



# Havering

L O N D O N   B O R O U G H

## GOVERNANCE COMMITTEE AGENDA

<b>7.30 pm</b>	<b>Thursday 31 May 2018</b>	<b>Committee Room 3A - Town Hall</b>
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Members 11: Quorum 4

### COUNCILLORS:

**Conservative Group  
( 6 )**

Roger Ramsey  
Damian White  
Robert Benham (Vice-Chair)  
Joshua Chapman  
Michael White (Chairman)

**Residents' Group  
( 2 )**

Ray Morgon  
Barry Mugglestone

**Upminster & Cranham  
Residents' Group**

Clarence Barrett

**Independent  
Residents' Group  
( 1 )**

David Durant

**Labour Group  
( 1 )**

Keith Darvill

**North Havering Residents 1**

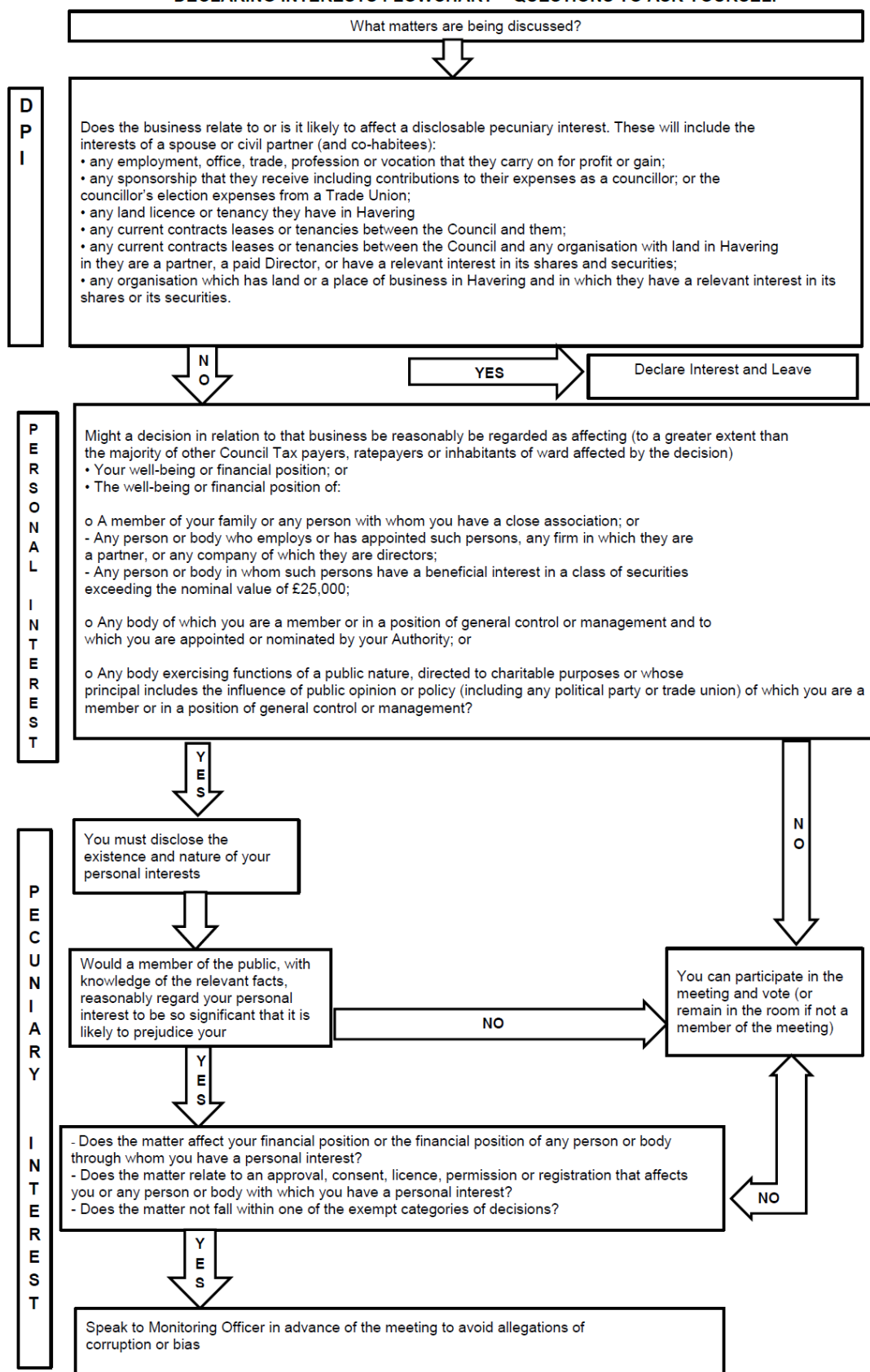
Darren Wise

**For information about the meeting please contact:**

**Debra Marlow tel: 01708 433091**

**e-mail: [debra.marlow@onesource.co.uk](mailto:debra.marlow@onesource.co.uk)**

**DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF**



## **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 INTERESTS**

Members are invited to disclose any interest in any of the items on the agenda at this point of the meeting.

*Members may still disclose any interest in any item at any time prior to the consideration of the matter.*

### **4 MINUTES** (Pages 1 - 6)

To approve as a correct record the minutes of the Committee held on 7<sup>th</sup> March, 2018, and to authorise the Chairman to sign them.

### **5 ORGANISATION AND NUMBER OF APPOINTEES 16-17** (Pages 7 - 22)

**Andrew Beesley**  
**Head of Democratic Services**

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**MINUTES OF A MEETING OF THE  
GOVERNANCE COMMITTEE  
Committee Room 3A - Town Hall  
7 March 2018 (7.30 - 9.35 pm)**

**Present:**

**COUNCILLORS**

<b>Conservative Group</b>	Melvin Wallace (Vice-Chair), Roger Ramsey, Damian White, Osman Dervish and Robby Misir
<b>Residents' Group</b>	Ray Morgon and Barbara Matthews
<b>Labour Group</b>	Keith Darvill
<b>Independent Residents Group</b>	David Durant
<b>East Havering Resident's Group</b>	Gillian Ford Darren Wise

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

**13 APOLOGIES FOR ABSENCE & SUBSTITUTE MEMBERS**

Councillor Robby Misir attended as substitute for Councillor Philippa Crowder and Councillor Gillian Ford attended as substitute for Councillor Clarence Barrett.

**14 DISCLOSURE OF INTERESTS**

There were no declarations of interest.

