



Haverling

LONDON BOROUGH

GOVERNANCE COMMITTEE AGENDA

7.30 pm

Wednesday
12 March 2014

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@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 & 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 15 January 2014, and to authorise the Chairman to sign them.

5 APPOINTMENTS TO OUTSIDE BODIES AND OTHER ORGANISATIONS 2013/14 (Pages 11 - 24)

6 MEMBER INDUCTION PROGRAMME – REPORT TO FOLLOW

7 MONITORING OFFICER REPORT NR. 23 (Pages 25 - 28)

8 MONITORING OFFICER REPORT NR. 24 (Pages 29 - 32)

9 MONITORING OFFICER REPORT NR. 25 (Pages 33 - 36)

Andrew Beesley
Committee Administration
Manager

Public Document Pack Agenda Item 4

**MINUTES OF A MEETING OF THE
GOVERNANCE COMMITTEE
Town Hall, Main Road, Romford
15 January 2014 (7.30 - 8.45 pm)**

Present:

COUNCILLORS

Conservative Group	Frederick Thompson (Chairman), Rebecca Bennett (Vice-Chair), Michael Armstrong, Robert Benham, Steven Kelly, Roger Ramsey and +Melvin Wallace
Residents' Group	Clarence Barrett, Gillian Ford and Barbara Matthews
Labour Group	Keith Darvill
Independent Residents Group	Jeffrey Tucker
UKIP Group	Lawrence Webb

+ Substitute Members: Councillor Melvin Wallace (for Michael White)

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

Apologies for absence were received from Councillor Michael White.

There were no disclosures of pecuniary interest

21 MINUTES

The minutes of the meeting held on 13 November 2013 were agreed as a true record and signed by the Chairman.

22 DEVELOPMENT & AUTHORISATION OF PATIENT GROUP DIRECTIONS (PGDS)

The Committee was invited to consider the amendments required to the Constitution to extend the authority of the Director of Public Health to have designated responsibility for signing Patient Group Directions on behalf of the authorising body (the Council).

Patient Group Directions - PGDs - are written directions enabling suitably trained and accredited health professionals to supply and/or administer a named medicine to a group of patients who may not be individually identified prior to presentation for treatment. Local

Authorities now had the power to authorise PGDs relating to their health improvement responsibilities.

The legislation central to these changes was the Health and Social Care Act 2012 (the Act) which transferred responsibility for aspects of health improvement from the NHS to top tier Local Authorities. The delivery of some health improvement services was dependent on PGDs.

An identified individual must have responsibility for ensuring that PGDs were developed in line with legislation and local organisational policies and governance arrangements with full consideration of the service in which the PGD was to be used was stipulated within the enabling legislation.

The Act required this person to be either the Chief Executive or the Director of Public Health (DPH). Given that authorisation would entail judgments as to whether use of a PGD was consistent with appropriate professional relationships and provided advantages for patient care without compromising patient safety, a detailed knowledge of health improvement services would be necessary and hence this responsibility would be best placed under the remit of the Director of Public Health.

With regard to the development of PGDs within the Council, it was envisaged that a lead author who would normally be a consultant in public health, would be charged with engaging the support of a wider team of health professionals as necessary.

The resulting PGD would be scrutinised by a separate, multi-professional PGD Approval Group before final approval by the DPH.

It was proposed that the DPH, supported by the PGD Approval Group would publish an Annual Report detailing any PGDs authorised and information regarding their subsequent usage. The Report would be shared with the chair and members of the Health and Wellbeing Board.

The proposed governance arrangements would give the Director of Public Health the responsibility to authorise PGDs on behalf of the Council having been scrutinised by an appropriately constituted PGD Approval Group which would assess and provide reassurance regarding PGDs, and related plans for implementation and audit, developed by separate PGD Working Groups and that as a consequence, these arrangements would ensure that PGDs in Havering improved outcomes and experience of care whilst preserving patient safety.

After some discussion during which it was agreed that in the setting-up of these PGDs provision should be made to ensure the Council was suitably insured/ indemnified against any claims against it,

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

The following paragraph be added to Section 3.9.1 in Part 3 of the Constitution relating to the Director of Public Health's role:

(m) To authorise Patient Group Directions on behalf of the Council.

