



# Haverling

LONDON BOROUGH

## GOVERNANCE COMMITTEE AGENDA

7.30 pm

Tuesday  
14 October 2014

Town Hall,  
Main Road,  
Romford

Members 13: Quorum 5

### COUNCILLORS:

#### Conservative

( 5 )

Michael White  
(Chairman)  
Osman Dervish  
Roger Ramsey  
Melvin Wallace  
Damian White

#### Residents'

( 3 )

Jody Ganly  
Ray Morgon  
Stephanie Nunn

#### East Haverling Residents Group

( 2 )

Clarence Barrett  
(Vice-Chair)  
Darren Wise

#### UKIP

( 2 )

Lawrence Webb  
Ian de Wulverton

#### Independent Residents

( 1 )

Jeffrey Tucker

For information about the meeting please contact:

Grant Soderberg tel: 01708 433091

e-mail: [grant.soderberg@onesource.co.uk](mailto:grant.soderberg@onesource.co.uk)

## **Protocol for members of the public wishing to report on meetings of the London Borough of Havering**

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law.

Reporting means:-

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise Democratic Services staff on 01708 433076 that they wish to report on the meeting and how they wish to do so. This is to enable employees to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.

## **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 - 4)**

To approve as a correct record the minutes of the Committee held on 9 September 2014, and to authorise the Chairman to sign them.

### **5 REVISIONS TO THE OVERVIEW & SCRUTINY GOVERNANCE STRUCTURE**

Report to follow

### **6 REVISIONS TO THE SPECIAL RESPONSIBILITY ALLOWANCES SCHEME**

Report to follow

### **7 THE ENFORCEMENT OF MOVING TRAFFIC CONTRAVENTIONS**

Report to follow

### **8 MONITORING OFFICER - NR 2 (Pages 5 - 10)**

**Andrew Beesley  
Committee Administration  
Manager**

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# Public Document Pack Agenda Item 4

**MINUTES OF A MEETING OF THE  
GOVERNANCE COMMITTEE  
Town Hall, Main Road, Romford  
9 September 2014 (7.30 - 8.05 pm)**

**Present:**

**COUNCILLORS**

**Conservative Group** Michael White (Chairman), Osman Dervish,  
Roger Ramsey, Melvin Wallace and Damian White

**Residents' Group** Clarence Barrett (Vice-Chair), Jody Ganly,  
Ray Morgon, Stephanie Nunn and Darren Wise

**UKIP Group** Lawrence Webb and Ian Wulverton

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

Apologies for absence were received from Councillor Jeffrey Tucker.

There were no disclosures of pecuniary interest

All decisions were taken without division unless otherwise stated.

**5 MINUTES**

The minutes of the meeting held on 26 June 2014 were agreed as a true record and signed by the Chairman.

**6 TRANSFORMATION OF SERVICE DELIVERY - 3G CONNECTION TO I-PADS FOR MEMBERS**

The Committee received this report which sought to clarify the changes required to ensure that more councillors had full access to 3G technology in order to enhance their efficiency by making it easier (for example) to access the Members' Portal, receive and transmit e-mails etc. particularly when away from home or the town hall.

Members considered this in detail and a consensus emerged that whilst they were in broad agreement that Members should be encouraged to embrace new technology as it became available, it was not something which every Member might want. It was observed that whilst senior councillors e.g. Cabinet members and group leaders, made wide use of 3G and i-pads, some Members hardly – if ever – accessed their e-mails that way, so it was considered that a “one size fits all” position may not be appropriate.

Members expressed concern that 3G access (which was publically funded) could be misused – intentionally or innocently – unless it was monitored and it was agreed that monitoring was an absolute necessity and Members asked to pay for private use. It was suggested that each Member pay their individual monthly access subscription.

This led the Committee to consider whether the current IT Policy might be out of date as so much had changed in such a short period of time and that it was an opportune moment to have it fully revised and then keep it under regular review.

The Committee:

1. **Resolved** to allow 3G connectivity to be made available to every Member who requested it who used a Council supported i-pad and that funding for this be made available.
2. **Recommended** that the current IT Policy should be revised to reflect the recent changes in technology and Council usage and that from then on it should be annually reviewed and kept updated.

## 7 **APPOINTMENT TO OUTSIDE BODIES AND OTHER ORGANISATIONS 2014/15.**

The Committee was reminded that at its last meeting appointments had been made to outside bodies. In the case of two or three bodies, additional information had been requested and that was now available. Subsequent to the appointments, changes to membership had been required and the Committee was asked to confirm those changes.

