



Haverling

LONDON BOROUGH

GOVERNANCE COMMITTEE AGENDA

7.30 pm	Wednesday 19 November 2014	Town Hall, Main Road, Romford
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Members 13: Quorum 5

COUNCILLORS:

**Conservative
(5)**

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

**Residents'
(3)**

Ray Morgon
Stephanie Nunn
Barry Mugglestone

**East Haverling Residents'
(2)**

Clarence Barrett (Vice-Chair)
Darren Wise

UKIP

(2)

Lawrence Webb
Ian de Wulverton

Independent Residents

(1)

Jeffrey Tucker

This is the postponed meeting of 12 November

For information about the meeting please contact:

Grant Soderberg tel: 01708 433091

e-mail: 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 - 8)

To approve as a correct record the minutes of the Committee held on 14 October 2014 and to authorise the Chairman to sign them.

5 POLLING DISTRICT REVIEW (Pages 9 - 16)

6 APPOINTMENT TO OUTSIDE BODIES AND OTHER ORGANISATIONS 2014/15 (Pages 17 - 20)

7 MONITORING OFFICER NO 03 AMENDMENTS TO THE CONSTITUTION (Pages 21 - 24)

Andrew Beesley
Committee Administration
Manager

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**MINUTES OF A MEETING OF THE
GOVERNANCE COMMITTEE
Town Hall, Main Road, Romford
14 October 2014 (7.30 - 9.10 pm)**

Present:

COUNCILLORS

Conservative Group Michael White (Chairman), Osman Dervish,
Roger Ramsey, Melvin Wallace and +Joshua Chapman

Residents' Group Jody Ganly, Ray Morgon and +Barbara Matthews

UKIP Group Lawrence Webb and +Philip Hyde

**Independent Residents
Group** +David Durant

As there were two members of the public present (one of whom had announced an intention to record part or all of the meeting) the Chairman reminded Members that in the light of recent changes to legislation, any recording by a member of the public was permitted so long as it did not disrupt or distract Members from the consideration of the business in hand. The clerk, on behalf of the Chairman, reminded those present of the action to be taken in an emergency.

Apologies for absence were received from Councillors Damian White, Stephanie Nunn, Ian de Wulverton and Jeffrey Tucker who were substituted by Councillors Joshua Chapman, Barbara Matthews, Philip Hyde and David Durant, respectively.

As the business of the meeting included an item which involved the matter of Members' allowances, the whole Committee declared a pecuniary interest

Decisions were taken without division unless otherwise stated.

9 MINUTES

The minutes of the meeting held on 9 September 2014 were agreed as a true record and signed by the Chairman

**10 REVISIONS TO THE OVERVIEW & SCRUTINY GOVERNANCE
STRUCTURE**

The Committee received a report which proposed changes to the Overview & Scrutiny governance regime. Members were reminded that following a Member-led review of Scrutiny in 2013 it was recognised that the majority of councils across London, and many nationally, had an "overarching" Overview and Scrutiny committee which co-ordinated the work of thematic

sub-committees, oversaw requisitions of executive decisions and ensured the avoidance of duplication in terms of topic groups and other scrutiny activities.

Since Overview & Scrutiny (O&S) coming into force in 2002, Havering had adopted an O&S structure in which individual committees took ownership for scrutinising specific areas of responsibility, operating their own requisition powers. Currently, there were seven O&S committees:

Value, Towns and Communities, Environment, Children and Learning, Individuals, Health and Crime and Disorder

As part of the 2013 review, Best Practice authorities in O&S - as recognised by the Centre for Public Scrutiny (CfPS) - were visited. Visits to Enfield and Hackney demonstrated the advantages of an overarching scrutiny board which coordinated the work of themed committees. As a consequence of the findings of the 2013 review, it was proposed that a single O&S Board be established in Havering to undertake all call-in functions and to act as a vehicle by which the effectiveness of scrutiny would be monitored and where work undertaken by themed sub-committees could be co-ordinated to avoid duplication and to ensure that areas of priority were being pursued.