**15 MINUTES**

The minutes of the meeting of the committee held on 1<sup>st</sup> November, 2017 were agreed as a correct record subject to the amendment of the attendance record which failed to register Councillor Daren Wise as being present. The Chairman subsequently signed the minutes.

**16 REVIEW OF PLANNING DECISION MAKING PROCESSES AND PROCEDURES**

Mike Kiely, Planning and Development Advisor, outlined the report to members of the Committee.

The report detailed the new proposals for the governance of planning matters which had been under review following a resolution by Council in October 2017. It was noted that the regeneration and growth strategy in the Borough was an exciting challenge and as a result the Council needed a more proactive and delivery focused planning authority.

The report provided a detail of changes which would be required to the Constitution to facilitate improvements in appendices A to H.

Havering has a higher than average number of major planning applications which are determined by the Council and refused to be then subsequently allowed at appeal. This figure had been running close to 10%. It was noted that over the past two years nearly 85% of these decisions had been against the recommendation of officers. The Government uses this as an indicator to the quality of decision making and as a result the London Borough of Havering was at risk of being designated by DCLG (now known as the Ministry of Housing, Communities and Local Government).

If a Local Planning Authority lose more than 10% of these appeals in a two year period this is considered to be bad performance which can result in the designation. Havering came close to this at 9.23%.

Havering was contacted by the Planning Advisory Service (PAS) as part of the Government's programme to assist authorities risking designation and there followed a Planning Committee Review. The resulting report made a number of key recommendations:

- Members should make decisions on Borough wide issues rather than ward issues
- Planning Committee needs to operate as an enabler and facilitator for development, rather than controlling or preventing it
- All committee members need to be adequately trained and agree to attend the entire programme – failure to do so needs to be effectively enforced
- A Chief Planner needs to be in place to manage the planning service and to act as the key go between with members

In order to address these concerns the proposals set out in the subject report provided options for consideration.