Members were informed that the items for consideration involved:

- The Havering Theatre Trust. Councillor Melvin Wallace to stand down due to potential conflicts of interest and Councillor Philippa Crowder was nominated to replace him.
- The City Regions Board. Confirmation that local authorities can no longer appoint directly to the Board but make nominations only to the Local Government Association.
- The London City Airport Consultative Group. Havering was no longer required to do anything about membership to this body.
- The Thames Regional Flood Defence Committee. Havering was no longer eligible to nominate a representative to this body due to a change in the political balance on London Councils.
- The Chairman asked for the Committee to consider the membership of IESE Ltd. which, at the previous meeting had continued the practice of appointing the Leader to the body. He explained that he had an interest in this body and asked whether the Leader would consider stepping down – which he did willingly – and then seeking nomination

for appointment to the body which the Committee assented to.

The Committee:

- 1 **Confirmed** the change of membership to the Havering Theatre Trust from Councillor Melvin Wallace to Councillor Philippa Crowder.
- 2 **Noted** the changes to the appointment arrangements to the City Regions Board, London City Airports Consultative Group and Thames Regional Flood Defence Committee.
- 3 **Approved** the change of membership of IESE Ltd from the Leader to Councillor Michael White

## 8 **MONITORING OFFICER NO 1 AMENDMENTS TO THE CONSTITUTION**

Members were reminded that there had been a recent change in legislation to the freedoms individuals had to record public meetings by using mobile phones, social media and other means.

The report informed the Committee of the implications for the Council following the introduction of those regulations relating to the openness of Local Government Bodies and, as well as making relevant changes to the Constitution, Members were presented with a protocol for the reporting of meetings which – if approved - would be included within all Council, Cabinet and Committee agendas.

Members considered the merits of such recording and some Members wondered whether this could conflict (or even supersede) the Council's own web-casting, but after discussion, it was accepted that web-casting would still prove to be a valuable asset and that there was no option other than to ensure that the new regulations were applied in a controlled way and individuals permitted to make any recordings they wished in as unobtrusive a manner as possible otherwise sanctions should be applied.

The Committee:

- 1 **Noted** the report, including the amendments to the Constitution as shown in Appendix 1
- 2 **Approved** the protocol as shown in Appendix 2

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**Chairman**

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## GOVERNANCE COMMITTEE

### 14 OCTOBER 2014

<b>Subject Heading:</b>	MONITORING OFFICER NO 02 AMENDMENTS TO THE CONSTITUTION
<b>Report Author and contact details:</b>	Graham White, Interim Head of Legal Services Helen Edwards, Monitoring Officer
<b>Policy context:</b>	Monitoring Officer Amendments to the Constitution
<b>Financial summary:</b>	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 the Committee NOTE the report.

**REPORT DETAIL**

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

As a result of the restructure of the Council and the establishment of oneSource, post titles and responsibilities have changed and the Monitoring Officer is now the Director of Legal & Governance. The post of Assistant Chief Executive, Legal & Democratic Services has been deleted.

The changes made to the numerous listed pages are in consequence of the restructure to ensure that the appropriate post title for Legal & Democratic functions is state together with other minor changes which properly reflect the current structure.

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: None**

**Legal implications and risks:**

The Constitution provides for the Monitoring Officer to make certain amendments to the constitution in given situations and these amendments are pursuant to and in accordance with those powers. There are not legal implications arising from this report.

