



Havering

LONDON BOROUGH

GOVERNANCE COMMITTEE AGENDA

7.30 pm

**Wednesday
13 January 2016**

**Town Hall, Main Road,
Romford**

Members 13: Quorum 5

COUNCILLORS:

**Conservative
(6)**

Joshua Chapman (Chairman)
Melvin Wallace (Vice-Chair)
Roger Ramsey
Damian White
Meg Davis
Osman Dervish

**Residents'
(3)**

Ray Morgon
Barbara Matthews
Barry Mugglestone

**East Havering
Residents'
(2)**

Clarence Barrett
Darren Wise

UKIP

(1)

Lawrence Webb

Independent Residents

(1)

Jeffrey Tucker

**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 - 4)

To approve as a correct record the minutes of the Committee held on 11 November 2015, and to authorise the Chairman to sign them.

5 THE RECRUITMENT & SELECTION PROCESS FOR THE APPOINTMENT OF A NEW CHIEF EXECUTIVE AND REVIEW OF THE SALARY ATTACHED TO THE POST

Report to follow when available

6 SEALING OF COUNCIL DOCUMENTS AND DELEGATION TO LEGAL OFFICERS

Report to follow when available

7 MONITORING OFFICER NO 06 AMENDMENTS TO THE CONSTITUTION (Pages 5 - 14)

8 MONITORING OFFICER NO 07 AMENDMENTS TO THE CONSTITUTION (Pages 15 - 24)

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
11 November 2015 (7.30 - 7.38 pm)**

Present:

COUNCILLORS

Conservative Group	Joshua Chapman (Chairman), Melvin Wallace (Vice-Chair), Roger Ramsey, Damian White, Meg Davis and Osman Dervish
Residents' Group	Ray Morgon, Barbara Matthews and Barry Mugglestone
East Havering Residents' Group	Clarence Barrett and Darren Wise

Apologies were received for the absence of Councillors Lawrence Webb and Jeffrey Tucker.

A Member of the public was also present.

The Chairman, reminded those present of the procedure to follow should a need arise to evacuate the building.

There were no disclosures of pecuniary interest

Decisions were taken without division unless otherwise stated.

11 MINUTES

The minutes of the meeting held on 10 September 2015 were agreed as a true record and signed by the Chairman.

12 CHANGES TO DELEGATED POWERS - CULTURE & LEISURE

The Head of Regulatory Services had delegated powers to issue directions and take any necessary action under the Criminal Justice & Public Order Act relating to the Control of Unauthorised Campers. These powers were most regularly used for action against unauthorised traveller encampments. The report recommended that these powers also be delegated to the Head of Culture & Leisure and in turn to the Parks Manager to widen the ability to authorise direction notices in early stages of an unauthorised encampment.

The Committee:

Resolved to recommend to Council that the following changes be incorporated into Sections 3.6.4 and 3.6.6(l) of the Constitution relating to the Head of Culture & Leisure and the Head of Regulatory Services.

To authorise and issue, on behalf of the Council, statutory directions requiring unauthorised campers to leave land and remove their property and vehicles

13 **APPOINTMENT OF THE CABINET MEMBER FOR CHILDREN & LEARNING TO THE CORPORATE PARENTING PANEL**

The report before Members sought agreement to amend the appendix to Article 12 of the Council's Constitution to include the additional special membership requirements of the Corporate Parenting Panel of whom the Cabinet Member for Children and Learning would be a full member.

The Committee:

Agreed that the Monitoring Officer should be authorised to insert the following in the appendix to Article 12 of the Council's Constitution:

Committee	Number of Members and any special requirements
Corporate Parenting Panel	All Councillor Members of the Children and Learning Overview and Scrutiny Sub-Committee and the Cabinet Member for Children and Learning.

14 **APPOINTMENTS TO OTHER ORGANISATIONS 2015/16**

The report before the Committee informed it that there were two organisations which required it to make or - confirm – appointments.

In the first – the Romford Combined Charity - the Committee was invited to reappoint Councillor Melvin Wallace as a nominative trustee. There were no other nominees.