There followed discussions in relation to the proposals and the Committee voted on whether to accept them. It was decided unanimously that the proposals would be followed with three voters abstaining and Councillor David Durant on record voting against.

#### **Decision:**

The Governance Committee decided to **recommend** to Full Council:

1. The setting up of a new Strategic Planning Committee to deal with strategic applications and any other strategic planning matters and a Planning Committee to deal with other planning applications and planning matters.
2. The main changes to the Constitution set out in Appendix A and the consequential minor amendments to the Constitution set out in Appendix B of the report.
3. That the following documents be included in the Constitution:
  - the Functions Delegated to Staff, in Appendix C;
  - the Functions Not the Responsibility of the Executive, in Appendix D;
  - the Planning Committee Procedure Rules, in Appendix F; and
  - the Planning Code of Good Practice, in Appendix G.
4. That these changes be implemented after the May 2018 local elections.

**17 MEMBER INDUCTION PROGRAMME 2018 AND THE MEMBER LEARNING & DEVELOPMENT FRAMEWORK**

Debra Marlow, Principal Democratic Services Officer outlined the report to Governance Committee. This detailed the proposed Member Induction Programme for 2018 and the Member Learning & Development Framework.

A number of meetings had taken place with the Member Development Group to devise and shape the Induction Programme. This would ensure that plans were in place to deliver a full and comprehensive series of Information Sessions to new Members following the local elections scheduled for early May.

The Induction Programme will complement the Member Learning and Development Framework which aims to promote learning and development opportunities for all Members which will put Members in a favourable position to develop their own personal plan.

Following the meetings with the Member Development Group, their approval was given to the Programme and Framework and so Governance Committee were asked to note the Programme of Information and training sessions for new and re-elected members to take place during May and June after the elections.

The Induction Programme is attached at Appendix A to the report and the Member Learning & Development Programme at Appendix B.

It had been agreed that a more coordinated approach was needed to ensure new Members had as much information as possible in the first few weeks after the election. Thereafter, the programme would become more flexible and tailored to the needs of each individual Member. It was recognised that Councillors needed the freedom to achieve development plan objectives according to their own learning preferences.

The Induction Programme was set out to indicate which sessions were essential for all Members and which were essential for new Members. It was noted that some Committees required Members to have attended a training session in order to be able to take a seat on the Committee. These were, Regulatory Services (now to be proposed to Council as, Strategic Planning Committee and Planning Committee), and Licensing Committee. These were constitutional requirements. It was also noted that the training for these Committees was also mandatory for substitute Members.

Following discussion, the Governance Committee:

**Noted** the programme of information and training sessions for the new and re-elected Members, following the local elections in May, 2018.

## 18 **REPORT OF THE CROSS PARTY REVIEW OF OVERVIEW & SCRUTINY**

Andrew Beesley, Head of Democratic Services presented the Report of the Cross Party Review of Overview & Scrutiny to the Governance Committee.

At the Council meeting in June 2017, Council resolved to establish a cross party working group to review the Council's Overview and Scrutiny (O&S) arrangements.

The report presented detailed the findings of that review together with recommendations seeking to alter the current O&S governance within the Council.

The Review Group consisted of six members, one from each political group of the London Borough of Havering and was chaired by Councillor Michael White. There were six separate meetings and a number of tasks were undertaken to identify a number of key issues which were taken forward for more detailed attention. These were:

- The organisational culture and attitude towards O&S;
- Developing an O&S regime which focusses on delivery and monitoring of outcomes; including setting the O&S agenda and methods of delivery
- Clearly defined roles and responsibilities;
- Key skills required for O&S and a commitment to ongoing training and development for Members;
- O&S governance structure;
- Remuneration;
- Officer support.

The Review Group identified the most significant factor in determining the effectiveness of O&S as the organisational culture of the Council. Having a positive attitude which universally recognised that O&S could play a productive part in the decision making process, was vital.