**Human Resources implications and risks: None**

**Equalities implications and risks: None**

**BACKGROUND PAPERS**

None

**SUBJECT: AMENDMENTS TO CONSTITUTION**

**Notification No. 2**

**Date 1<sup>st</sup> October 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.

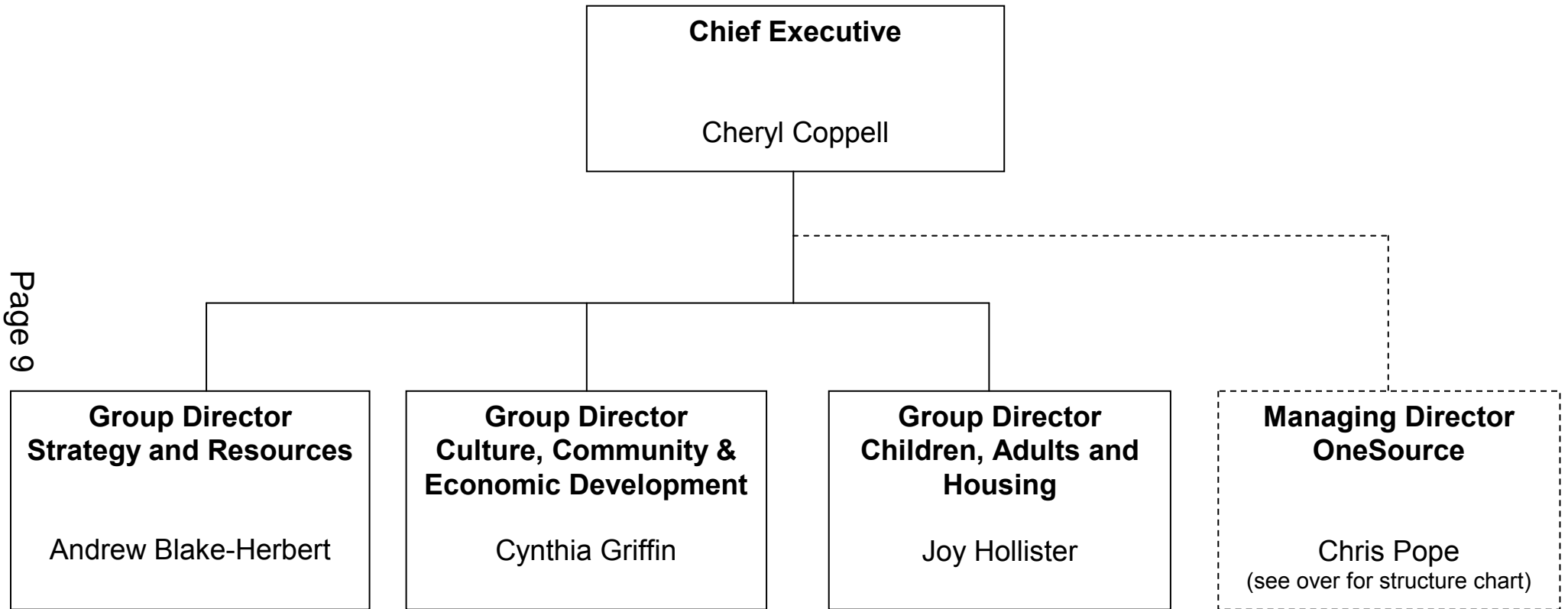
In accordance with this authority, the Monitoring Officer gives notice of the following amendments to the constitution.

<b>Part and article/ section</b>	<b>Page ref</b>	<b>Substance of amendment / amended wording</b>	<b>Reason for amendment</b>
Whole Constitution	11,24,25, 27,35,38, 39,41,69, 78,79,86, 94,95, 118,145, 146,147, 148,149, 150,151, 154,153, 160, 192,194, 195,196, 197,199, 200,201, 202,204, 205,208, 209,210, 244,257, 263,264, 272,276, 285,287, 341	Change: <b>Assistant Chief Executive, Legal &amp; Democratic Services</b> To: <b>Director of Legal &amp; Governance</b>	Restructure
Article 8: Staff 8.01 (b) and (c)	21	Delete <b>Assistant Chief Executive</b>	Restructure
Part 3. 3 functions delegated to staff 3.8	35	Delete <b>3.8 Legal &amp; Democratic Services</b> Renumber 3.9 Director of Public Health to 3.8 and add <b>3.9 S151 Officer Functions</b>	Restructure

<b>Part and article/ section</b>	<b>Page ref</b>	<b>Substance of amendment / amended wording</b>	<b>Reason for amendment</b>
Part 3.3 Functions delegated to staff	97	<p><b>Replace paragraph (d) Trading Standards</b></p> <p>[This function must be exercised subject to the Assistant Chief Executive Legal &amp; Democratic Services or the Legal Manager (Community Services) authorising the institution and conduct.....</p> <p><b>With</b></p> <p>[This function must be exercised subject to the Director of Legal and Governance, Head of Legal Services or relevant Legal Manager authorising the institution and conduct.....</p>	Restructure
Part 4 Contract Procedure Rules	192	Delete <b>Assistant Director</b>	Restructure
Part 4 Executive Procedure Rules	252	Delete <b>Assistant Chief Executive</b>	Restructure
Part 4 OSC Procedure Rule	272, 276	Remove <b>Assistant Director</b>	Restructure
Part 4 Staff Employment Procedure Rules	285, 287	Remove <b>Assistant Director</b>	Restructure
Part 7 Management Structure	353	Change to management structure to include OneSource management structure	Restructure

## Part 7: Management Structure

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## OneSource Management Structure