In the second – the Lucas Children's Play Charity – there were two elements: The first was to reappoint Councillor Meg Davis until November 2011 and in the other, Members were invited to choose whether to appoint either Councillor Gillian Ford or Councillor John Mylod. This was put to the vote:

In favour of Councillor Ford: Councillors: Joshua Chapman, Roger Ramsey, Melvin Wallace, Damian White, Meg Davis, Osman Dervish, Clarence Barrett and Darren Wise

In favour of Councillor Mylod: Councillors: Ray Morgon, Barry Mugglestone and Barbara Matthews,

The Committee accordingly:

Reappointed Councillor Melvin Wallace to the Romford Combined Charity,

Reappointed Councillor Meg Davis to the Lucas Children's Play Charity until November 2011 and

Appointed Councillor Gillian Ford as a trustee to the Lucas Children's Play Charity

15 **MONITORING OFFICER REPORT NO 06 - AMENDMENTS TO THE CONSTITUTION**

The report before the Committee related to minor changes to the staff employment procedure rules. This concerned the appointment, disciplinary action and dismissal or suspension of senior officers of having Council and oneSource as well as rules relating to the appointment of an Independent Person.

The changes were to align the procedure with the relevant legislation and to clarify that any disciplinary action against a Chief Officer would be taken by a panel comprising members of the Appointments Sub Committee.

A member raised a question about safeguarding staff working conditions particularly where work and was assured that these were protected under the procedure and another enquired about the status of the Independent Person and was informed that an IP was in place and that a reciprocal arrangement with Redbridge existed to ensure that both councils had an IP and provided the other with a reserve.

The Committee duly **noted** the amendments.

Chairman

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GOVERNANCE COMMITTEE

REPORT

Subject Heading:

MONITORING OFFICER NO 06
AMENDMENTS TO THE
CONSTITUTION

Report Author and contact details:

Daniel Fenwick Director Legal &
Governance & 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 no legal implications arising from this report.

Human Resources implications and risks: None

Equalities implications and risks: None

BACKGROUND PAPERS

None

Staff Employment Procedure Rules

Recruitment and appointment

1. Seeking support for appointment

The Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council. This statement shall be included in any recruitment information.

No councillor will seek support for any person for any appointment with the Council.

2. Declarations

The Council shall ask any candidate for appointment as a member of staff to state in writing whether they are related to an existing councillor or member of council staff; or the partner of such persons. No candidate who declares such a relationship will be appointed without the authority of the Director of Human Resources and/or a Group Director.

3. Recruitment

Where the Council proposes to appoint a Head of Paid Service, a Group Director, an Assistant/Deputy Director, oneSource Director or a Head of Service and it is not proposed that the appointment be made exclusively from among the existing members of staff, the Council's usual recruitment procedures shall apply.

4. Appointment of Head of Paid Service

The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Appointments Committee. The Appointments Committee must include at least one Cabinet member.

5. Appointment of Group Directors, Chief Finance Officer, Monitoring Officer, Assistant/Deputy Directors and Heads of Service

The Appointments Committee will appoint Group Directors, Chief Finance Officer, Monitoring Officer, Assistant/Deputy Directors and Heads of Service. The committee must include at least one Cabinet member.

An offer of employment as a Group Director, Chief Finance Officer, Monitoring Officer, Assistant/Deputy Directors or a Head of Service shall be made only where no well-founded objection from any member of the Cabinet has been received (as set out in rule 12 below).

6. Appointment of Director of Public Health

The Council must in accordance with Part 3 of the National Health Service Act 2006 as amended by Section 30 of the Health and Social Care Act 2012, jointly with the Secretary of State, appoint an individual to have responsibility for all local authorities public health functions, including any conferred by regulation. The individual is to be known as an officer of the local authority and is to be known as the Director of Public Health. The appointment of the Director of Public Health shall be made by the Advisory Appointments Committee.

7. Appointment of oneSource Directors

The Managing Director, Directors, Assistant/Deputy Directors and Heads of Service of oneSource shall be appointed pursuant to the provisions of the Inter-Authority Agreement between the London Boroughs of Havering and Newham dated 1 September 2014 and the variation thereto dated 18 June 2015

8. Assistants to political groups

Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group, and in accordance with statutory regulations.

9. Disciplinary action

No disciplinary action in respect of the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer, except action described in paragraph 9 below, may be taken other than in accordance with a recommendation in a report made by a designated independent person under regulation 7 of the Local Authorities (Standing Orders) England Regulations 2001 (investigation of alleged misconduct).

10. Suspension

The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended by the Council whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and should last no longer than two months. In exceptional circumstances, the decision to suspend may be made by a Group Director in conjunction with the ~~Head of Strategic~~ Director of HR & OD; this decision must be notified to all councillors as soon as possible.

