



# Havering

L O N D O N   B O R O U G H

## GOVERNANCE COMMITTEE AGENDA

<b>7.30 pm</b>	<b>Wednesday 31 March 2021</b>	<b>Virtual Meeting</b>
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Members 12: Quorum 4

### COUNCILLORS:

**Conservative Group  
( 6 )**

Robert Benham  
Joshua Chapman  
Roger Ramsey  
Damian White (Vice-Chair)  
Viddy Persaud  
Ciaran White (Chairman)

**Residents' Group  
( 2 )**

Ray Morgon  
Barry Mugglestone

**Upminster & Cranham  
Residents' Group (1)**

Linda Hawthorn

**Independent  
Residents' Group  
( 1 )**

David Durant

**Labour Group  
( 1 )**

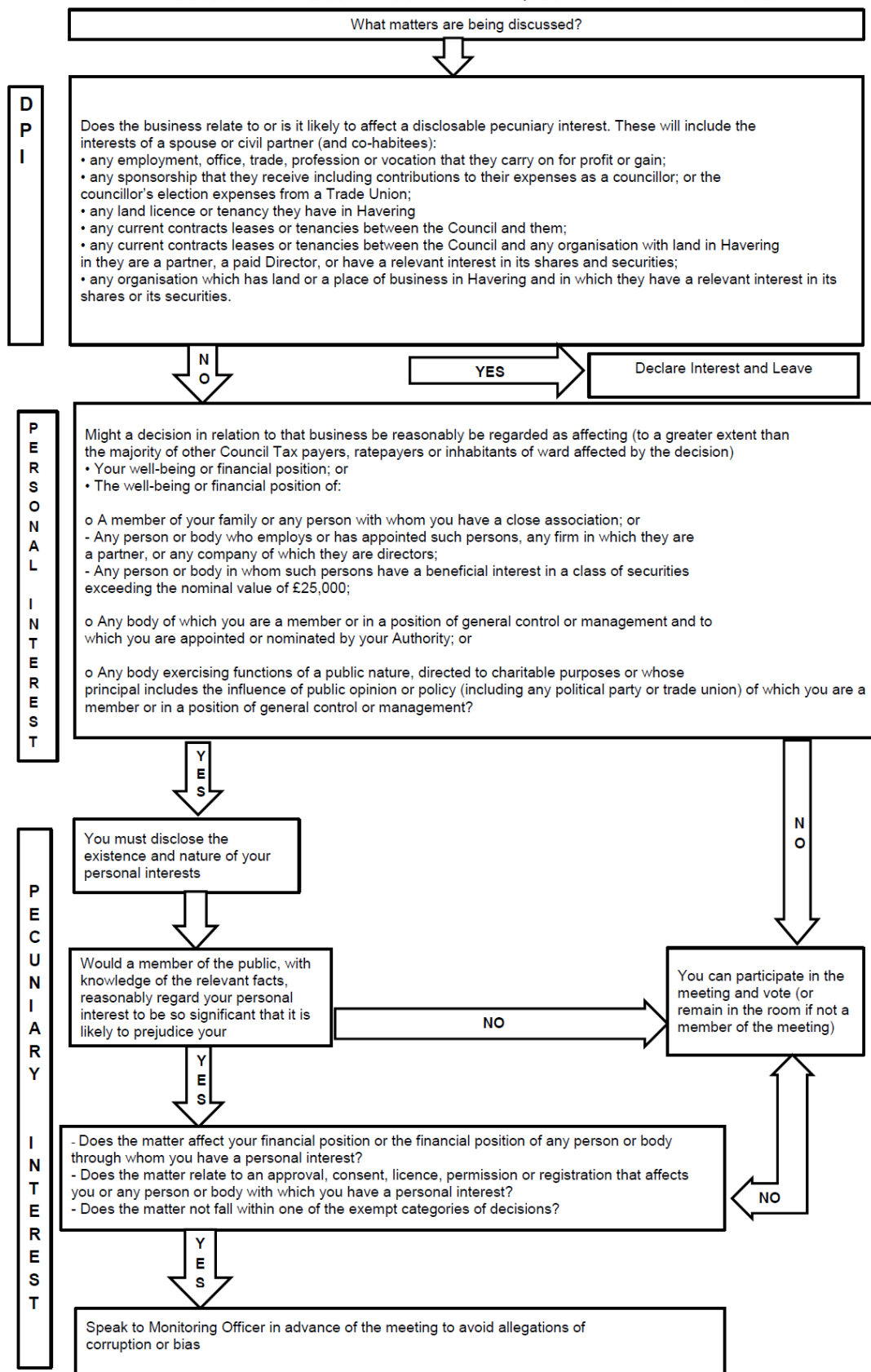
Keith Darvill

**North Havering Residents  
Group ( 1 )**

Martin Goode

**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 PROTOCOL ON THE OPERATION OF GOVERNANCE COMMITTEE MEETINGS DURING THE COVID-19 PANDEMIC RESTRICTIONS** (Pages 1 - 4)

### **3 APOLOGIES FOR ABSENCE & SUBSTITUTE MEMBERS**

(If any) - receive

### **4 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.*

### **5 MINUTES** (Pages 5 - 10)

To approve as a correct record the minutes of the Committee held on 13 January 2021, and to authorise the Chairman to sign them.

### **6 APPOINTMENTS TO OUTSIDE BODIES** (Pages 11 - 24)

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

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## LONDON BOROUGH OF HAVERING

### PROTOCOL ON THE OPERATION OF GOVERNANCE COMMITTEE MEETINGS DURING THE COVID-19 PANDEMIC RESTRICTIONS

#### **1. Introduction**

In accordance with the Local Authority and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings (England and Wales) Regulations 2020, all Governance Committee Meetings held during the Covid-19 restrictions will take place using a 'virtual' format. This document aims to give details on how the meetings will take place and establish some rules of procedure to ensure that all parties find the meetings productive.

#### **2. Prior to the Meeting**

Once the date for a meeting has been set, an electronic appointment will be sent to all relevant parties. This will include a link to access the virtual meeting as well as guidance on the use of the technology involved.