23 **OUTSIDE BODIES - HORNCHURCH HOUSING TRUST**

Members were reminded that the Council appointed a number of nominative trustees to the Trust for four year terms of office expiring in sequence over each four year period and that the term of office for both Mr Ivor Cameron and Mrs Peggy Munday were due to expire at the end of February 2014.

Both had indicated that they wished to be re-appointed to the Trust.

The Committee accordingly **RESOLVED** to re-appoint Mr Ivor Cameron and Mrs Peggy Munday as Trustees for the term of office expiring in February 2018.

24 **VACATION OF OFFICE BY FORMER COUNCILLOR MARK LOGAN**

The Committee was informed of the circumstances which led to the vacation of office by former Councillor Mark Logan. The report also explained that as the vacancy occurred less than six months before the next round of local council elections (May 2014), there was no requirement for a by-election to take place

The Committee **NOTED** the report.

Councillor Jeffrey Tucker wished it to be recorded that he did not agree to note the report.

25 **HAVERING'S MAYORALTY - REDUCTION IN ACTIVITY PROPOSAL**

The Committee was informed that the cost of the Mayoralty was contingent on the activity preferences of the office's incumbent which could therefore mean that there was, on occasion, a wide variation in expenditure.

Members were provided with details a series of options for implementing defined parameters for the role and activity profile of the Mayor. With continued pressure on public finances, a number of suggestions were proposed which would reduce the overall cost of delivering the Mayoralty in Havering and Members were invited to

express their preferences which would then form the basis of a revision to the provision of Mayoralty support.

Members were unanimous in the primary duty of the Mayor was to the borough, wherever and whenever he or she was invited to be present and as a good deal of activities took place at the week-end, there was no question of reducing or eliminating that from mayoral duties. The Committee considered that this extended – to a large extent – to the Mayor’s presence being important across London (notably the Lord Mayor’s events and other pan-London civic functions) and to a lesser extent, with neighbouring boroughs.

Members were adamant that in the future, no support should be provided for anything concerning the Mayor’s Charity – and this included reciprocal arrangements with other mayors. If any mayor wanted support, it would have to be paid for by them or obtained from the charity’s own fund-raising operation.

Concerning visits other than local and pan- London ones, it was proposed that they normally would be declined, but exceptionally could be accepted if sanctioned by the Leader – or paid for personally. The question of “twinning” events was included in this. There was support for Ludwigshaven, but not for the French twin.

Members discussed the matter of the Mayor’s car and considered that a reasonable status needed to be maintained (any savings obtained by making radical changes here were considered to be marginal and possibly counter-productive. There was, however, interest in possible changes in the duties of the Mayor’s drivers. Having a principle driver was agreed, but whether a second driver could take on the duties of Mayor’s secretary/pool driver, was moot and required further examination.

There was no support for reducing the Civic Purse and Members were not persuaded that reducing the Mayor’s SRA was helpful, though there was agreement that the duties of the Deputy Mayor should be restricted to providing cover for when the Mayor was unavailable – not extending Civic commitments. Accordingly, the Committee expressed an opinion that the Deputy Mayor’s SRA should be reduced. It also considered that more involvement by former mayors could be encouraged and the Remembrance Day attendance by a number of former mayors was cited as an example.

The Committee **ACCEPTED** that changes needed to be made to ensure that the cost to the borough of the Mayoralty was as carefully managed as any other service provision and, having given their counsel, delegated the matter to officers to set the matter in order:

26 **MEMBER INDUCTION PROGRAMME 2014**

The Committee was reminded that with the forthcoming local elections taking place in May 2014 there was a need to deliver a range of training and information sessions to new and re-elected members commonly known as the “Member Induction Programme”(MIP).

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

Accordingly, a report on this matter was submitted to the Governance Committee in December 2013 and it recommended that some minor adjustments be made to the MIP. These had now been incorporated and Members were invited to note the revised programme.

The Committee considered that the programme needed to contain a mandatory provision for Group Leaders (and their deputies) to receive training and that on the basis that this was included in the programme, it could be accepted.