11. Independent person

No other disciplinary action may be taken in respect of any of the officers referred to in 8 above except in accordance with a recommendation in a report made by a designated independent person. The designated independent person must be such person as may be agreed between the Council and the relevant officer or in default of such agreement, nominated by the Secretary of State.

Councillors will not be involved in the disciplinary action against any officer below Head of Service level except where:

- (a) such involvement is necessary for any investigation or inquiry into alleged misconduct
- (b) the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of disciplinary action.

12. Dismissal

Councillors will not be involved in the dismissal of any officer below Head of Service level except where:

- (a) such involvement is necessary for any investigation or inquiry into alleged misconduct
- (b) the Council's disciplinary, capability and related procedures as adopted from time to time may allow a right of appeal to members in respect of dismissals.

13. Role of the Cabinet

Where a committee or a sub-committee of the Council is discharging, on behalf of the authority, the function of the appointment of the Head of Paid Service, a Group Director, Chief Finance Officer, Monitoring Officer or a Head of Service at least one member of the Cabinet must be a member of that committee or sub-committee.

14. Appointment process

In this paragraph, "appointor" means, in relation to the appointment of a person as a member of staff of the Council, the Council or, where a committee, sub-committee or member of staff is discharging the function of appointment on behalf of the Council, that committee, sub-committee or member of staff, as the case may be.

An offer of an appointment as Head of Paid Service, Group Director, Chief Finance Officer, Monitoring Officer, Assistant/Deputy Director or Head of Service must not be made by the appointor until the appropriate notification has been advised to Cabinet, in accordance with regulations and objections have been received and considered. Such appointments must be in accordance with the appropriate terms and conditions of employment

15. Dismissal process

In this paragraph, "dismissor" means, in relation to the dismissal of a member of staff of the Council, the Council or, where a committee, sub-committee or another member of staff is discharging the function of dismissal on behalf of the Council, that committee, sub-committee or other member of staff, as the case may be.

Notice of the dismissal of a Group Director, or Head of Service must not be given by the dismissor until the appropriate notification has been advised to Cabinet, in accordance with regulations and objections have been received and considered.

16. DISMISSAL OF HEAD OF PAID SERVICE, CHIEF FINANCE OFFICER AND MONITORING OFFICER

- 16.1 The Head of Paid Service, the Chief Finance Officer and the Monitoring Officer may not be dismissed by the Council unless the procedure set out in the following paragraphs is complied with.

17. INDEPENDENT PERSONS

- 17.1 The Council must invite relevant independent persons to be considered for appointment to a Panel, being a committee appointed by the Council under Section 102(a) of the Local Government Act 1972 for the purposes of advising the Council on matters relating to the dismissal of any of the officers referred to in Paragraph 7.1 above with a view to appointing at least two such persons to the Committee.
- 17.2 A 'relevant independent person' means any independent person appointed by the Council under Section 28(7) of the Localism Act 2011 or where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the Council considers appropriate.
- 17.3 The Council is not required to appoint more than two relevant independent persons to its Panel but may do so if it wishes.
- 17.4 Subject to Paragraph 8.3 above, the Council must appoint to its Panel such relevant independent persons who have accepted an invitation issued in accordance with Paragraph 8.1 with the following priority order:
- (a) A relevant independent person who has been appointed by the Authority and who is a local government elector;
 - (b) Any other relevant independent person who has been appointed by the Authority
 - (c) A relevant independent person who has been appointed by another Authority or Authorities.

18. APPOINTMENT OF THE PANEL

- 18.1 The Council must appoint any Panel at least 20 working days before a meeting of the Council to consider whether or not to approve a proposal to dismiss any of the officers referred to in Paragraph 7.1 above.