This Board would subsume the role of the current Value Scrutiny Committee which oversaw general management matters. It was also proposed that the other current O&S committees would become sub-committees to the new Overview and Scrutiny Board. Those sub-committees could continue to form topic groups of their own choosing.

It was envisaged that in order for the proposed arrangement to function effectively, the Chairs of the O&S sub-committees would have automatic membership of the new O&S Board. The Board would need to be politically balanced and its size would therefore need to depend upon the political balance of the distribution of Chairs of sub-committees (which with the current distribution of group membership would mean a Board of 16 members (there being a need for additional members to achieve the correct balance).

The matter was closely debated by Members and a number of differing views presented, including that the creation of an over-arching O&S Board was simply adding another layer to the process. There were doubts about whether a Board with a membership of 16 would be too unwieldy and concerns were expressed that this version could stifle meaningful scrutiny just as easily as facilitating it.

Some Members expressed doubt as to whether the proposed changes would add any value to O&S as a check to the Administration as it placed all the call-in powers in the Board and that could mean that call-in itself might not function as it was intended.

There was a degree of caution about the intention to move to this model, reducing all the current Chairs to the status of chairs of sub-committees, whilst elevating one of their current number to the Chair of the O&S Board.

It was mooted that this was a means of re-distributing allowances from Overview and Scrutiny to fund additional Cabinet places.

There was however support for the adoption of the proposals as it would enable a more strategic approach to O&S which was missing within the existing structure.

Having discussed the matter at length, the issue of whether to accept the recommendations as set out in the report was put to the vote.

In favour of the motion: Councillors: Michael White, Roger Ramsey, Melvin Wallace, Osman Dervish, Joshua Chapman, Clarence Barrett, Darren Wise and Lawrence Webb

Against the motion: Councillors: Ray Morgon, Jody Ganly, Barbara Matthews, David Durant and Philip Hyde

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

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

- 1) An overarching Overview & Scrutiny Board be established in accordance with political balance rules
- 2) The following Overview and Scrutiny committees be converted to sub-committees of the overarching Overview & Scrutiny Board:
 - Towns & Communities
 - Health
 - Individuals
 - Environment
 - Crime and Disorder
 - Children & Learning
- 3) Council to nominate one of the chairs of the Overview and Scrutiny sub-committees to Chair the Overview & Scrutiny Board
- 4) The Overview & Scrutiny Board to comprise all of the chairs of the Overview and Scrutiny sub-committees together with such other members nominated to the Board to meet the political balance requirements.
- 5) Using her delegated powers, the Council's Monitoring Officer makes the necessary changes to the Council's Constitution in respect of the proposed revisions to Overview and Scrutiny.
- 6) Council should receive nominations for the appointment of the Chairman and Vice Chairman of the Overview and Scrutiny Board.

11 **REVISIONS TO THE SPECIAL RESPONSIBILITY ALLOWANCES SCHEME**

The Committee was reminded that on 26 February 2014 the Council had approved the 2014/15 Members Allowances Scheme. The budget position had been established on the basis of a reduction in the number of Special Responsibility Allowances (SRAs) which was not enacted at that time.

Subject to the agreement of the proposed revisions to the Council's committee structure, the report before the Committee proposed a revision to the existing scheme. In reviewing the scheme due regard had been given to the June 2014 report of the Independent Remuneration Panel of London Councils and the allowances in the scheme were set with regard to their bands of recommendations.

In addition, close consideration had been given to the diverse political make-up of the Council which was critical when establishing the number of positions that were to receive an SRA. The Allowances proposed fell within the budget that had been set to ensure allowances were reduced in line with reductions elsewhere within the council.

The Local Authorities (Members' Allowances) (England) Regulations 2003 provided that a Local Authority should make a scheme in accordance with those Regulations in respect of each year. Regulation 10 provided that such a scheme should be made before the beginning of each year commencing on 1st April. Such a scheme might be amended during the year, but could only be revoked and replaced with a new scheme with effect from the beginning of a year.