The Committee agreed to **NOTE** the report and accept the programme on the understanding that mandatory training for Group Leaders and their deputies was included in the programme

27 **POWERS OF THIRD TIER MANAGERS**

The Committee was invited to consider amendments required to the Constitution to give delegated authority for third tier managers to hear and determine disciplinary and grievance cases.

Whilst it had long been possible for managerial staff to handle disciplinary matters, including hearings, custom and practice within the Council had been that most disciplinary and grievance hearings were conducted by a Head of Service or Assistant Director with subsequent appeals being heard by a Group Director or occasionally another Head of Service. This was reflected in the current provision in the Constitution which delegated disciplinary matters to Heads of Service who would have to formally delegate powers to a third tier manager if the Head of Service wanted them to handle disciplinary hearings.

As a result of the Council’s Transformation Programme there were fewer Heads of Service who had greater calls upon their time. This resulted in it being increasingly difficult to schedule disciplinary and grievance hearings within a reasonable timescale. It was generally in the interest of the organisation, the Service and the affected individuals that such matters were dealt with expeditiously, indeed in

the past the Council had been criticised for the length of time taken to handle disciplinary cases.

It was therefore proposed that third tier managers, i.e. those reporting directly to a Head of Service, would have delegated powers to hear and determine disciplinary and grievance cases. This would include those involving gross misconduct and therefore the risk of dismissal from employment if the case was found to be proved, although normally a case of such seriousness would be heard by a Head of Service.

The procedure to be followed in hearings was clearly set out in the relevant HR policy and process and HR support and training would be made available to managers.

The Committee **RESOLVED to RECOMMEND to Council** that the following amendment be made to Part 3 of the Constitution, Section 3: functions delegated to staff:

Insert the following section:

3.4A Powers of Third Tier Managers

Third Tier Managers are managers who report directly to a Head of Service.

- (a) To hear and determine disciplinary hearings of more junior staff including those involving accusations of gross misconduct
- (b) To hear and determine grievance hearings

28 MONITORING OFFICER NO 22 AMENDMENTS TO THE CONSTITUTION

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

29 JOINT COMMITTEE - CONSEQUENTIAL AMENDMENTS

The Committee was invited to consider amendments required to the Constitution - predominately to the scheme of delegation to officers - consequent on the Council's decision to create a Joint Committee with the London Borough of Newham for the delivery of back office/support services for the Council. The only new power was one to the Chief Executive to delegate functions to staff employed by London Borough of Newham.

This would confirm the Council's agreement (made at its meeting on the 27 November) to the formation of a Joint Committee with the London Borough of Newham and to delegate to it the provision of various back office/support functions of the Council which were currently directly provided by the Council.

As the Governance Committee had already accepted the principle of this delegation of authority, the final allocation would be handled by the Monitoring Officer using his delegated powers to amend the Constitution to reflect organisational changes, as he would have to do elsewhere in the Constitution.

After discussion, the matter was put to the vote, the motion being to accept the recommendations in the report.

In favour of the motion: Councillors: Frederick Thompson, Steven Kelly, Roger Ramsey, Robert Benham, Michael Armstrong, Becky Bennett, Melvin Wallace, Clarence Barrett, Gillian Ford, Barbara Matthews, Keith Darvill and Lawrence Webb

Against the motion: Councillor: Jeffrey Tucker

The motion was **CARRIED** by twelve votes to one.

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

1. The function and powers set out in Appendix 1 of the report be delegated from the 1 April 2014 to the Joint Committee and the relevant senior officers within the shared services organisation.
2. Consequentially, the Council's Constitution be amended from the 1 April 2014 as set out in Appendices 2 and 3 to the report.
3. The following power be delegated to the Chief Executive:
 - “(h) To exercise the power to enter into agreement with other local authorities for the placing of the services of officers from one local authority, at the disposal of the other in accordance with Section 113 Local Governments Act 1972 as amended”.
4. Council agrees the principle that Proper Officer functions should be transferred to the relevant senior officer in the new shared back office structure and notes that the final allocation will be made by the Monitoring Officer under existing delegated powers.