The Review Group looked at a number of key drivers required namely:



- Overview & Scrutiny is given a high status within the local authority.
- Ensure that Members take a clear lead in deciding the overview and scrutiny programme.
- Focus on policy considerations, and not let party loyalties overwhelm discussions.
- Be pro-active, and not only be about scrutinising decisions (pre-decision and horizon-focussed scrutiny)
- Communicate effectively and openly – with the executive and the public.

The Group concluded that the number of O&S committees should be reduced. This would be offset by an increased role and work load which would go to topic groups in either “in-depth” or “rapid” reviews. It was proposed that the O&S Board would be retained. The proposed structure is detailed in a flow diagram at page 100 of the Agenda and consists of the O&S Board, two overarching Scrutiny Committees one for “Places” and one for “People”. Topic Groups would stem from all three. The areas of responsibility proposed are also set out at page 101.

The Review Group concluded that O&S in Havering required adjustment.

Discussion followed, taking account of the documentation presented in the report including a revised guide to Overview & Scrutiny.

The Leader, Councillor Roger Ramsey, expressed concerns as to how this would be taken forward to enable the statutory obligations of various Scrutiny Committees to be fulfilled.

#### **Governance Committee:**

**Noted** the report of the Review Group and the proposals made therein. However, it was decided this would be dealt with following the election of the new administration in May, 2018.

### **19 APPOINTMENTS TO OTHER ORGANISATIONS, 2017/18**

Debra Marlow, Principal Democratic Services Officer, presented the report to the Committee.

The recommendations for appointments were noted.

#### **Decision**

The Governance Committee:

1. In respect of the Havering College of Further and Higher Education, made the nomination of Councillor Robert Benham to the Search and Governance Committee in order to appoint a Governor

2. In respect of the Hornchurch Hosing Trust, appointed Councillors Joshua Chapman and Nic Dodin as nominative Trustees until February, 2022.

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**Chairman**



## **GOVERNANCE COMMITTEE** **31 May 2018**

**Subject Heading:**

**APPOINTMENTS TO OTHER  
ORGANISATIONS, 2018/19**

**SLT Lead:**

Kathryn Robinson  
Monitoring Officer  
01708 432242

**Report Author and contact details:**

Jacqui Barr  
Senior Democratic Services Support  
Officer  
jacqui.barr@havering.gov.uk  
01708 432439

**Policy context:**

The Council appoints Members and others to serve on a variety of other bodies

**Financial summary:**

There are no significant financial implications.

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

Communities making Havering	<input checked="" type="checkbox"/>
Places making Havering	<input type="checkbox"/>
Opportunities making Havering	<input type="checkbox"/>
Connections making Havering	<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.

## RECOMMENDATIONS

That:

- 1 (a) The Committee determine appointments to the organisations referred to in this report for the period until the meeting that deals with appointments for the municipal year, 2019/20 (or such other period as may be relevant in any specific case).
- (b) Where the appointment is executive, the Committee **RECOMMEND** to the Leader that the appointment be made.
- 2 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.
- 3 The Council's voting rights at the General Assembly of the Local Government Association be exercised by the Leader of the Council (4 votes) and the Leader of the Opposition(1 vote) (or their respective nominees in the event either is unable to vote in person).

## 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). Appointments are for the period expiring at the first meeting of this Committee in the municipal year 2019/20 (probably during the last week of May 2019), 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.**
- 1.3 **Appendix 2** lists the appointments made by office-held and by individual member, but are not executive. The number of appointees required for each organisation is indicated in brackets. **The Committee is asked to review these appointments and agree what changes are to be made.**
- 1.4 Appointments that do not require review or renewal for the present are shown in italics. **The Committee is asked to note these appointments.**

**2. Exercise of voting rights:**

- 2.1 In some cases, the constitution of an organisation permits the casting of proxy votes if the appointed representative is unable to attend a meeting.
- 2.2 In order to avoid a possible loss of influence, it is the Council's usual practice to agree 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.
- 2.3 **The Committee is asked to agree to that practice continuing for the coming year.**
- 2.4 The Council is entitled to 5 votes in the General Assembly of the Local Government Association. Previously, the Leader of the Council and the Leader of the Opposition were allocated 4 votes and 1 vote each respectively.
- 2.5 **The Committee is asked to confirm that this arrangement should continue.**

