



Havering

LONDON BOROUGH

GOVERNANCE COMMITTEE AGENDA

7.30 pm

Wednesday
5 June 2024

Appointments Centre –
Rooms 10 and 11,
Town Hall, Main Road,
Romford

Members 12: Quorum 5

COUNCILLORS:

**Conservative Group
(3)**

Keith Prince
Timothy Ryan
Joshua Chapman

**Labour Group
(1)**

Keith Darvill
Vacancy

**Residents' Association
Independent Group
(1)**

John Tyler

**Havering Residents' Group
(2)**

Ray Morgon (Chairman)
Gillian Ford (Vice-Chair)
Vacancy
Vacancy
Vacancy

**East Havering Residents Group
(1)**

Martin Goode

For information about the meeting please contact:
Anthony Clements tel: 01708 433065
e-mail: anthony.clements@onesource.co.uk

Under the Committee Procedure Rules within the Council's Constitution the Chairman of the meeting may exercise the powers conferred upon the Mayor in relation to the conduct of full Council meetings. As such, should any member of the public interrupt proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room and may adjourn the meeting while this takes place.

Excessive noise and talking should also be kept to a minimum whilst the meeting is in progress in order that the scheduled business may proceed as planned.

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:-

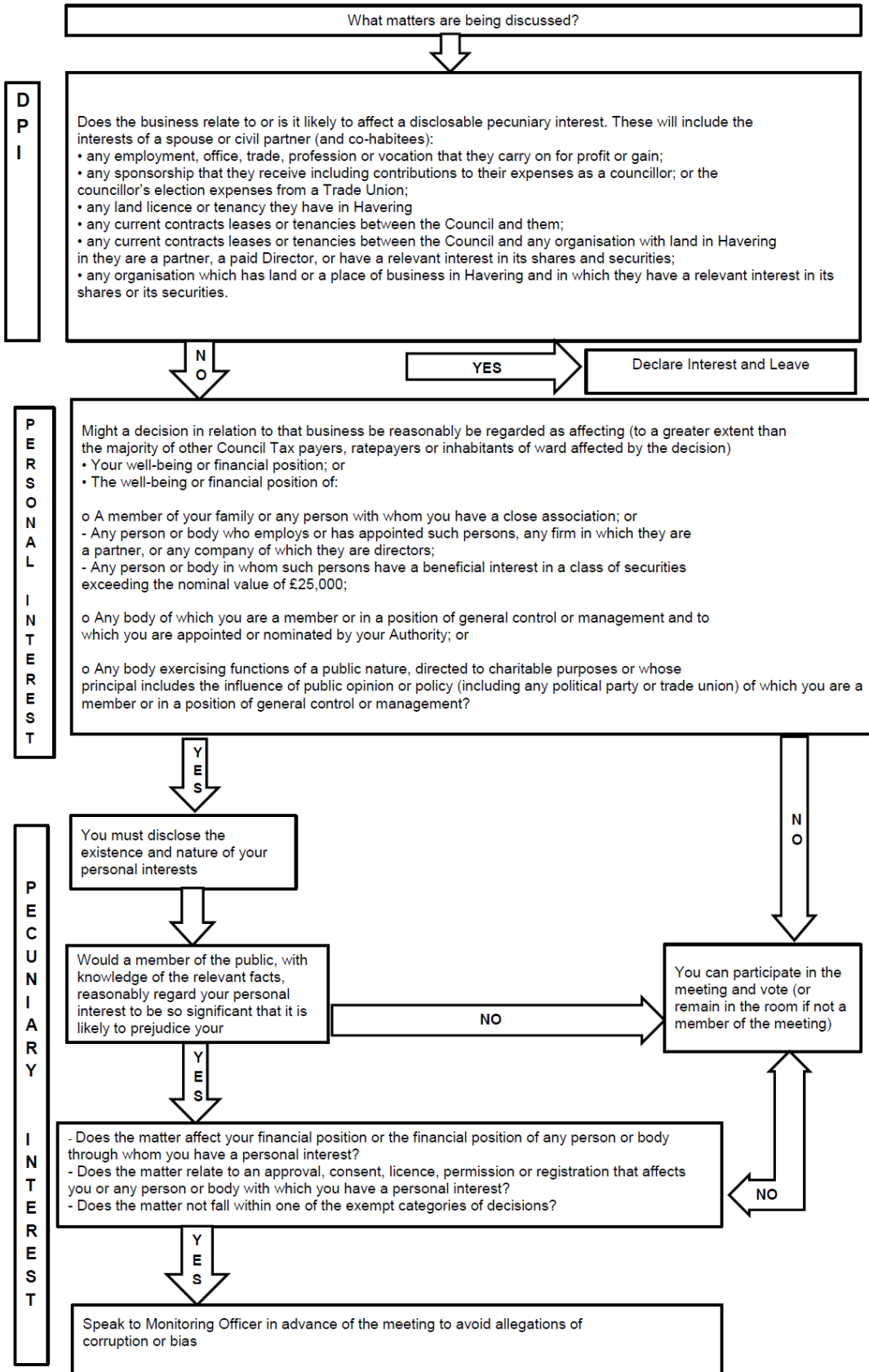
- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing,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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