Chairman

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SUBJECT: AMENDMENTS TO CONSTITUTION

Notification No. 22

Date 11th December 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 3, Section 1.3	43	Table in Section 1.3 Delete Consideration Sub-Committee and its functions Amend the function of the Hearing Sub-committee to read: "To consider the outcome of investigations and determine whether or not there has been a breach of the Member's Code of Conduct by one or more members and, if there has been a breach, what penalty should be imposed".	Legalisation & organisational changes
Part 4	185	14. Standards Committee Delete para (a) Re-number para (b) to para (a) Add (a) (iii) The Independent Person (or Deputy Independent Person) shall be entitled to attend and speak at any meeting of the Committee or Sub-Committee.	Legislation change

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GOVERNANCE COMMITTEE

12 March 2014

Subject Heading:	Appointment to outside bodies and other organisations 2013/14.
CMT Lead:	Ian Burns, Acting Assistant Chief Executive – Legal and Democratic Services
Report Author and contact details:	Jacqui Barr, Committee Administration, 01708 432439 jacqui.barr@havering.gov.uk
Policy context:	Not applicable
Financial summary:	There are no financial implications
Has an Equality Impact Assessment (EIA) been carried out?	Not applicable

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 checked="" 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 type="checkbox"/>

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. Since Councillor Michael White stepped down as Leader of the Council on 29th January 2014, there have been a number of revisions to the Outside Bodies appointments and the Committee is now asked to consider these changes.

RECOMMENDATIONS

- 1 (a) That the Committee determine appointments to the organisations referred to in this report for the period until the meeting which deals with appointments for the municipal year, 2014/15 (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.

REPORT DETAIL

- 1.1 The Committee is authorised to make all appointments to other organisations (other than executive appointments, which are made by the Leader). All appointments are for the period expiring at the first meeting of this Committee in the municipal year 2014/15, except where otherwise specifically provided.
- 1.2 **Appendix 1** Executive appointments. **The Committee is asked to review the appointments and to make recommendations to the Leader.**

East London Waste Authority and IWMS Contract Liaison Committee

- 2.1 Appointments to these bodies are Executive and as such, are made by the Leader of the Council.
- 2.2 Councillor Steven Kelly has represented Havering on both of these organisations since 2006 as Deputy Leader of the Council. Following Councillor Kelly's election as Leader on 29th January 2014 and in the interests of continuity, the Committee is asked to **recommend** the appointments to ELWA and IWMS be changed to Leader of the Council with immediate effect.

Local Government Assembly

- 3.1 The Council appoints four representatives annually to the Local Government Assembly. All appointments are made by office, but are Non-executive and are for the Committee to determine.
- 3.2 Representatives were formerly the Leader, Deputy Leader, Cabinet Member Value and Leader of the Opposition.
- 3.3 It is now proposed that Councillor Michael White should replace the Deputy Leader with immediate effect, so membership will comprise of the Leader, Councillor White, the Cabinet Member for Value and the Leader of the Opposition.

The Committee is asked to **confirm** this change of membership.

North East London Foundation Trust

- 4.1 The Council makes a Non-executive appointment to the Board of Governors of the North East London Foundation Trust.
- 4.2 The representative was formerly the Cabinet Member for Individuals.
- 4.3 It is now proposed that the Head of Adult Services, Barbara Nicholls should replace the Cabinet Member and the Committee is asked to:
 - (i) **Agree** the change from Member to Officer appointment.
 - (ii) **Confirm** the change of membership.

Safer Neighbourhood Board (formerly Havering CPCG)

- 5.1 The Mayor of London gave a manifesto commitment to set up Safer Neighbourhood Boards that would act as the prime method of community engagement in holding local Police to account. This will mean that the Havering Community Police and Consultative Group will cease to exist in its current form from 1st April 2014.
- 5.2 The Mayor's Office for Policing and Crime has yet to determine the final model for Havering's Safer Neighbourhood Board, but draft proposals are attached as Appendix 2.
- 5.3 The Safer Neighbourhood Board (SNB) will work in conjunction with existing performance management arrangements in the Havering Community Safety partnership and the Crime and Disorder Scrutiny Committee.
- 5.4 The SNB will have a wider range of accountabilities than the current Havering CPCG, including responsibility for monitoring developments in Neighbourhood Watch and Community Payback.