**3. Wennington Quarry Community Liaison Committee**

- 3.1 The Council has been invited to appoint an Elected Member to act as Chairperson to the Wennington Quarry Community Liaison Committee. The full Terms of Reference are attached at the end of this report as Appendix 3. The committee has been established for the purpose of maintaining a good neighbour liaison during the development, operation and restoration of Wennington Quarry. It is intended that this committee will provide a forum for the local community to inform and discuss the development and operations at Wennington Quarry including any effect on the environment and local people living or working nearby.
- 3.2 It is expected that the Liaison Committee will meet at least twice a year (more frequently if circumstances require) and the appointment will be for a period of four years until May 2022
- 3.3 To avoid any possible conflict of interest, it is requested that the Chairperson be a non-Ward Member.

**4. Organisations No Longer Requiring Appointment**

The Orchard Village Neighbourhood Management Board ceased to exist on 5<sup>th</sup> October 2017 and no longer requires appointments to be made.

<b>IMPLICATIONS AND RISKS</b>
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**Equalities and Social Inclusion Implications and Risks**

There are no specific implications or risks. Appointments should be made with the Council's equalities policies in mind.

### **Legal, Finance and Environmental Implications and Risks**

These appointments are administrative and have no direct legal, financial or environmental implications or risks. In some cases, membership of an organisation is dependent upon the Council paying a subscription: where relevant, the subscription will be met from within an appropriate budget provision.

<b>BACKGROUND PAPERS</b>
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None

## APPOINTMENTS RECOMMENDED BY THE COUNCIL TO OTHER ORGANISATIONS, 2018/19

ORGANISATION AND NUMBER OF APPOINTEES	EXECUTIVE MEMBER APPOINTMENTS	
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**CEME (Centre for Engineering & Manufacturing Excellence) - 1**

Steve Moore- Director of Neighbourhoods

**East London Waste Authority - 2**

**East London Waste Authority Board (officer)**

Steve Moore- Director of Neighbourhoods

**London Councils**  
(Leaders' Committee)

Representative (1): Leader of the Council  
Deputy: (1) Deputy Leader of the Council  
Representative (1):  
Deputies (up to 4):

Transport & Environment Committee

Grants Committee

Representative (1):

Deputy (up to 4):

**Appointments to other organisations, 2017/18**

Pensions CIV (Sectorial Joint Committee) Representative (1): Chairman of Pensions Committee

Deputy (up to 2):

Greater London Employment Forum Representative (1):

Deputy Representative (1):

**Newable (formerly Greater London Enterprise Limited ) -1** Leader of the Council

**London Riverside (BID) Ltd** Representative (1): Leader of the Council

**Thames Gateway Strategic Group** Leader of the Council and Cabinet Member for Environment and Community Safety



ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non Executive Appointments)	COMMENTS AND NOTES
Adoption & Permanency Panel-2		
Tapestry (formerly Age Concern : Havering ) - 1		Representation reduced from two to one by Governance Committee on 1.11.17
Citizens Advice Havering		
Coopers Company & Coborn Educational Foundation		
Essex Wildlife Trust (Bedfords Park Management Committee)		
Governor Panel - 3		
Havering Arts Council - 5		

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non Executive Appointments)	COMMENTS AND NOTES
Havering Association for People with Disabilities - 2		
Havering Bands and Majorettes Association- Executive Committee - 3		
Havering & Brentwood Bereavement Service - 1		
Havering Chamber of Commerce and Industry		
Havering Children's Trust	<b>Cabinet Member for Children &amp; Learning</b>	
Havering College of Further Education	<b>Cabinet Member for Children &amp; Learning</b>	Nominated at Governance Committee on 8.3.18
Havering Community Safety Partnership – 2	<b>Cabinet Member for Environment and Community Safety and the Chief Executive</b>	
Havering Joint Forum - 6	<b>Leader of the Council, Deputy Leader of the Council, Leader of the Opposition Group</b>	

