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**MINUTES OF A MEETING OF THE  
GOVERNANCE COMMITTEE  
Town Hall, Main Road, Romford  
12 March 2014 (7.30 - 7.52 pm)**

**Present:**

**COUNCILLORS**

<b>Conservative Group</b>	Frederick Thompson (Chairman), Rebecca Bennett (Vice-Chair), Robert Benham, Steven Kelly, Roger Ramsey, Michael White and +Pam Light
<b>Residents' Group</b>	Clarence Barrett, Barbara Matthews and +June Alexander
<b>UKIP Group</b>	Lawrence Webb

**+ Substitute Members:** Councillor Pam Light (for Michael Armstrong) and June Alexander (for Gillian Ford)

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

Apologies for absence were received from Councillors Michael Armstrong, Gillian Ford and Keith Darvill.

There were no disclosures of pecuniary interest

**30 MINUTES**

The minutes of the meeting held on 15 January 2014 were agreed as a true record and signed by the Chairman.

**31 APPOINTMENTS TO OUTSIDE BODIES AND OTHER ORGANISATIONS  
2013/14**

Members were reminded that since Councillor Michael White stepped down as Leader of the Council and Councillor Steven Kelly acceded to that role, the appointment to a number of important outside bodies needed to be revised as they were now anomalous. The Committee was also mindful that the Local Elections were not far distant and therefore it would be prudent to ensure that existing memberships remained consistent as far as was possible, bearing in mind that the next outside body appointments would now take place at the beginning of July.

The Committee:

- 1 (a) **Determined** the appointments to the organisations referred to in the report for the period until the meeting which would deal with appointments for the municipal year, 2014/15 (or such other period as may be relevant in any specific case).
- (b) **Recommended** to the Leader that appointments be made where those appointments were executive and
- 2 **Noted** that where the Council's representative (or any deputy or alternative representative where applicable) was unable to attend a particular meeting and the constitutional arrangements of the body in question so permitted, that representative might mandate the Chair of the meeting to exercise a proxy vote.

## 32 **MEMBER INDUCTION PROGRAMME**

The Committee was reminded that a report had been submitted to the January meeting of the 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 were provided for noting by the Committee.

Members considered that the schedule for special training (e.g. to the committees for audit, equalities, pensions, licensing and planning) would need to be covered quickly although the Committee acknowledged that whilst there was no specific requirement for Members appointed to the Regulatory Services Committee to receive formal training, the changing rules governing planning made training desirable.

In addition, Members expressed a desire for the training to be given to new councillors to be separate from and distinct to that given to those Members who were returning and who had acquired experience as the Committee appreciated there would be clear advantages for both groups to receive training appropriate to reflect that differential.

Members were in agreement that the time after the local elections and before Annual Council would be a hectic one and they impressed officers with the need for those planning the programme to ensure that appropriate mandatory training was provided to those chosen by the various Groups to be Leaders and Deputy Leaders.

The Committee **noted** the report and accepted the programme on the understanding that mandatory training for Group Leaders and their deputies

was included in the programme as well as the other elements identified above.

**33 MONITORING OFFICER REPORT NR. 23**

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

**34 MONITORING OFFICER REPORT NR. 24**

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**35 MONITORING OFFICER REPORT NR. 25**

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**36 MONITORING OFFICER REPORT NR. 26**

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

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**Chairman**

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**SUBJECT: AMENDMENTS TO CONSTITUTION**

**Notification No. 23**

**Date 16<sup>th</sup> January 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 3, Section 3.6.6	92	<p><b>Add the following to Part 3 3.6 for the responsibility of Head of Street Care after 3.6.3 (gg):</b></p> <p>(hh) To determine the making of Tree Preservation Orders and applications for the topping, lopping and felling of trees where the trees are covered by a Tree Preservation Order; to confirm or revoke Tree Preservation Orders; to waive the requirement to replace trees where appropriate; to serve Tree Replacement Notices where necessary.</p> <p>(ii) To exercise the Council's functions under the Local Government (Miscellaneous Provisions) Act 1976 in respect of complaints regarding dangerous trees posing an imminent risk to persons or property or causing damage to property.</p> <p>(Informative: powers in (hh) &amp; (ii) area also held by the Head of Regulatory Services</p>	Organisational Change

Part and article/ section	Page ref	Substance of amendment / amended wording	Reason for amendment
Part 3, 4 (Functions not to be the responsibility of an authority's Executive),	143	<b>Amend</b> Part 2, 47, gives the decision making body for Powers relating to the preservation of trees to the Head of Regulatory Services <b>Add</b> Head of Streetcare	Organisational Change

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**SUBJECT: AMENDMENTS TO CONSTITUTION**

**Notification No. 25**

**Date**

**13<sup>th</sup> February 2014**

**Notification of amendments to the constitution**

**Amendments made by the Monitoring Officer**

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<b>Part and article/ section</b>	<b>Page ref</b>	<b>Substance of amendment / amended wording</b>	<b>Reason for amendment</b>
Part 3 Section 3.6.2	86	Move paragraphs (e) to (i) from Head of Customer Services  To  3.7.3 Head of Finance & Procurement after paragraph (i)	Organisational Change
Part 3 Section 3.6.2	86	Delete paragraph (j)	Organisational Change
Part 3 Section 3.6.2	87	Amend The Benefit Manager to read: Principal Investigation Officer and move to end of Section 3.7.3	Organisational Change
Part 3 Section 3.7.3	102	Delete paragraph (i) and renumber paragraph (j) to (i)	Organisational Change

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**SUBJECT: AMENDMENTS TO CONSTITUTION**

**Notification No. 26**

**Date 20<sup>th</sup> February 2014**

**Notification of amendments to the constitution**

**Amendments made by the Monitoring Officer**

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Part 5	314, 315	<b>Rename:</b> The Adjudication & Review Committee  <b>To:</b> Governance Committee	Amendments
Part 5	316, 320, 323, 324	<b>Rename:</b> Adjudication and Review Committee  <b>To:</b> Monitoring Officer	Legislation Change
Part 5	324	<b>49. Delete:</b> 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	<b>Replace paragraph 4</b>  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><b>With:</b> Where an Adjudication &amp; 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>	