- 5.5 It is proposed that the Cabinet Member for Community Safety should be the Local Authority's representative on the Safer Neighbourhood Board. Tenure will be for a maximum of three years. The Committee is asked to **note** the proposed arrangements for SNB in Havering and **confirm** the appointment of the Cabinet Member for Community Safety as the Authority's representative on the Board.

IMPLICATIONS AND RISKS

Human resources implications and risks

No implications or risks for the human resources arise from this report.

Equalities implications and risks

No implications or risks for the environment arise from this report

Financial implications and risks

No financial implications or risks arise from this report.
The Council has no financial commitment to, or responsibility for, the Charity.

Legal implications and risks

No legal implications or risks arise from this report.

BACKGROUND PAPERS

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

APPOINTMENTS RECOMMENDED BY THE COUNCIL TO OTHER ORGANISATIONS, 2013/14

ORGANISATION AND NUMBER OF APPOINTEES	EXECUTIVE MEMBER APPOINTMENTS	
CEME (Centre for Engineering & Manufacturing Excellence) - 1	Group Director, Finance & Commerce	
East London Waste Authority - 2	Leader of the Council* and Cabinet Member – Environment	To be confirmed by Governance
East and South East London Transport Partnership	Leader of the Council	
Greater London Enterprise Limited -1	Cabinet Member– Community Empowerment	
IESE Ltd	Leader of the Council	
IWMS Contract Liaison Committee - 1	Leader of the Council*	To be confirmed by Governance
London Councils (Leaders' Committee)	Representative (1): Leader of the Council Deputy: (1) Deputy Leader of the Council	
Transport & Environment Committee	Representative (1): Cabinet Member - Environment Deputies (up to 4): Deputy Leader of the Council, Cabinet Member	

Appointments to other organisations, 2013/14

– Community Empowerment, Cabinet Member – Value

Grants Committee

Representative (1): Cabinet Member – Value

Deputy (up to 4): Deputy Leader of the Council, Cabinet Member – Towns & Communities & Cabinet Member-Transformation

Greater London Provincial Council

Representative: Cabinet Member – Value

Deputy Representative: Deputy Leader of the Council

Havering Safer Neighbourhood Board

Draft Terms of Reference

1. Introduction

The purpose of this item is for the members of the Shadow Safer Neighbourhood Board (SNB) to agree the Terms of Reference that the SNB will operate within once it becomes formally established on 1st April 2014. In particular the Board are asked to consider:

- The detail of the suggested Terms of Reference, which has been prepared by Council officers on behalf of the Board, and approved in principle by MOPAC
- A suggestion by the London Borough of Havering's Crime and Disorder Committee that the Safer Neighbourhood Board should hold its quarterly meetings in public
- The proposed criteria and process for the selection of the Safer Neighbourhood Board Chair, including the decision of whether to attach a small payment to the role in recognition of the time commitment required.

2. Items for Decision

2.1 Terms of Reference

The draft Terms of Reference are attached to this report as Appendix A.

Members of the shadow SNB are asked to consider and agree the proposed terms of reference, or suggest amendments. Any amendments must be agreed by a majority of the Board.

Recommendation: that the Board agree the Terms of Reference

2.2 Whether to hold future meetings in Public

The shadow SNB are asked to consider a suggestion by the London Borough of Havering's Crime and Disorder Committee that the Safer Neighbourhood Board should hold its quarterly meetings in public.

Members should be aware that the decision to hold meetings in public will mean that all agendas and minutes must be published. There will also be cost implications in advertising meetings to the public, and finding suitable venues. These costs will need to be met out of any funding the Board is awarded by MOPAC.

Recommendation: Due to the strategic nature and often confidential topics discussed at the Safer Neighbourhood Boards, as well as the cost and potential duplication involved in setting up a new public forum, it is recommended that the Board's meetings are not open to the general public. Instead the public will be encouraged to get involved in their local ward panels. This is to be reviewed after one year.

2.3 Selection of an Independent Chair

2.3.1 The draft Terms of Reference make reference to the selection of an Independent Chair. The criteria for the Chair is proposed to be as follows:

- The Chair must not be a serving senior officer of the Police, local authority or any other public agency.
- The Chair must not hold political office, or be affiliated to any political parties, including standing for Election in local or national elections, or be existing local Councillors, Assembly Members or Members of Parliament.
- The Chair must be able to demonstrate through the selection process that they have a good knowledge of Havering, the crime and disorder agenda, be capable of representing Havering at a London level and have experience of chairing meetings.