19. DETERMINATION OF PROPOSAL TO DISMISS

19.1 Before the taking of a vote on whether or not to approve a dismissal, the Council must take into account in particular:

- (a) Any advice, views or recommendations of the Panel
- (b) The conclusions of any investigation into the proposed dismissal, and
- (c) Any representations from the officer the subject of the disciplinary action

20. RENUMERATION OF INDEPENDENT PERSONS

20.1 Any remuneration or fees paid by the Council to an independent person appointed to the Panel must not exceed the level of remuneration, allowances of fees payable to that independent person in respect of that person's role as independent person under the Localism Act 2011

21. Capability process

The process to be followed must be in accordance with the appropriate terms and conditions of employment for that member of staff and the appropriate Council employment policy/procedure

22. Grievance process

The process to be followed for a grievance must be in accordance with the appropriate terms and conditions of employment for that member of staff appropriate Council employment policy/procedure

23. Bullying and Harassment process

The process to be followed for a complaint must be in accordance with the appropriate terms and conditions of employment for that member of staff appropriate Council employment policy/procedure

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SUBJECT: AMENDMENTS TO CONSTITUTION**Notification No. 6****Date 23 October 2015****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 4 Section 10 Staff Employment Procedure Rules	283	Insert - Staff Employment Procedure Rules	New legislation
Part 3, Responsibility for Functions, Appendix A	114	Trading Standards Add the following Enactment: Health Act 2009 (provisions relating to tobacco only)	New legislation
Part 3, Responsibility for Functions, Appendix A	114	Trading Standards Add the following Enactment: Children and Families Act 2014 (tobacco, nicotine products and smoking provisions only)	New legislation
Part 3, Responsibility for Functions, Appendix A	114	Environmental Health Add the following Enactment: The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	New legislation
Part 3, Responsibility for Functions, Appendix A	114	Trading Standards Add the following Enactment: Sunbeds (Regulation) Act 2010	New legislation
Part 3, Responsibility for Functions, Appendix A	114	Trading Standards Amend: <i>The Redress Scheme for Lettings Agency Work and Property Management Work (Requirement to</i>	Omission

Part and article/ section	Page ref	Substance of amendment / amended wording	Reason for amendment
		<p><i>Belong to a Scheme etc) (England) Order 2014</i></p> <p>To Read: <i>The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014</i></p>	

GOVERNANCE COMMITTEE

13 JANUARY 2016

Subject Heading:

**MONITORING OFFICER NO 07
AMENDMENTS TO THE
CONSTITUTION**

Report Author and contact details:

Daniel Fenwick Director Legal &
Governance & Monitoring Officer
Daniel.fenwick@onesource.co.uk
Tel: 01708 432714

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

Havering will be clean and its environment will be cared for	[x]
People will be safe, in their homes and in the community	[x]
Residents will be proud to live in Havering	[x]

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 no 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. 7

Date: 5 January 2016

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.

In accordance with this authority, the Monitoring Officer gives notice of the following amendments to the constitution. If there are any objections to any of the changes, these should be raised with the Monitoring Officer and if appropriate can be referred to the Governance Committee.

Part and article/ section	Page ref	Substance of amendment / amended wording	Reason for amendment
Contents Page	1-2	Change of titles: Change 6. To "Function relating to the Communities and Resources group of services" Change 7. To "Functions relating to the OneSource group of services"	Organisational change
Part 2 Article 1	11	(b) 5. Remove "(i.e. the Group Director, Culture, Communities & Economic Development)"	Organisational change
Part 2 Article 2	14	(c) Champions Revised wording: "Council has established six positions to act as and be a Champion: (i) Champion for the Armed Force (ii) Champion for Equalities and Diversity (iii) Champion for Historic Environment (iv) Champion for Over Fifties (v) Champion for Voluntary Sector Compact (vi) Champion for Younger Persons"	Organisational change
Part 2 Article 8	21	8.01 (c) Statutory Officers Add between Director and Resources "Communities and"	Organisational change

Part 2 Article 10	24	10.03 change text to state he/she 10.04 change text to state him/her 10.04 change Council Procedure Rules to “Contract Procedure Rules”	For consistency
Part 2 Article 11	26	Remove reference to “Standards for England”	
Part 2 Article 12	28	Change number of members of Appointments Sub-Committee from 6 to “7”	Change to committee membership
Part 3	35	3. Functions delegated to staff Change 3.3 – 3.7 to read: “3.3 Powers of Members of the Corporate Management Team 3.4 Powers of Assistant Director and Heads of Service 3.5 Function relating to Children, Adults and Housing group of services 3.6 Function relating to the Communities and Resources group of services 3.7 Functions relating to the OneSource group of services Add: “3.10 Monitoring Officer Functions”	
Part 3.1 Council functions.	40	Regulatory Services Remove “London Thames Gateway”	
Part 3.1 Council functions.	41	Appointments Sub-Committee# Change Onesource to “oneSource”	Typo
Part 3.1 Council functions.	43	Adjudication and Review Committee Add under main Committee heading (Member’s Code of Conduct)	For clarity
Part 3.2 Executive functions	59	Change (c) Shared Services Joint Committee to “One Source Joint Committee”	
Part 3.3 Functions delegated to staff.	60	Change 3.5 to “Functions relating to the Children, Adults and Housing group of services”. Change 3.6 to “Functions relating to the Communities and Resources group of services”. Change 3.7 to “Functions relating to the OneSource group of services”.	Organisational change