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non Executive Appointments)	COMMENTS AND NOTES
Havering Sports Council - 5	<b>Cabinet Member for Culture &amp; Community Engagement,</b>	
Havering Sixth Form College - 2	<b>Cabinet Member for Children &amp; Learning (till 31 July 2020) and Mrs Wendy Brice Thompson (till 30 September 2020)</b>	
Havering Theatre Trust - 3		
Hornchurch Housing Trust (Nomination Trustees) - 6	<b>Ms Pamela Freer and Councillor John Mylod (until February 2019) Councillor Damian White and Councillor Carol Smith (until February 2021) Councillor Joshua Chapman and Councillor Nic Dodin (until February 2022)</b>	<p>Ms Freer and Cllr Wood's appointments agreed at Governance on 11.3.15</p> <p>Cllr White and Cllr Smith's appointment agreed at Governance on 08.03.17</p> <p>Cllr Matthews' appointment agreed at Governance on 08.03.17</p> <p>Cllr Chapman &amp; Cllr Dodin appointments agreed at Governance on 8.03.18</p>

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non Executive Appointments)	COMMENTS AND NOTES
Lee Valley Regional Park	<b>Vacancy</b>	Nomination required to London Council
Local Government Association General Assembly - 4	<b>Leader of the Council, Leader of the Opposition</b>	
Local Government Information Unit		
London Home & Water Safety Council -1	<b>Cabinet Member for Environment and Community Safety</b>	
London Road Safety Council - 2		
London Youth Games-1	<b>Cabinet Member for Culture &amp; Community Engagement</b>	
Lucas Children's Play Charity Nominative Trustees – 2	<b>Cabinet Member for Children &amp; Learning and Councillor Gillian Ford (appointed till November 2019)</b>	Agreed at Governance on 11.11.15

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non Executive Appointments)	COMMENTS AND NOTES
North East London NHS Foundation Trust – 1	<b>Director of Adult Services</b>	
Poyntz (a.k.a. Richard Poyntz's) and other charities	<b>Mrs June Alexander(until March 2020) Mr David Livermore (until March 2020) and Rev. Michael Sparrow (until March 2020)</b>	Appointed by Governance on 9 March 2016
Relate North East - 2		
Reserve Forces & Cadets Association -1		
Romford Town Management Partnership		
<u>Romford Combined Charity Nominative Trustees</u> – 2	<b>Councillor Joshua Chapman (until 3.11.20) and Mrs Wendy Brice Thompson and Councillor Dilip Patel (until 3.11.18) Councillor Melvin Wallace (until 3.11.19)</b>	Cllr Chapman's appointment agreed by Governance on 11 January 2017
Safer Neighbourhood Board	<b>Cabinet Member for Environment and Community Safety</b>	

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non Executive Appointments)	COMMENTS AND NOTES
Standing Advisory Council for Religious Education (SACRE) - 5		
Tenant Management Organisations - 3	<b>BETRA (Gooshays) – DELTA (Squirrels Heath)- PETRA (St Andrews') –</b>	
Veolia ES Cleanaway Havering Riverside Trust - 1	<b>Councillor Robert Benham</b>	
Wennington Quarry Community Liaison Committee- 1 (until May 2022)		

## **WENNINGTON QUARRY COMMUNITY LIAISON COMMITTEE TERMS OF REFERENCE**

### **1) General Purpose**

The liaison committee is to provide a forum to inform and discuss with the local community the development and operations at Wennington Quarry including any effect on the environment and local people living or working nearby. It will endeavour to foresee and avoid / overcome problems and strive to minimise conflict between the operation of the site and the local community.

### **2) Our Aim:**

- a) The committee is established for the purpose of maintaining a good neighbour liaison during the development, operation and restoration of Wennington Quarry.
- b) Ingrebourne Valley Ltd. will inform members of the committee of the various stages and elements of the development.
- c) Members of the committee will become knowledgeable about the site operations.
- d) Ingrebourne Valley Ltd. will become conversant with local issues and develop a better understanding of how the local community feels in relation to the development and its operations and how this might affect/contribute to the local community.