AGENDA ITEMS

1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman will advise of arrangements in case of fire or other events that may require the evacuation of the meeting room or building.

2 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF 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 APPOINTMENTS TO OTHER ORGANISATIONS 2024/25 (Pages 5 - 14)

Report attached.

5 MAYORAL HANDBOOK AND PROCEDURES MANUAL (Pages 15 - 44)

Report attached.

6 COUNCILLOR COMPLAINTS - ANNUAL UPDATE (Pages 45 - 50)

Report attached.

7 CONSTITUTIONAL REVIEW - UPDATE (Pages 51 - 72)

Report attached.

Zena Smith
Head of Committee and
Election Services



GOVERNANCE COMMITTEE 5 June 2024

Subject Heading:

SLT Lead:

Report Author and contact details:

Policy context:

Financial summary:

APPOINTMENTS TO OTHER ORGANISATIONS, 2024/25

Gavin Milnthorpe
Deputy Director, Legal Services
01708 432838

Jacqui Barr
Governance Officer
jacqui.barr@onesource.co.uk
01708 432439

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

There are no significant financial implications.

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

People - Supporting our residents to stay safe and well

Place - A great place to live, work and enjoy

Resources - Enabling a resident-focused and resilient Council X

SUMMARY

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

Since the current governance arrangements came into force in 2002, responsibility for making executive appointments has passed from this Committee to the Leader of the Council, but the Constitution provides that this Committee agrees appointments to non-executive positions.

RECOMMENDATIONS

That:

- 1 (a) The Committee determine appointments to the non executive organisations referred to in this report for the period until the meeting that deals with appointments for the municipal year, 2025/2026 (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 authorise 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 (5 votes, or his respective nominee in the event he is unable to vote in person).

REPORT DETAIL

- 1.1 The Committee is authorised to make all appointments to outside bodies and other organisations, apart from 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 2025/26, except where otherwise specifically provided.
- 1.2 **Appendix 1** Executive appointments. **The Committee is asked to review the appointments and confirm 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 any changes 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 authorise the Chair of the meeting to exercise a proxy vote.

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. At the meeting of Governance Committee on 12th August 2020, it was agreed that all 5 votes should be cast by the Leader.

The Committee is asked to ratify the voting arrangements for the forthcoming year.

3. Havering Theatre Trust

- 3.1 On account of an increase in workload, Councillor Paul McGeary has resigned his position on the Havering Theatre Trust. Expressions of interest in the vacancy have been received from Councillor Trevor McKeever and Councillor John Wood. It is a requirement of the Trust that prospective Board members undertake an interview and this process has yet to be arranged.

The Committee is asked to **AGREE** the appointment of the successful candidate once the outcome of the interviews is known.

IMPLICATIONS AND RISKS

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 instances where membership of an organisation is dependent upon the Council paying a subscription, the subscription will be met from within an appropriate budget provision.