2.3.2 The process for selecting a Chair is yet to be determined. However it is envisaged that the SNB will need to advertise locally for a Chair, and a short application form will be produced. It is envisaged that an interview panel will be set up including MOPAC and LBH representation, and that shortlisted candidates will be interviewed.

2.3.3 After 1st April 2014, the SNB will be able to bid for a small pot of funding to cover administration costs (approx. £5,000 per annum). These costs will include the hiring of rooms, the expenses associated with the annual public conference, refreshments, etc. The Chair of the Board will be required to attend four quarterly meetings, as well as at least five annual meetings with Council officers to agree each agenda and the annual public conference. The Chair will also be expected to represent Havering SNB at London-wide events and other MOPAC meetings.

Recommendation: That the Board agree the criteria for the independent chair set out above, and for a small payment, in the region of £2000 per annum, to be made in recognition of the time commitments required of the post.

Appendix A

Havering Safer Neighbourhood Board Terms of Reference

1.Purpose

Safer Neighbourhood Boards (SNBs) will be the means by which the Mayor of London (through the Deputy Mayor and the Mayor's Office for Policing and Crime) holds Borough Police Command Units to account for performance, giving Havering Residents and victims a greater voice in setting policing priorities.

It is intended that Havering's Safer Neighbourhood Board will:

- Have a broad remit to reflect the Mayor's Office for Policing and Crime's responsibilities, respecting the view that local people will know best what is needed at the local level
- Ensure communities are more closely involved in problem solving and crime prevention
- Have greater reach and ensures a more frequent refresh of ideas and views;
- Achieve greater coherence between different engagement mechanisms, e.g. Independent Advisory Groups and Stop and Search Community Monitoring Groups, so as to provide greater public accountability in policing and crime reduction
- Make more efficient use of resources to deliver value for money and target funds at tackling issues of local concern and crime prevention.

2. Membership

Member representation	Number
Independent Chair	1
Cabinet Member for Community Safety	1
Ward Panel member representing each of the three Local policing Areas – Central , North and South .	3
Havering Over Fifties Forum	1
Victim Support	1
Youth parliament	1
Havering Interfaith Forum	1
Havering BME Forum	1
SERCO (Community Payback)	1

Independent Advisory Group	1
Independent Custody Visitors	1
Stop & Search representative	1
Neighbourhood Watch	1
To attend in a support / advisory capacity	
MOPAC	1
Borough Commander	1
Head of Community Safety / Community Safety Team Leader	1
LBH Community Safety Team Member (Administration)	1

2.1 SNB Members will:

- Be representative of Haverings' communities and participate fully in listening to community concerns and assisting the police and other statutory agencies in tackling crime and disorder, whilst improving confidence and providing reassurance.
- Be capable of engagement with a wider group of stakeholder forums in the Borough in order to focus on Borough-wide issues whilst leaving local neighbourhood concerns to be addressed through direct dialogue with Neighbourhood Policing Teams.

2.2 Tenure

- The Mayor of London has suggested that there should be a three year maximum tenure for board members. However, to avoid all the board members ending their term at the same time, it is proposed that initial appointments will be made for one, two or three years.

3. Role of the Chair

- Chair and direct quarterly meetings of the Safer Neighbourhood Board
- Motivate and challenge the Board and achieve a commitment at all levels to the delivery of the objectives of the Board
- Act as spokesperson for the Board and present the work of the Board to the Havering Community Safety Partnership and others as required.
- Develop action plans and allocate responsibilities between Board members.
- Monitor the progress of the Board and to take any remedial action necessary to ensure the successful achievement of the Board's Aims and Objectives.
- Overall responsibility for ensuring the Board completes its tasks within defined timescales.

4. Selection of Independent Chair

-
- 7.1 The selection of the independent chair will be decided by members of the Safer Neighbourhood Board.
- 7.2 Havering are at the moment considering this as a Non-Executive Director role with a small payment attached.