#### **3. Format**

For the duration of the Covid-19 restrictions period, all Governance meetings will be delivered through conference call, using Zoom software. This can be accessed using a PC, laptop or mobile/landline telephone etc. and the instructions sent with meeting appointments will cover how to do this.

#### **4. Structure of the Meeting**

Although held in a virtual format, Governance Committee meetings will follow the usual procedure.

#### **5. Technology Issues**

An agenda setting out the items for the meeting will be issued in advance, to all parties in accordance with statutory timetables. This will include details of reports to be considered and any other relevant documents. The agenda will also be published on the Council's website – [www.havering.gov.uk](http://www.havering.gov.uk) in the normal way.

All parties should be aware that the sheer volume of virtual meetings now taking place across the country has placed considerable strain upon broadband network infrastructure. As a result, Zoom meetings may experience intermittent faults whereby participants lose contact for short periods of time before reconnecting to the call. The guidance below explains how the meeting is to be conducted, including advice on what to do if participants cannot hear the speaker and etiquette of participants during the call.

Members and the public will be encouraged to use any Zoom video conferencing facilities provided by the Council to attend a meeting remotely. If this is not possible, attendance may be through an audio link or by other electronic means.

Remote access for members of the public and Members who are not attending to participate in the meeting, together with access for the Press, will be provided via a webcast of the meeting at [www.havering.gov.uk](http://www.havering.gov.uk).

If the Chairman is made aware that the meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chair shall temporarily adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chairman. If he or she does not fix a date, the remaining business will be considered at the next scheduled ordinary meeting of Governance Committee.