BACKGROUND PAPERS

None

APPOINTMENTS RECOMMENDED BY THE COUNCIL TO OTHER ORGANISATIONS, 2024/25

ORGANISATION AND NUMBER OF APPOINTEES	EXECUTIVE MEMBER APPOINTMENTS	
Capital Letters- 1	Cabinet Member for Climate Change & Housing Need – <i>Cllr Keith Darvill</i>	<i>From 22.11.23 to reflect change in portfolio</i>
CEME (Centre for Engineering & Manufacturing Excellence) - 1	Strategic Director of Place	
East London Waste Authority - 2	Cabinet Member for Environment and Cabinet Member for Finance – <i>Cllr Barry Mugglestone</i> and <i>Cllr Chris Wilkins</i>	
East London Waste Authority Board (officer)	Strategic Director of Place	
London Councils (Leaders' Committee)	Representative (1): Leader of the Council – <i>Cllr Ray Morgon</i> Deputy: (1) Deputy Leader of the Council – <i>Cllr Gillian Ford</i> (2) <i>Cllr Keith Darvill</i>	
Transport & Environment Committee	Representative (1): <i>Cllr Barry Mugglestone</i> Deputies (up to 4): <i>Cllr Graham Williamson, Cllr Paul McGeary</i>	
Grants Committee	Representative (1): <i>Cllr Gillian Ford</i>	

Appointments to other organisations, 2024/25

Deputy (up to 4): **Cllr Oscar Ford, Cllr Keith Darvill**

Pensions CIV (Sectorial Joint Committee)

Representative (1): Chairman of Pensions Committee – **Cllr Mandy Anderson**

Deputy (up to 2): **Vice Chair of Pensions Committee**

Greater London Employment Forum

Representative (1): **Cllr Ray Morgon**

From April 2024

Deputy Representative (1): **Cllr Graham Williamson**

Local London Inter Authority

Representative: Leader of the Council – **Cllr Ray Morgon**

Deputy: Deputy Leader of the Council – **Cllr Gillian Ford**

*Agreed by
Executive Decision
on 04/05/2023*

Newable (formerly Greater London
Enterprise Limited) -1
London Riverside (BID) Ltd

Cllr Graham Williamson

Representative (1): Cabinet Member for Regeneration - **Cllr Graham Williamson**

Thames Freeport Governance Board

Leader of the Council – **Cllr Ray Morgon**

Appointments to other Organisations 2024/25

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non-Executive Appointments)	COMMENTS AND NOTES
Adoption & Permanency Panel-2	Cabinet Member for Children & Young People – Cllr Oscar Ford and Cllr Joshua Chapman	
Children’s Executive Board	Cabinet Member for Children & Young People – Oscar Ford	
Coopers Company & Coborn Educational Foundation -1	Cllr Christopher Wilkins	
Havering Chamber of Commerce and Industry	Cabinet Member for Regeneration- Cllr Graham Williamson	
Havering Community Safety Partnership – 2	Cabinet Member for Environment – Cllr Barry Mugglestone & the Chief Executive – Andrew Blake-Herbert	
Havering Joint Forum - 6	Leader of the Council – Cllr Ray Morgon Deputy Leader of the Council – Cllr Gillian Ford Leader of the Opposition Group – Cllr Keith Prince Cllr Keith Darvill Cllr Martin Goode Vacancy	
<i>Havering Local Board (formerly Havering Sixth Form College & Havering College of Further and Higher Education)- 1</i>	Cllr Keith Darvill (until October 2024)	<i>Proposed to be removed as Council appointments at the end of term of office</i>
Havering Theatre Trust	Vacancy (expressions of interest from Cllr Wood and Cllr McKeever) Cllr Paul Middleton	<i>Cllr Middleton appointed by Council on 17.1.24</i>

Appointments to other Organisations 2024/25

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non-Executive Appointments)	COMMENTS AND NOTES
<i>Hornchurch Housing Trust (Nomination Trustees) - 1</i>	Mr John Mylod (until February 2026) Mr Roger Evans and Mr Peter Salisbury (until February 2025)	<i>Under the Trust's new Constitution, only one Council representative is required. This is currently Mr John Mylod. As other appointments expire, they will not be replaced. Proposed to be removed as Council appointments at the end of term of office</i>
Local Government Association General Assembly - 4	Leader of the Council – Cllr Ray Morgon Councillor Gillian Ford Councillor Keith Darvill Councillor Keith Prince for Councillor Michael White	<i>Appointed at Annual Council on 24th May, 2023</i>
Local Government Information Unit - 1	Leader of the Council- Cllr Ray Morgon	
London Road Safety Council - 2	Cabinet Member for Environment – Cllr Barry Mugglestone and Cllr Jane Keane	
London Youth Games-1	Cabinet Member for Adults & Wellbeing – Cllr Gillian Ford (for Councillor Middleton, owing to change in Portfolios)	
<i>Lucas Children's Play Charity Nominative Trustees – 2</i>	Two Vacancies until 2028 Expressions of interest from Cllr Stanton and Cllr Keane	
NELFT NHS Council of Governors	Cllr Jacqueline McArdle (until July 2026)	Appointed 21.03.24
North East London NHS Foundation Trust – 1	Strategic Director of People – Barbara Nicholls	
<i>Poyntz (a.k.a. Richard Poyntry's) and other charities</i>	Cllr Jacqueline Williams (until March 2028) Vacancy (until March 2028)	<i>Cllr Williams' appointment agreed at Council on 17.1.24</i>

