Regulatory Services Committee merely because they are submitted by the Council or for Council related development.

Currently, Part 3.6.6 of the Constitution directly/indirectly enables determination of the following categories of Council development using delegated powers (additional comments in italics):

- (xii) Erect extensions, conservatories, alterations, disabled ramps and similar household type development in respect of Council submitted planning applications which, were they not Council properties, would be determined under staff delegated powers.
- (xiii) Extensions less than 1000sqm, outbuildings and freestanding shelters and awnings and boundary treatment including walls and fencing proposals in respect of school related applications unless objections have been received or the school is within the Green Belt (*ie including Council properties*)
- (xiv) To decide all proposals under the advertisement regulations and applications for external building alterations including shop-fronts and canopies in respect of LBH submitted applications which, were they not Havering properties, would be determined under staff delegation powers.

It is proposed to add the following category:

- (xv) To decide any application by the Council, or concerning Council land/ premises, involving buildings or structures/changes of use of no greater than 1000m² floor space, where the proposal accords with development plan and/ or national planning policies and no third party objections have been received.

This additional delegation is proposed because applications for such small scale development which also meet the two additional criteria of according with planning policy and not being objected to by third parties, e.g. neighbours, are invariably acceptable, but are currently required to go through the full committee process which involves additional work and expense for the Council and delays the development. While it is important that Council owned applications are dealt with fairly and openly, hence the current requirement for consideration by committee, the nature and circumstances of the applications covered by this proposal are of such limited nature

that it is considered that the current process is excessive and unnecessary bureaucratic. The governance and probability issues are sufficiently safeguarded by the fact that a single objection will require the application to be considered by committee and it is open to any councillor to refer such an application to committee.

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:

There are no specific financial implications

Legal implications and risks:

There are no relevant legal implications not already covered in the report.

Human Resources Implications and risks:

There are no relevant HR implications

Equalities implications and risks:

There are no relevant equality implications

BACKGROUND PAPERS

There are none

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