## **6. Management of Remote Meetings for Members**

The Chairman will normally confirm at the outset and at any reconvening of a Governance Committee meeting that they can see and hear all participating members. Any Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can see and hear the proceedings and the other participants.

The attendance of Members at the meeting will be recorded by the Democratic Services Officer. The normal quorum requirements for meetings as set out in the Council's Constitution will also apply to a remote meeting.

If a connection to a Member is lost during a meeting of the Board, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed, but the Member who was disconnected will not be able to vote on the matter under discussion given that they would not have heard all the discussion.

Any Member participating in a remote meeting who declares a disclosable pecuniary interest, or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. The Democratic Services Officer or meeting facilitator, will confirm the departure and will also invite the relevant Member by link, email or telephone to re-join the meeting at the appropriate time, using the original meeting invitation.

## **7. Voting at the Governance Committee**

Voting at the Governance Committee will take place by show of hands using the raised hands functionality on the Zoom application.

## **8. After the Meeting - Public Access to Meeting Documentation following the meeting**

Members of the public may access minutes, decisions and other relevant documents through the Council's website. [www.havering.gov.uk](http://www.havering.gov.uk)

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**MINUTES OF A MEETING OF THE  
GOVERNANCE COMMITTEE  
Town Hall, Main Road, Romford  
13 January 2021 (7.30 - 8.35 pm)**

**Present:**

**COUNCILLORS**

<b>Conservative Group</b>	Robert Benham, Joshua Chapman, Roger Ramsey, Damian White (Vice-Chair), Viddy Persaud and Ciaran White (Chairman)
<b>Residents' Group</b>	Ray Morgon and Barry Mugglestone
<b>Upminster &amp; Cranham Residents' Group</b>	Linda Hawthorn
<b>Independent Residents Group</b>	David Durant
<b>Labour Group</b>	Keith Darvill
<b>North Havering Residents Group</b>	Martin Goode

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

**7      PROTOCOL ON THE OPERATION OF GOVERNANCE COMMITTEE MEETINGS DURING THE COVID-19 PANDEMIC RESTRICTIONS**

**8      DISCLOSURE OF INTERESTS**

There were no declarations of interest.

**9      MINUTES**

The minutes of the meeting held on 12 August 2020 were agreed and signed electronically by the Chair as a true and accurate record of the same.

**10     APPOINTMENTS TO OTHER ORGANISATIONS 2020/21**

The Chair detailed the report requesting further appointments to Outside Bodies by the Committee.

The Governance Committee:

- **Agreed** that Councillor Chapman would be reappointed to the Romford Combined Charity; and
- **Agreed** That Ron Ower would be appointed to the Poyntz Charity

No voting was necessary.

## 11 **STAFF EMPLOYMENT PROCEDURE RULES**

Ben Plant, the Director of Human Resources and Organisational Development presented the report to Governance Committee.

The Committee took notice of the fact that the paper had been before the Committee before in January 2020 but the return had been delayed due to the Coronavirus Pandemic. The Committee were now being asked to consider some amendments to the Staff Employment Procedure Rules as set out within the report.

The existing Rules were considered at Appendix A to the report and Appendix B set out the proposed new Rules for full consideration.

Previously the Governance Committee had asked for greater clarity and so the full implications had been set out in the body of the report.

Recommendation 2 and 3 in the report were stated as follows:

2. decide which Deputy Chief Officer posts should be appointed to by members and which, if any, should be appointed to by officers (four options are presented at **Appendix C**)
3. decide if the decision to take disciplinary action against or dismiss Deputy Chief Officers should be made by members or delegated to officers

And these were considered by the Committee and discussed.

Chief Officer Roles are those roles which are direct reports to the Chief Executive Officer and include all of the Senior Leadership Team. Deputy Chief Officers are those officers reporting to a Chief Officer. These are the roles that one would expect to be recruited to post by Members through the Appointments Sub-Committee. The decision for the Governance Committee was to determine which officers would be appointed by the Members and which by the Head of Paid Service (CEO). Further, the Committee were asked to give consideration as to who they believed the disciplinary function should lie with, Members or the Head of Paid Service.