Appointments to other Organisations 2024/25

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non-Executive Appointments)	COMMENTS AND NOTES
Reserve Forces & Cadets Association -1	Champion for the Armed Forces- Cllr Barry Mugglestone	
Romford Town Management Partnership	Cabinet Member for Regeneration- Cllr Graham Williamson	
<i>Romford Combined Charity</i> <u><i>Nominative Trustees</i></u> – 2	Councillor Joshua Chapman (until 3.11.24) Mrs Wendy Brice Thompson and Councillor Jane Keane (until 3.11.26) Mr Melvin Wallace (until 3.11.27)	Cllr Chapman’s appointment agreed by Governance on 13 January 2021 Mr Wallace’s appointment agreed by Chair’s decision on 19 October 2023.
Safer Neighbourhood Board	Cabinet Member for Environment – Cllr Barry Mugglestone	
Standing Advisory Council for Religious Education (SACRE) - 5	Vacancy Councillor Jacqueline McArdle Councillor Philip Ruck Councillor David Taylor Councillor Katharine Tumilty	Appointed at Council on 7.09.22 and on 23.11.22
Tenant Management Organisations - 3	BETRA (Gooshays) – Councillor Paul McGeary DELTA (Squirrels Heath)- Ward Councillor – Councillor Keith Prince PETRA (St Andrews’) – Councillor Bryan Vincent	Cllr Prince appointed at Council on 23.11.22
Veolia ES Cleanaway Havering Riverside Trust - 1	Cabinet Member for Environment – Cllr Barry Mugglestone	
<i>Wennington Quarry Community Liaison Committee- 1 (until May 2026)</i>	Councillor Sarah Edwards	Cllr Edwards appointed on 21.3.24



GOVERNANCE COMMITTEE, 5 JUNE 2024

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: MAYORAL HANDBOOK AND PROCEDURES MANUAL

A revised comprehensive Mayoral Handbook and Procedures Manual (attached) has been developed by the Corporate Executive Service, and acts as the definitive guide in relation to the Mayor's role, powers, and responsibilities.

Embodying principles of transparency, accountability and political neutrality, this handbook has been produced in line with best practice guidance provided by the National Association of Civic Officers (NACO) with a focus on the effective execution of the Mayor's duties and service to the community.

Although Governance Committee is not required to formally adopt the document, the Handbook is being brought to the attention of Members in the spirit of good governance, in order that approval can be confirmed at Governance Committee Council, at the start of the new municipal year.

There are no identified, direct **financial, legal, human resources or equalities implications and risks** associated with the Handbook. .

RECOMMENDATIONS

1. That Governance Committee approves that the Mayoral Handbook be used with immediate effect.

Staff Contact:
Designation;
Email:

Anthony Clements
Committee Services Manager
Anthony.clements@onesource.co.uk

Andrew Blake Herbert
Chief Executive

Council, 22 May 2024

Background paper List

There are no background papers.



MAYORAL HANDBOOK AND PROCEDURES MANUAL

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Introduction

The creation of a comprehensive Mayoral Handbook and Procedures Manual stands as a cornerstone in the governance of our council, embodying principles of transparency, accountability, and political neutrality. This essential document not only outlines the responsibilities and protocols governing the role of the Mayor, but also serves as a beacon of public scrutiny, ensuring that activities and expenses, associated with the position, are meticulously accounted for and justified.

By adhering to agreed-upon protocols and criteria, the manual promotes robust and evidence-based decision-making, safeguarding the reputation of both the mayoralty and the council. Through its detailed guidance, the handbook fosters a shared understanding among stakeholders, providing crucial support and focus for the effective execution of the Mayor's duties and service to the community.

The Mayor of Havering holds a distinguished position, embodying both statutory duties outlined in the council's constitution and additional ceremonial responsibilities that contribute to the borough's community spirit.