Members were reminded that in light of the on-going financial pressures the Council faced with the continued reduction in central government funding, it was proposed that the level of SRAs for a number of posts be reduced, the figures for this were detailed in the table appended to this Minute.

To ensure that expenditure did not exceed the budget position, account had been taken of the circumstance such that when a councillor would otherwise be entitled - under the scheme - to more than one SRA then that entitlement should instead be only to **one** of them, (being the one attracting the higher rate). The effect of this was that only 29 of the 33 SRAs proposed in the report would actually be paid to Members.

It was stressed that under Regulation 19 of the 2003 Regulations, before an authority could amend a scheme, it should have regard to the recommendations made in relation to it by an independent remuneration pane – which had been the case in this instance.

This question was discussed at some length with a number of different perspectives being presented for consideration. One view was that the allowances should simply be reduced across the board by 20%. Another was that SRAs should be allocated according to the amount of work and the complexity of the work the Chair had to do.

Members of different groups expressed disagreement with the payment of set amounts of SRA to vice-chairmen as it was difficult to calculate how much they actually undertook, but there was more general support for the ad-hoc payment of an attendance allowance in line with that paid to co-optees (£117 a time) in respect of Licensing. There was also discussion about whether the allowance for the VC of Regulatory Services ought to be considered as well, and whilst some objections were raised about the amount of administration such a scheme might entail, the consensus was that the basic allowances for the vice-chairman of Licensing be removed and replaced with payment per session.

As was pointed out, this was an interim measure and could be revisited later in the year and re-evaluated ahead of next April and, where possible, enhanced.

The issue of whether to accept the recommendations – including the amendment to remove the annual allowance for the vice-chair of Licensing and replacing it with a “per meeting” payment at the same rate of that paid to Independent Persons – and recommend this to Council, was put to the vote.

In favour of the motion: Councillors: Michael White, Roger Ramsey, Melvin Wallace, Osman Dervish, Joshua Chapman, Jody Ganly, Clarence Barrett, Darren Wise, Lawrence Webb and Philip Hyde

Against the motion: Councillors: Ray Morgon and David Durant

Councillor Matthews abstained

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

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

The proposed revision to the Members’ Allowances Scheme for the remainder of the 2014/15 municipal year as set out in Schedule 1 of Appendix A (as amended) be approved. This amendment – concerning the Vice Chairman of the Licensing Committee – removes the proposed £2,000 allowance and replaces it with a standard rate of allowance per each sub-committee meeting chaired equal to that paid to co-optees (currently £117).

12 **THE ENFORCEMENT OF MOVING TRAFFIC CONTRAVENTIONS**

The Committee was reminded that the Traffic Management Act 2004 placed a duty on Local Authorities to ensure the free flow of traffic on the roads they managed and provided the process for issuing, processing and dealing with challenges related to Penalty Charge Notices (PCNs) issued for parking, bus lane and moving traffic contraventions (MTCs). MTCs however were enforceable by the Council pursuant to the London Local Authorities and Transport for London Act 2003 (LLATFLA).

There were a limited number of locations in Havering where MTC enforcement could be applied and the Committee considered whether these locations would benefit from such enforcement in terms of improved driver behaviours, improved traffic flow and road safety.

The Committee was informed that signage would need to be placed at the entrance points to the borough and in key locations where the moving traffic and civil parking enforcement would take place to ensure that all motorists were aware that camera enforcement would be in operation.

Alongside this process, it was proposed that all locations should be checked to ensure there was a need for enforcement and that all locations met the regulatory requirements for enforcement.

The Council could not enforce the relevant MTC unless it had resolved to do so, such decision falling to full Council. The Governance Committee was asked to consider whether or not to recommend adoption of LLATFLA provisions to Council. If adopted there would be a need for consequential amendments to the Constitution. Should Council resolve to adopt the MTC provisions, a further report to Cabinet would be submitted in relation to the operational aspects of enforcement.