### **3) The Committee:**

- a) The committee will share non-commercially sensitive information and engage in discussions about the issues regarding Ingrebourne Valley Ltd.'s operation of Wennington Quarry.
- b) Members will represent the interests of groups rather than attend as individuals and will use their local knowledge and experience to report how the operation of the quarry impacts on the local community. Not more than two representatives from any locally elected organisation expressing an interest in participating shall attend. This is considered to be the most effective method of disseminating information throughout the local community. Representatives from local community organisations expressing an interest to participate in the committee shall attend subject to the agreement of the existing members of the committee (as detailed in 4a below).
- c) The committee will advise Ingrebourne Valley Ltd. of plans to capture a wider consultation to ensure that the details of the operation reaches people who want to find out more and voice an opinion.
- d) Staff from Ingrebourne Valley Ltd. will attend all meetings and will participate in discussions.
- e) Representatives from the Local Planning Authority and relevant departments of the Havering Council and The Environment Agency shall be invited to all meetings.
- f) During discussions, it is expected that members of the committee will make their views known by raising questions, points of concern and alternative suggestions.
- g) The aim of the Liaison Committee is not to change peoples' minds or achieve consensus.
- h) Membership of the committee will in no way imply your personal support of or objection to the development and operation of the quarry.

#### 4) Membership:

- a) The committee will consist of a Chairperson (appointed by Havering Council), members of the parish / community council and other interested parties. Membership should represent a cross section of the community.
- b) Members will operate in accordance with 2b) with those individuals representing the interests of the local community. However, individual membership is allowed when an individual is invited by the liaison committee (for example if that individual is affected in a specific and unique manner).
- c) The following groups will additionally be invited to attend as appropriate:
  - Havering councillors in whose ward the site is located and adjacent Wards, also;
  - The Environment Agency Environmental Health Officer, Highway Officer
- d) Size of the committee: There will be no limit on the number of members on the committee and there will be a maximum of 5 members in the main / core committee to allow effective discussions but also a good balance and representation on behalf of local residents.
- e) Membership is on a voluntary basis. Should a member wish to leave, the need for an appropriate replacement will be discussed within the group a replacement then determined by the relevant organisation.
- f) The liaison committee may co-opt any person it wishes to co-opt who has a relevant interest in the site and shall be empowered to withdraw co-option if it wishes, at any time.
- g) Non-attendance shall not disqualify anyone from attending a meeting they are entitled to attend.

#### 5) Operation:

- a) The meetings will be independently facilitated by a Chairperson appointed by Havering Council. The 'Chair' will plan the way that the meetings are run. The chair will also suggest an agenda based on their understanding of what the Committee has requested and what is feasible to cover in the agreed time. The agenda shall consistently as minimum cover:
  - Approval of the minutes of the previous meeting.
  - A report by Ingrebourne Valley Ltd. of recent and forthcoming operations.
  - Anything else of notable interest which Ingrebourne Valley Ltd. wishes to raise, and;
  - Discussion (all members).
- b) The role of the Chairman shall also include a periodic check on the reporting arrangements for community representatives.
- c) The liaison committee shall decide when to meet but not less than twice annually.
- d) Ingrebourne Valley Ltd. will be responsible for setting up the liaison committee meetings to be held at the quarry office. On occasions meetings may take place elsewhere and at different times.
- e) Agendas and minutes will be circulated in advance and after each meeting to the liaison committee. Minutes will be circulated to members within 4 weeks of the date of a liaison meeting having taken place.
- f) Ground rules for behaviour at the meetings are to be agreed by the committee to ensure the meetings run smoothly. Currently these rules should include:



- Mobiles off when in the meeting.
- One person speaks at a time in the meeting.
- Listen as well as talk.
- During the presentations, make a note of your questions and ask at the end.
- Local administration is to be undertaken by Ingrebourne Valley Ltd. who will make the necessary logistical arrangements for the committee. This list is open and can be added to and reviewed as needed.

## **6) Communications:**

- a) The content of the full meeting report will be transcribed by Ingrebourne Valley Ltd. Comments will not be attributed to individuals or organisations without clear agreement. If additional information is requested to be included with the report by the committee it is included as an appendix or clearly differentiated within the report as being added afterwards & not at the meeting.
- b) Members are expected to discuss the issues raised at the meetings with others and bring their views to the meetings. This is part of their responsibility as representatives of other people in the community.

February 2018

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