5. Meetings of the Havering Safer Neighbourhood Board

a) The Board will meet quarterly

b) The Board will generally not be open to the public because of the confidentiality and sensitivity of the matters that will be discussed. There will however be one public facing conference per year that will be heavily advertised through local media to ensure as large an attendance as possible.

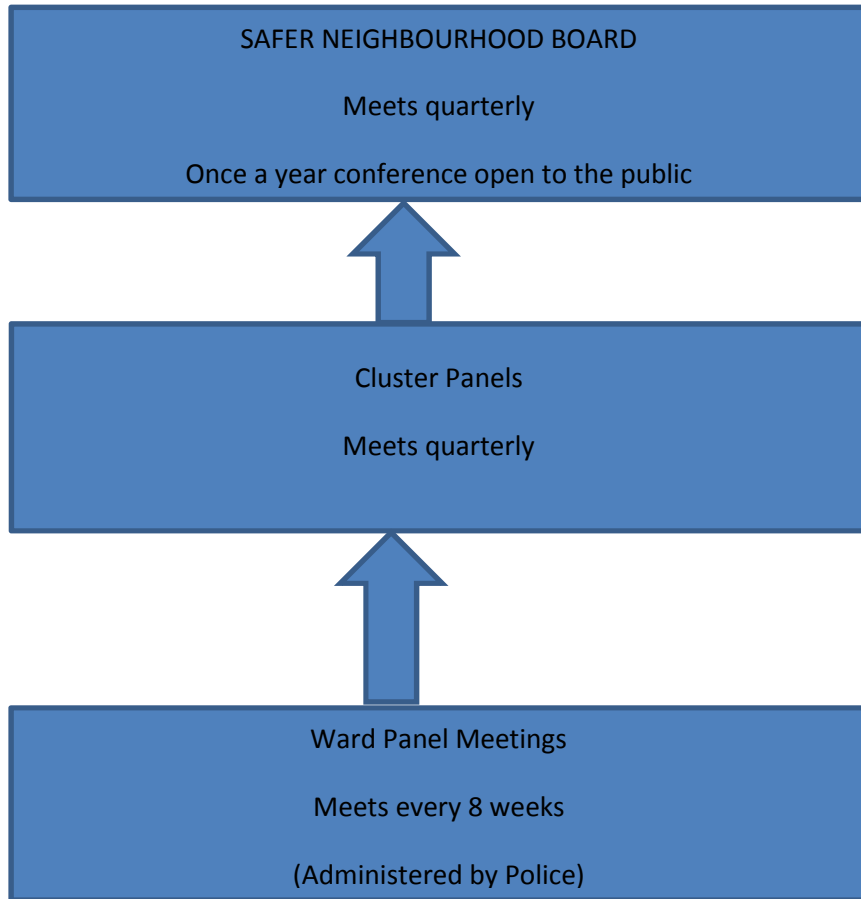
c) The standing items for each Safer Neighbourhood Board meeting will receive reports regarding the following items, from this a set agenda that will contain the following.

- Review of policing priorities for each cluster (currently Burglary and Motor Vehicle Crime).
- Monitoring volumes, trends and types of complaints relevant to Havering Borough from victims of crime and complaints from members of the public against police officers
- Monitoring crime performance and community confidence
- Increasing the use of Community Payback in Havering
- Ensuring all wards have a ward panel of residents
- Overseeing the Independent Advisory Group
- Overseeing the Custody Visitors Panel and ensuring the system of custody visiting is delivered
- Supporting the further development of Neighbourhood Watch
- Overseeing the work of the local stop and search monitoring group
- Informing policing priorities in the borough
- Supporting the development of bids for funds from a crime prevention fund.

d) The Independent Chair will decide on a report by report basis reports or requests to attend by non-members and will report back to the board the reason for the decision.