The Committee agreed:

1. **To Recommended to Council** to make a resolution to adopt enforcement of Moving Traffic Contraventions within the whole of Havering in accordance with the provisions as set out in the London Local Authorities and Transport for London Act 2003 & enforcement of Bus Lane contraventions with the provisions as set out in the London Local Authorities & Transport for London Act 1986.
2. That under delegated authority, the Head of StreetCare publish the necessary notices to introduce the changes.
3. To note that a report will be submitted to Cabinet for it to determine the locations of CCTV cameras within the borough.

13 **MONITORING OFFICER - NR 2**

Members were reminded that as a result of the restructure of the Council and the establishment of oneSource, post titles and responsibilities had changed and the Monitoring Officer was now the Director of Legal & Governance. The post of Assistant Chief Executive, Legal & Democratic Services had been deleted.

The changes made to the numerous listed pages were in consequence of the restructure to ensure that the appropriate post title for Legal & Democratic functions was stated together with other minor changes which

properly reflected the current structure. All these changes were set out within the appendix to the report.

The Committee:

Noted the changes within the appendices to the report.

Chairman

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GOVERNANCE COMMITTEE
19 November 2014

Subject Heading:	Polling District Review
CMT Lead:	Andrew Blake-Herbert
Report Author and contact details:	Melanie Adams Acting Election Services Manager 01708 432445 melanie.adams@havering.gov.uk
Policy context:	There are no direct resource implications.
Financial summary:	There are no direct resource implications.

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

- Ensuring a clean, safe and green borough
- Championing education and learning for all
- Providing economic, social and cultural activity
in thriving towns and villages
- Valuing and enhancing the lives of our residents
- Delivering high customer satisfaction and a stable council tax

SUMMARY

The Electoral Administration Act 2006 required that a polling district and polling place review be carried out by the Acting Returning Officer in 2007 and every fourth year thereafter. The last review was carried out in 2011 and the 2014 review is now being undertaken. The aims of the review are as follows:

To ensure that:-

- (a) as far as possible polling places are accessible to all.
- (b) polling places fall within the polling district wherever possible.
- (c) account be taken of justifiable complaints by electors, and any responses received from this consultation.

The list of those consulted, and a summary of responses as a result of the review can be found under "Report Detail". The full timetable is set out in Appendix A and a copy of all responses is set out in Appendix B.

If agreed these changes will be incorporated into the register published on 1 December 2014, and the alternative polling stations will be used at the GLA elections in May 2015.

RECOMMENDATIONS

That the Committee recommend to Council that the changes to polling stations and polling districts set out in the Report be endorsed.

REPORT DETAIL

Consultation was undertaken as follows:

- all elected representatives, political parties and relevant stakeholders were given notification of the review.
 - copies of the proposals were available for public inspection in all libraries in Havering, PASC, and at the Town Hall, with accompanying posters to inform the public of this.
 - copies of the proposal were given to Havering Association of People with Disabilities, HAVCO, Age Concern and People First, with publicity given in their relevant newsletters or websites.
 - an article publicising the review was published in Living.
 - the Council's Access Officer was given a copy of the proposals
1. No changes are proposed in the following wards, and no responses to the consultation or complaints from voters were received in respect of them: Elm Park, Emerson Park, Havering Park, Heaton, Mawneys, Pettits, Romford Town, Rainham & Wennington, Squirrels Heath, and Upminster.

It is proposed that no changes are made to the existing polling districts or polling places in these polling districts.

2. Brooklands Ward (Romford Constituency)

BL1 St John's Church Hall, Pretoria Road

The Church closed in 2010 until a new buyer could be found. From May 2010 to May 2012 Lombard Court on Poplar Street was used. Concerns

about this location were raised in relation to the safety of the path leading to the polling station and the noise and inconvenience to the residents.

Since 2012 St John's Church Hall has reopened and the new owners have agreed that it can be used as a polling station, which it was in May 2014.