The ancient office of Mayor dates back to the days when Mayors had much wider authority and power than they do today. The position today is a civic role except for the chairing of Council meetings. However, the importance of the position is still widely recognised and remains the highest office that the citizens of a borough, through their elected representatives, can confer. It makes the holder their first citizen, and, within the borough, the Mayor takes precedence over everyone except for the sovereign or the sovereign's representative. The Mayor is responsible for upholding the dignity of the office, whilst championing, protecting, and respecting the principles of the Members Code of Conduct.

This document acts as the definitive guide and reference in relation to the Mayor's role, powers, and responsibilities. It aims to support and outline procedures, guidelines, and formalities of the mayoralty, all underpinned by the council's constitution. It also acts as a reference in relation to the role of the Deputy Mayor and the Mayoress/Consort.

This handbook has been produced in line with documented guidance provided by the National Association of Civic Officers (NACO) and supersedes any previous versions.

The incoming Mayoralty, by way of signing the declaration agreement, agree to abide by the guidance and procedures outlined in this document.

Role and Responsibilities

Constitutional Duties

Per Section 3 of the Local Government Act 1972, the Mayor shall be elected at the Annual Meeting of the Council from among its members. The mayor's statutory duties, as defined by the council's constitution, include:

- **Presiding Over Council Meetings:** The Mayor presides over and chairs full council meetings, ensuring orderly proceedings and adherence to council protocols. Under Council Procedure Rule 7 (b), the ruling of the Mayor in relation to any aspect of the conduct of the meeting shall not be questioned. Committee Services will fully prepare the Mayor for this role and will meet with the Mayor prior to each Council meeting.
- **Autonomy to call Extraordinary Council Meetings:** As per Council Procedure Rule 4.1, the Mayor can call an extraordinary meeting of Council at any time (subject to governance procedures) and the timetable and rules for amendments will be set by the Mayor. The Mayor is required to fix an extraordinary meeting if a requisition, signed by at least five members, is received. Failure to do so within seven working days, as per Schedule 12 part III of the Local Government Act 1972, automatically allows the members concerned to do so.
- **Presiding over Citizenship Ceremonies:** Citizenship ceremonies are held twice a month at Langton's House and are the final formalities in becoming a British citizen. Either the Mayor, the Deputy Mayor, Deputy Lieutenant, or another agreed dignitary (such as a past mayor) will be asked to conduct these ceremonies. An agreed script is prepared by Langtons House, on behalf of the Home Office, officially welcoming new British citizens to the London Borough of Havering. The dignitary conducting the ceremony will present the Naturalisation certificates, and at the personal choice and preference of the recipient, shaking of the hand can occur.
- **First Citizen:** Serving as the borough's First Citizen, the Mayor during their mayoral term has the prestigious role of representing the Council and all its citizens. Acting as Ambassador of the London Borough of Havering at official functions and ceremonial occasions, both within Havering and neighbouring boroughs.

Ceremonial Responsibilities:

In addition to these statutory duties, the Mayor may also engage in ceremonial activities that enhance community cohesion and celebrate the borough's identity. These activities include:

- **Community Outreach:** participating in community events, forums, and activities to foster a sense of belonging and inclusivity within Havering and neighbouring boroughs.
- **Educational Initiatives:** Supporting educational institutions and initiatives aimed at promoting learning and skill development among Havering's residents and those in neighbouring boroughs.
- **Cultural Events:** Attending cultural events, performances, and exhibitions that celebrate the diversity and heritage of Havering's communities and those of neighbouring boroughs.
- **Environmental Initiatives:** Serving as a green climate change advocate by supporting environmental conservation efforts, promoting sustainability practices, and advocating for policies that address climate change within Havering and neighbouring boroughs.

Role of the Mayoress/Consort

It is customary that the incoming mayor will nominate a Mayoress or Consort, who shall accompany them to mayoral engagements and personally support their mayoralty. Traditionally this has been the Mayor's partner, but it may be any other persons. It is completely within the Mayor's prerogative not to nominate a companion, however it is recommended.

The Mayoress/Consort shall be announced during Mayor Making at Annual Council, and names shall then be registered with the London Mayors' Association (LMA).

This is not a role recognised by law, and there is no civic responsibility bestowed upon a chosen Mayoress/Consort. The expectations, responsibilities, and decision-making capabilities of a 'first citizen of the Borough' lies solely with the Mayor. This means that the Mayoress/Consort has no authority nor power to influence, change, or be directly involved with any decision-making processes throughout the mayoral year.