Part 3.3 Functions delegated to staff.	64	Change “Local Government Ombudsman” to “Ombudsman”	Covers the Housing Ombudsman and the Parliamentary and Health Service Ombudsman
Part 3.3 Functions delegated to staff.	66	(h) Insert “Communities and” between Director and Resources.	Organisational change
Part 3.3 Functions delegated to staff.	78	(r) Insert “Communities and” between Director and Resources (t) Change “Assistant Chief Executive Legal & Democratic Services” to “Director of Legal & Governance” (v)(iii) Remove “or Assistant Chief Executive”.	Organisational change
Part 3.3 Functions delegated to staff.	85	3.6 Change heading to “Function relating to the Communities and Resources Group of Service” Change 3.6.1 in title to “Group Director Communities and Resources” Change 3.6.2 in title to “Programme Director, Corporate and Customer Transformation”. Change 3.6.5 in title to “Head of Economic Development” Add as a title “3.6.8 Head of Business and Performance”	Organisational change
Part 3.3 Functions delegated to staff	89	3.6.4 (c) Change Ice Rink to “Leisure Centre”.	Organisational change
Part 3.3 Functions delegated to staff	90	3.6.4 (e) Remove “the Olympic and Paralympic Games and other” 3.6.5 Change title to “Head of Economic Development”	Organisational change
Part 3.3 Functions delegated to staff.	92/93	3.6.6 (vi) Change Head of Legal Services to “Director of Legal and Governance” 3.6.6 (xii) Change Homes in Havering to “Homes and Housing”	Organisational change
Part 3.3 Functions delegated to staff.	99	Change 3.7 to “Functions relating to OneSource Group of Services”	Organisational change

Part 3.3 Functions delegated to staff.	100	3.7.2 (k) Revised wording: “To act as statutory officer pursuant to the collection of council tax and commercial rates.”	Typo
Part 3.3 Functions delegated to staff.	119	Appendix B - 5. Valuation. Revised wording: Terms will not be finalised without the benefit of a current valuation. Every valuation by the Property Strategy Manager shall state the date beyond which it is not to be regarded as valid without further certification by him or her. The general presumption is that all transactions will be in accordance with section 123 of the Local Government Act 1972 and disposal will not be at the consideration less than the best that can reasonably be obtained. The General Disposal Consent 2003 provides a framework for local authorities to agree a disposal at less than best consideration in certain circumstances, this is dealt with in paragraph 7”	Typo
Part 3.6 Proper Officer Functions	149	Change: Proper Officer for sections 115 and 146(1) to “Director of Finance” and “Head of Procurement”	
Part 3.6 Proper Officer Functions	154	Local Government Finance Act 1988 Change: Proper Officer for section 114 to “Director of HR/ Organisational Development.” Local Government & Housing Act 1989 Change: Proper Officer for section 2 to “Director of Finance” and “Head of Procurement”	

Part 4 Access to Information Procedure Rules	165	3. Access to agenda, minutes and reports before meeting: Revised wording “The Council will post on its website electronic versions of the agenda, the minutes of the previous meeting and any subsequent special meeting(s) (if available) and such reports as are open to the public. A paper copy of these documents will be available for inspection at Havering Town Hall at least five clear days before the meeting”. Remove: “The agenda, minutes and reports will be posted to the Council’s website as soon as possible after the paper copy is made available.”	Change in procedure
Part 4 Committee Procedure Rules	180	5. Appointment of Chairman and Vice-Chairman of the Committee. (d) Remove : “Subject to (e) following” and	Typo
Part 4 Committee Procedure Rules	183	Rules for specific meetings 11(a) Change Rule 8 (c) (attendance of substitute members) to “Rule 7(d) Substitute members”	
Part 4 Staff Employment Procedure Rules	283	5. Appointment of Group Director, Chief Finance Officer..... Change (as set out in rule 13 below) to “(as set out in rule 14 below)”	
Part 4 Staff Employment Procedure Rules	286	17. Independent Persons Fourth para: Revised wording: The Council must appoint to its Panel such relevant independent persons who have accepted an invitation issues in accordance with the paragraphs above. Independent person are appointed in the following priority order:	
Part 5 Members Code of Conduct	295	Interests Change: 2. To “Disclosure of Personal Interests”	
Part 5 Protocol on Member/ Officer Relations	320	Use of Local Authority Resources 28. Remove: “paragraph 6 of”	