BL4 Rush Green Gospel Hall, Birkbeck Road

This polling place will be closed by the 2015 elections. We approached two alternatives in the area; St Augustine's Church on Rush Green Road declined to be used. We are therefore proposing to use Rush Green Community Centre, Rush Green Gardens in future elections.

It is recommended that the above changes for BL1 and BL4 be agreed, with no changes to the polling places or polling districts BL2, BL3 and BL5.

3. Gooshays Ward (Hornchurch & Upminster constituency)

GS4 Brookside Infants School, Dagnam Park Drive

The Governors of Brookside School have requested that MyPlace, Dagnam Park Drive be used as the polling station for GS4 to minimise disruption to the school.

While it falls within the adjoining polling district, it is a suitable venue and directly across the road from the school. We are proposing to trial MyPlace in 2015, and swap to there permanently should no complaints about the change be received.

It is recommended that MyPlace be used as the polling station for GS4, and no changes are made to the polling station or polling districts GS1, GS2, GS3, and GS5.

4. Cranham Ward (Hornchurch & Upminster constituency)

CM5 Upminster Methodist Church Hall, Hall Lane

A Ward Councillor has raised concerns that this polling station is too far away from the Dury Falls estate. However, the alternative proposed, Whittaker Hall, is located in a different ward and already used as a polling station. No suitable alternative can be found at this time.

It is recommended that no changes are made to the polling station or polling districts CM1, CM2, CM3, CM4 and CM5.

5. Hacton Ward (Hornchurch & Upminster constituency)

HN5 – Elm Park Primary School

Elm Park Primary School has been built on the site of Ayloff Primary School, which was previously used as a polling station. Voters were temporarily redirected to Suttons Primary School; however now the new building is open polling should be relocated back to the former site.

It is recommended Elm Park Primary School be the polling place for polling district HN5, and no changes be made to the remaining polling places or polling districts HN1, HN2, HN3 and HN4.

6. Harold Wood Ward (Hornchurch & Upminster constituency)

HW4 Methodist Church Hall, The Drive

One voter requested that the polling station in HW4 be looked at as it is not in the centre of the ward. However, no suitable alternative to the Methodist Church Hall could be found at this time.

It is proposed that no changes are made to the existing polling districts or polling places HW1, HW2, HW3, HW4, and HW5.

7. Hylands Ward (Romford Constituency)

HY1 – Holy Cross Church Hall, Hornchurch Road

Dukes Hall, the previous polling station in this polling district, has now closed. Holy Cross Church Hall was used in May 2014 and has agreed that the premises can be used for future elections. However, there are planned building works and they cannot guarantee that the hall will be ready in time for the 2015 election. An alternative will be sought out nearer the time should it look like the hall will not be ready for May 2015.

HY2 – Towers Infant School, Osborne Road

For the 2014 election Towers Junior School asked if we could relocate to the Infant School to minimise disruption. The Infant School accepted this proposal.

It is recommended that the above changes for HY1 and HY2 be agreed, and no changes be made to the current polling places for polling districts HY3; HY4 and HY5.

8. St Andrew's Ward (Hornchurch & Upminster constituency)

ST5 – Benhurst Primary School, Benhurst Avenue

There were two requests to not use the school as a polling station in future elections; one from the Head Teacher and one from a voter within the area. Having canvassed the area, and asked both respondents if they were aware of alternatives, we are unable to find a suitable alternative for the school at this time. Please note that Elm Park library was investigated as a possibility. However, it was not judged as a sufficient size to house two polling stations as required. It also literally backs on to a polling station in another ward, the Elm Park Assembly Hall, which could cause voter confusion.

It is proposed that no changes are made to the existing polling districts or polling places ST1, ST2, ST3, ST4 and ST5.

9. South Hornchurch Ward (Dagenham & Rainham constituency)

SX4: Newtons Primary School

The Head Teacher of Newtons Primary School has requested that an alternative location be found, in light of the fact that the May elections clash with testing. The Mardyke Community Centre on South Street was suggested as a possible alternative, which is a suitable venue and available for use.