There followed discussion and the Leader of the Council having regard to Appendix C of the report which set out all the options for the Committee suggested that an Option 1A be considered to allow Members to appoint all Deputy Chief Officers of Grade 11 and above. It was also indicated that disciplinary matters should be dealt with by the Head of Paid Service.

Further discussion followed and the CEO, Andrew Blake-Herbert gave an example of one of his direct reports who was graded below Grade 11 who would fall to be appointed by Members if the Grade 11 element was not agreed.

Councillor Roger Ramsey raised a query in relation to disciplinary matters. If the CEO as Head of Paid Service had dismissed an officer, would the appeal on that matter lie with Members? This would need to be very clear in the final version of the Rules so there was no ambiguity in that regard.

The Committee noted that often disciplinary matters would be delegated by the Head of Paid Service to the relevant service Chief Officer and on such an occasion the appeal would lie to the Head of Paid Service. If the Head of Paid Service had dismissed an officer then the appeal would lie to Members and that would be made clear in the final Staff Employment Procedure Rules for adoption.

The Governance Committee went to a vote to consider recommendation 2 as amended Option 1 now termed Option 1A (in Appendix 3 of the report).

All members voted in FAVOUR of this save Councillor David Durant who ABSTAINED from the vote.

**Governance Committee:**

**Agreed** Members would appoint all Deputy Chief Officers of Grade 11 and above.

The Governance Committee further considered recommendation 3.

All members voted in FAVOUR of this save Councillor David Durant who ABSTAINED from the vote.

**Governance Committee:**

**Agreed** the decision to take disciplinary action against or dismiss Deputy Chief Officers should be delegated to officers; and

**Noted** that the rules would clarify the provisions in relation to disciplinary appeals before recommended to full Council.

Following a vote where all members voted in favour save Councillor David Durant who ABSTAINED,

**Governance Committee:**

**Agreed to** recommend to Council that the proposed Rules as agreed above be approved and that the Monitoring Officer be authorised to update the Constitution and make all necessary consequential changes.

12     **TEMPORARY CHANGES TO POLLING STATIONS DUE TO COVID19 - GLA ELECTIONS 6TH MAY 2021**

Zena Smith, Manager of Election Services presented this paper to the Governance Committee for consideration.

This detailed the proposed temporary changes to the Polling Station arrangements planned for the GLA Mayoral elections presently scheduled for May 2021.

These temporary arrangements are either due to venues no longer being available in light of the Covid19 pandemic or to avoid further disruption to schools, where alternative venues are able to be secured

Temporary arrangements had been proposed for 21 Polling Stations which have hitherto been provided in Schools, but some had refused and on that basis some amendments had been made.

It had not been possible to secure an alternative to Hildene School and so the School would continue to be the Polling Station due to the fact that no other alternative venue could be found. All efforts had been made to consider merging an existing station to avoid this but investigation showed this would not work due to lack of space.

The Governance Committee noted that these proposals were temporary for the GLA elections and that a full review of the Polling Stations would follow the outcome of the Boundary Commission Review.

Andrew Blake–Herbert, Chief Executive pointed out that many of Havering residents had used the same Polling Stations for years and would be entrenched in the practice of attending the same station. To ensure this temporary change proceeded in a seamless fashion the Communications Team together with Elections would ensure a very clear and extensive programme of communication for residents.

It was noted that the turn out for the GLA elections was usually around 40% and that it was likely that many residents would chose to use a postal vote to ensure the process was Covid secure.

In any event all plans were to be implemented to ensure social distancing and other arrangements to keep residents and staff protected from the virus. It was important to protect schools given the upheaval in education to date.

Councillor Durant was concerned that this was alarmism and that the democratic right to attend a Polling Station should be encouraged.