Part 7	353-354	Change to Management structure charge (see attached)	Change of structure
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Part 7: Management Structure

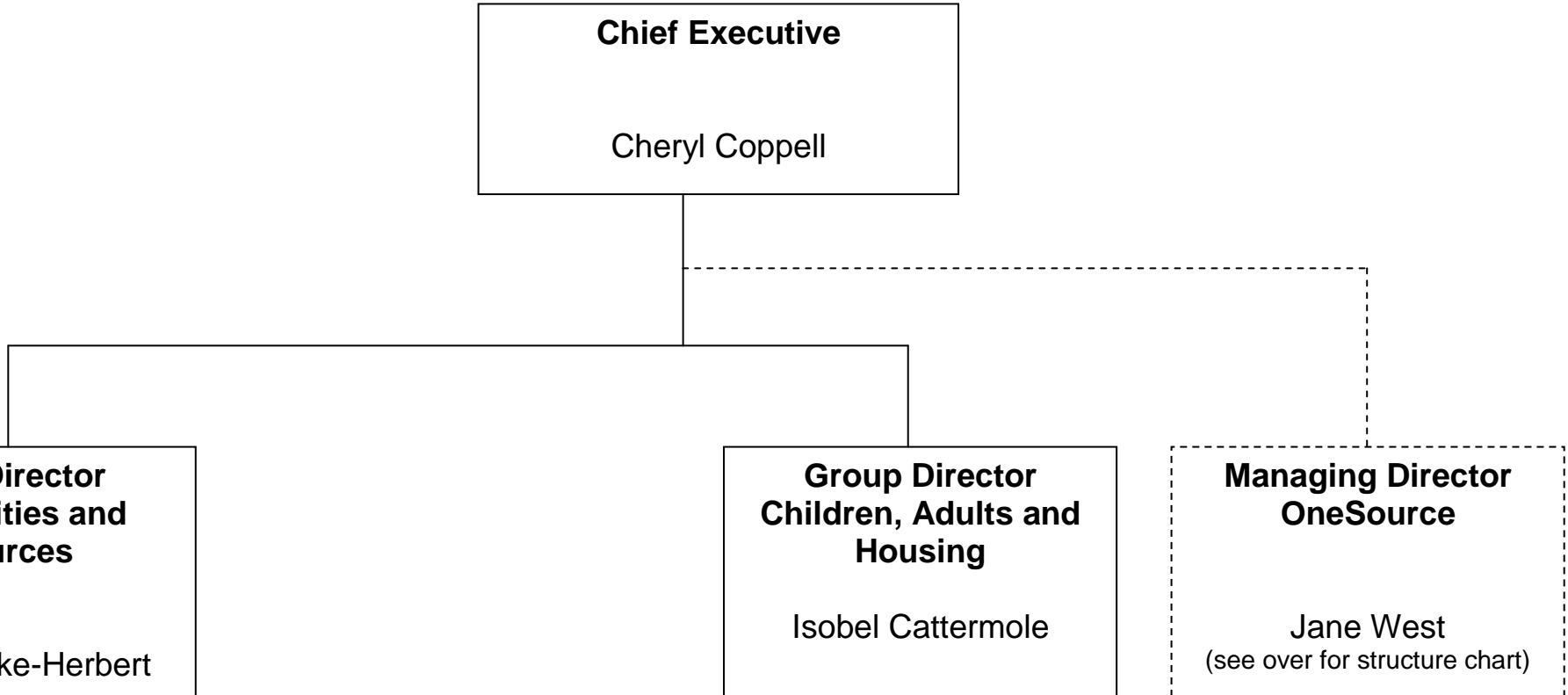
Chief Executive
Cheryl Coppell

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**Group Director
Communities and
Resources**
Andrew Blake-Herbert

**Group Director
Children, Adults and
Housing**
Isobel Cattermole

**Managing Director
OneSource**
Jane West
(see over for structure chart)



OneSource Management Structure