It is recommended that The Mardyke Community Centre be used as the polling station for SX4, and no changes be made to the current polling places for polling districts SX1; SX2, SX3 and SX5.

IMPLICATIONS AND RISKS

Financial implications and risks:

Any increase in the amount of polling stations would incur additional costs in terms of building hire, equipment and polling station staff. The cost incurred from using Council maintained buildings is limited to covering heating, lighting and cleaning costs.

These costs are met by the Council only when used for Council elections or by-elections.

Legal implications and risks:

There is a legal requirement to complete a full polling district review by 31st January 2015.

Also the Council has a power to require that a school premise be used as a polling station by virtue of The Representation of the People Act 1983 Schedule 1 paragraph 22.

Human Resources implications and risks:

Any increase in polling stations requires more staff on election day.

Equalities implications and risks:

One of the main purposes of the review is to ensure that all eligible electors can access a polling station.

BACKGROUND PAPERS

None.

Appendix A

Timetable

1 – 30 June	Formulation of proposals by the (Acting) Returning Officer
26 June	Calendar Brief
1 July 2014	Public Notice of commencement of the Polling District review
1 July to 1 August 2014	<p>Proposals deposited at all public libraries in the Borough, PASC and the Election Services Office, also on the internet.</p> <p>Consultation with:</p> <ul style="list-style-type: none"> • Service Lead Member • Lead Member for Community Empowerment • Ward Councillors • Greater London Assembly Member for Havering & Redbridge • Members of Parliament for the Dagenham & Rainham; Hornchurch & Upminster; and Romford Constituencies • Members of the European Parliament for the London Region • Local Political Parties • (Acting) Returning Officer of Dagenham & Rainham Constituency • Registered Electors in the Borough • Persons who are considered to have particular interest in the premises or facilities used for voting • HAD • HAVCO • Age Concern • People First • Access officers
August – October 2014	(Acting) Returning Officer to consider any representations and if necessary revise proposals
12 th November	Recommendations reported to Governance Committee to consider revised final recommendations
26 th November 2014	If agreed by Governance Committee final recommendations to be put before full Council.

Appendix B

Copy of responses in full:

GS4: Brookside Infants School

Dave Allen, Clerk to Brookside Infant Governing Body:

The Governors of Brookside Infant School have asked if the polling station for their area to be switched from their school to across the road at MyPlace.

Please could you let me now if that is possible so I can report back or if there is anything else you need from me.

CM5: Upminster Methodist Church Hall

Cllr Clarence Barrett, Leader of the Opposition, Residents' Association

The only point I would like to make in respect of polling places is that there needs to be something on or near the Dury Falls estate for the Cranham ward. Their allocated polling place is the Upminster Methodist Church which is simply too far away.

HW4: Methodist Church Hall

Submitted by local resident

I am in Harold Wood Ward HW4. The Station is no where near the centre of this 'subward'. Only two of the five are conveniently located HW2 and 3. Is the location in HW4 being looked at? Is the caravan in use at one of the Stations?

ST5: Benhurst Primary School

Mr David Denchfield, Head teacher, Benhurst Primary School

Thank you for your letter regarding the Polling District Review. I am happy for the review to take place and for the school to be used as a Polling Station for the May 2015 election – do not hesitate to contact me should you require any additional information or need to make a site inspection.

I would formally like to give notice that after the 2015 election, Benhurst does not wish to be used as a voting station. I would be grateful if you could confirm this receipt of this request and its instructions.

ST5: Benhurst Primary School

Submitted by local resident

I am responding to the review of voting facilities in the Borough. I live in Priors Park in Hornchurch and my polling station is usually Benhurst Primary School. As a venue this is accessible however, is there really a need for children to miss out on a whole day's schooling are there not other venues such as church halls etc that can be used??