Following discussion, the Governance Committee voted with all Members in FAVOUR save Councillor David Durant who voted AGAINST and Councillor Ray Morgon who ABSTAINED.

**Governance Committee:**

**AGREED**

- To note the proposed changes set out in the report concerning the location of polling stations used for the GLA elections on 6<sup>th</sup> May 2021.
- To note a number of the proposed new venues are yet to confirm, in the event that any of these decline that the original venue be used.
- To note that the final list will be sent to all members prior to the election being held on 6<sup>th</sup> May 2021.

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**Chairman**

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## GOVERNANCE COMMITTEE 31 March 2021

**Subject Heading:**

**APPOINTMENTS TO OTHER  
ORGANISATIONS, 2020/21**

**SLT Lead:**

**Abdus Choudhury**  
**Deputy Director of Legal & Governance**  
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01708 432741

**Report Author and contact details:**

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

### SUMMARY

The Council makes appointments to a large number of other organisations, some statutory, others voluntary.

Since the executive governance arrangements were revised, responsibility for making some appointments has passed from this Committee to the Leader of the Council but the Constitution provides that in the case of non-executive appointments, it is for this Committee to make decisions

**RECOMMENDATIONS**

That the Committee:

1. In respect of the Hornchurch Housing Trust **APPOINT** three Trustees to the Board, one to serve until February 2023 and two to serve until February 2025.

**REPORT DETAIL**

**1. HORNCHURCH HOUSING TRUST**

- 1.1** The Hornchurch Housing Trust is a registered charity that administers and manages almshouse accommodation in the parish of Hornchurch. The Trust also has a portfolio of commercial and residential properties. The Council appoints a number of nominative trustees to the Trust for a four-year term of office expiring in sequence over each four-year period.
- 1.2** The term of office of both Councillor Damian White and Councillor Carol Smith expired in February 2021. Councillor Damian White has indicated that he wishes to step down, having served on the Board since March 2017. Councillor Carol Smith is eligible for re-appointment and wishes to continue in the role of Trustee. Councillor Smith has been a Trustee since September 2015. In addition, Councillor Joshua Chapman has indicated that he wishes to resign from the Board, leaving a vacancy until February 2023.
- 1.3** It should be noted that Trustees need not be Members of the Council and following the resignation of both Councillor White and Councillor Chapman, the Hornchurch Housing Trust has put forward two nominations to the vacant positions, as follows:  
**Mr Roger Evans**, former Councillor in the London Borough of Waltham Forest (1990-2002) and the London Borough of Havering (2006-2014) , former Member of the London Assembly (2000-2016) during which time he held the Chair of the London Assembly (2014-15) and the office of Statutory Deputy Mayor (2015-16). In addition, Mr Evans has a range of experience in public affairs and commerce.  
  
**Mr Peter Salisbury**, a housing consultant with over twenty years' experience in the sector and a strong background in property compliance, building safety, repairs, servicing and maintenance contract management.



Through residence in the Borough and other connections, both these nominees satisfy the Scheme requirement for appointment as Trustees.

- 1.4** The remaining nominative Trustees are Councillor John Mylod and Councillor Nic Dodin (appointed until February 2022) and Councillor Melvin Wallace (appointed until February 2023).

<b>IMPLICATIONS AND RISKS</b>
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**Financial implications and risks: None**

**Legal 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.

Members who sit on outside bodies will need to consider whether (a) they are required to register their interests with the Council and, where appropriate, declare the interests at meetings and (b) seek advice when they are potentially involved in Council decisions that may affect the outside body. As there is no remuneration for the appointments, they are very unlikely to be discloseable pecuniary interests. Trustee status means that the trustee must always act in the best interests of the trust. The Monitoring Officer is available to provide advice as and when necessary.

**Human Resources implications and risks:** There are none directly associated with this report.

**Equalities implications and risks:**

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

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of the Local Government Act 1972.

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