6. Sub-Structure of Safer Neighbourhood Board

The Safer Neighbourhood Board will be the overarching community accountability mechanism for policing issues in the borough. There already exists within Havering a network of 18 police-led ward panels. These ward panels will have a direct reporting link into the Safer Neighbourhood Board through three existing cluster panels. The delivery structure is set out in the flow chart below



Role of the Ward Panels

1. Each of the 18 wards in Havering will hold a ward panel meeting every 8 weeks
2. Will provide up to date data on crime and disorder within the ward
3. Identify policing priorities for the ward
4. Provide the public with information of police activity within the ward since the previous meeting
5. Chairs of the ward panels will meet quarterly in cluster meetings chaired by the SN Inspectors to discuss progress against ward priorities
6. Ward panels will be coordinated and facilitated by SN Sergeants. Minutes will be produced and made available on the SNT webpage.
7. Ward Councillors can be members of the ward panel but will not have voting rights.
8. Various public forums /committees/ panels are held around Havering and these will be encouraged to participate in ward panels to make them as representative as possible. There will be publicity around the borough to get the public involved.

Role of the Cluster Panels

1. Each cluster will be made up of the six panel ward chairs, the cluster inspector and a representative of the community safety team (if required).

2. Will meet quarterly
3. Key issues that resonate with a majority of the ward panels will be discussed
4. Each Cluster to nominate one ward panel chair to represent them at the Safer Neighbourhood Board; so there will be three ward panel chairs at Board level
5. These will be chaired by cluster inspectors

7. Secretariat support for the Havering Safer Neighbourhood Board

- a) The London Borough of Havering will provide the secretarial support to the Havering Safer Neighbourhood Board;
- b) The support is provided, by a cross-charged service delivered by the Local Authority
- c) The remit and responsibilities of the local authority will be as follows:
 - Managing meetings and diarising with the chair
 - Preparing and agreeing the agenda for Safer Neighbourhood Board meetings with the Chair
 - Preparing and distributing papers and reports for meetings
 - Taking minutes
 - Acting as the interface between the SNB and MOPAC
 - Maintaining records
 - Responding to queries from Members of the Board and the public
 - Organising the annual public conference on behalf of the SNB
 - Preparing funding bids on behalf of, and as instructed by, the SNB

A Service Level Agreement will be developed and agreed by the SNB.

8. Code of conduct for members of the Havering Safer Neighbourhood Board

Safer Neighbourhood Board Members (referred to as members in this code of conduct from there on) must not place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence in their representation. If you have any private and/or personal interest in a matter to be considered they have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

Members should not accept gifts or hospitality that may be seen to influence or be intended to influence opinion or judgement. The offer and/or receipt of any gifts, regardless of form, should always be reported to and noted by the Secretary of the Havering Safer Neighbourhood Board

Members have a duty to take decisions solely in terms of the interest of the Safer Neighbourhood Board. Members must not use their position to gain financial, material, political or other personal benefit for yourself, family or friends.

Members must respect fellow members of the Havering Safer Neighbourhood Board treating them with courtesy, respect and in a non-discriminatory manner at all times.

This should extend to any person, regardless of their position that they have dealings with in your capacity as a Havering Safer Neighbourhood Board member.

Recognition should be given to the contribution of everyone participating in the work of the Havering Safer Neighbourhood Board. Members must comply with Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

Members must ensure that confidential material, including details about Individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes.

GOVERNANCE COMMITTEE

REPORT

Subject Heading:

MONITORING OFFICER NO 23
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

SUBJECT: AMENDMENTS TO CONSTITUTION

Notification No. 23

Date 16th 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>Add the following to Part 3 3.6 for the responsibility of Head of Street Care after 3.6.3 (gg):</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) & (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	Amend Part 2, 47, gives the decision making body for Powers relating to the preservation of trees to the Head of Regulatory Services Add Head of Streetcare	Organisational Change

GOVERNANCE COMMITTEE

REPORT

Subject Heading:

MONITORING OFFICER NO 24
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

SUBJECT: AMENDMENTS TO CONSTITUTION

Notification No. 24

Date 4th 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
Parts 2, 3, 5	28, 38, 39, 43, 108, 181, 185, 187, 314, 315, 315, 320, 323, 324, 326, 327	Rename: Standards Committee to Adjudication & Review Committee including Sub-committees	Legislation Change
Part 2	39-41	Delete from Governance Committee functions: Appeals & complaints, Admission and exclusion of pupils and Governing bodies paragraphs.	Duplication

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GOVERNANCE COMMITTEE

REPORT

Subject Heading:

MONITORING OFFICER NO 25
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

SUBJECT: AMENDMENTS TO CONSTITUTION

Notification No. 25

Date 13th 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 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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