SX4: Newtons Primary School

Lynn Lowe – Head teacher, Newtons Primary School

I am writing to inform you that we would prefer Newtons Primary school not to be used as a polling station on May 7th 2015. We are very concerned that the following week the children will be sitting their tests. There is also a Bank Holiday on Monday 4th May so it means that the children would lose 2 days of school within the week leading up to test week. Our school has just become Requiring Improvement following an Ofsted Inspection in June 2014 and will be expected HMI visits. We feel that we are in a vulnerable position and do not want to risk low results again. I hope you understand. Thank you.

GOVERNANCE COMMITTEE

19 November 2014

Subject Heading:	APPOINTMENT TO OUTSIDE BODIES AND OTHER ORGANISATIONS 2014/15.
CMT Lead:	Andrew Blake-Herbert, Group Director, Strategy and Resources
Report Author and contact details:	Jacqui Barr, Committee Administration, 01708 432439 jacqui.barr@oneSource.co.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 executive appointments has passed from this Committee to the Leader of the Council but the Constitution provides that it is for this Committee to determine non-executive appointments.

RECOMMENDATIONS

That:

- (a) Councillor Wendy Brice-Thompson and Councillor Dilip Patel be appointed to serve as nominative Trustees until 3 November 2018 to replace Michael Armstrong and Andrew Curtin.
- (b) Councillor Joshua Chapman should replace Mr Wilf Mills with immediate effect until 3 November 2016

REPORT DETAIL

- 1.1 The Romford Combined Charity is a small, local charity that makes grants for the relief of poverty. It has seven Trustees: one *ex officio Chair*, the Vicar of St Edward's C of E Church, Romford (this position is currently vacant, as Father David Anderson's successor in office has yet to be appointed); four nominative, appointed for four year terms by the Council; and two co-optative, who are co-opted for five year terms by the other five Trustees.
- 1.2 The terms of office of two of the nominative Trustees, Michael Armstrong and Andrew Curtin expired on 3 November 2014. Both were eligible for re-appointment, but indicated that they did not wish to continue as Trustees. It should be noted that their successors need not be a Member of the Council.
- 1.3 Mr Wilf Mills has resigned as a Trustee. His term of office was due to expire on 3 November 2016. Again, his successor need not be a Member of the Council.
- 1.4 The remaining nominative Trustee is Councillor Melvin Wallace.

The Committee is asked to **confirm** these nominations.

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

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GOVERNANCE COMMITTEE

19 November 2014

Subject Heading:	MONITORING OFFICER NO 03 AMENDMENTS TO THE CONSTITUTION
Report Author and contact details:	Graham White, Interim Head of Legal Services Helen Edwards, Monitoring Officer
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.

The amendments pick up legislative changes, a change in title following a restructure and typographical errors.

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. 3

Date 23rd 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.

Part and article/ section	Page ref	Substance of amendment / amended wording	Reason for amendment
Part 3, Responsibility for Functions	96	Licensing (a) The Head of Regulatory Services, the public Protection Manager and any of the Public Protection Divisional Managers	Typographical error
Part 3, Responsibility for Functions	97	(a) Replace <i>The Trading Standards Operations Divisional Manager</i> <i>with</i> Trading Standards Manager	Restructure
Part 3, Responsibility for Functions	97	(b) Replace National Police Improvement Agency <i>with</i> National Crime Agency	Change in name
Part 3, Responsibility for Functions	97	(c) Trading Standards Replace The Trading Standards Operations Divisional Manager and Trading Standards Fair Trading Divisional Manager are... <i>with</i> The Trading Standards Manager is..	Legalisation change

Part and article/ section	Page ref	Substance of amendment / amended wording	Reason for amendment
Part 3, Responsibility for Functions, Appendix A	111	Environmental Health Add the following Enactment: Anti-social Behaviour, Crime and Policing Act 2014	New legislation
Part 3, Responsibility for Functions, Appendix A	114	Trading Standards Add the following Enactment: Anti-social Behaviour, Crime and Policing Act 2014	New legislation