Attendance at events is purely to accompany the mayor and to offer support. Under no circumstances shall the Mayor ask their Mayoress/Consort to represent them at a chosen event or ask them to carry out a specific duty in their absence. Nor shall they attend events independently and in an official capacity as the Mayoress/Consort. This is because they do not represent the Borough in the same way that the Mayor does. The expectations and responsibilities of a 'first citizen of the borough' are bestowed upon the Mayor only.

Notwithstanding this, the expectation remains that the Mayoress or Consort will always uphold the dignity of the office and act in accordance with the Members' Code of Conduct.

Concerning mayoral engagements, it is completely within the organiser's right to request that just the Mayor attend, without the Mayoress/Consort, and this can be for several reasons. In these instances, the request shall be respected and not challenged.

On the occasion that the Mayoress/Consort is unavailable to accompany the Mayor, and the Mayor wishes to still be accompanied, a suitable replacement can be organised. However, this representative shall not wear the Chains of Office, under any circumstances. The Mayor shall also notify the office in advance, to allow the organisers to be appropriately informed. If the Mayor does attend an event on their own, the Mayor can ask that the Mayoral Support Officer accompany them.

Precedence and Civic Protocol

Precedence

The Mayor is the First Citizen of the Borough and the Local Government Act 1972, Schedule 2 Paragraph 2 (5) provides that The Mayor "shall have precedence in the Borough, but not so as prejudicially to affect His Majesty's Prerogative".

Accordingly, and subject to the proviso, The Mayor should be seated on the immediate right of the Chairperson, or other person presiding, and the Mayoress/Mayor's Escort should be seated on the immediate left of the Chairperson.

However, should the Lord Lieutenant of Greater London be present, the Mayor should sit on the immediate left of the Chairperson and the Mayoress/Mayor's Escort should sit on the Mayor's left.

Should Mayors of other Boroughs or Guests of Honour be present, arrangements should be made for the Mayor of Havering to receive and introduce them to the principal person of the organisation concerned. If desired, the remaining introductions can be then affected by the principal persons of the organisation.

In the case of Members of the British Royal Family being present, please contact the Mayoral Support Team for advice.

Titles and Form of Address

The correct title for the Mayor is *“The Worshipful, The Mayor of Havering”* and when the Mayoress is present *“The Worshipful the Mayor and Mayoress of Havering.”*

The correct forms of verbal address are:

- **The Mayor** - Mr Mayor or in the case of a lady, Madam Mayor
- **The Mayoress** - Madam Mayoress or Mayoress
(it is incorrect to refer to the Mayoress as Lady Mayoress)
- **Consort/Escort** - Mr, Mrs, Miss followed by name
- **The Deputy Mayor** - Mr Deputy Mayor or Madam Deputy Mayor
- **The Deputy Mayoress** - Madam Deputy Mayoress or Deputy Mayoress

The use of certain terms is typically reserved for official events and engagements that align with the responsibilities of the Mayor. These terms serve to emphasise the ceremonial and civic aspects of the Mayor’s role. During formal occasions such as public ceremonies, award presentations, or diplomatic visits, adhering to proper protocol is required.

However, it is important to recognise that this protocol is not always necessary in less formal settings. For instance, when interacting with the Mayoral Support Team during practical planning sessions or administrative discussions, a more relaxed approach is appropriate. In these non-formal contexts, the focus shifts from ceremonial language to practical communication, facilitating efficient planning, and administrative co-ordination.

Neutrality

There are distinct differences between the elected role of a Councillor and the distinguished position of the Mayor of Havering. The Mayor shall uphold absolute impartiality and remain apolitical throughout their term in office. A reduction of the Member’s political role, for their mayoral term, is advisable.

The Mayor is appointed to represent and promote the borough as a whole, without discrimination. It is therefore important to refrain from commenting on any matters of a political nature and to always uphold a neutral stance concerning council business. Attendance at party political functions should be avoided, however if in attendance, this must not be in the capacity as Mayor, and instead just as an individual.

Whilst each Mayor will adopt their own personal approach to the role, and establish their own priorities and interests, it must be remembered that this is a civic appointment, and the mayoralty must not be compromised.

Fellow Councillors should respect this position and support their Mayor in this regard.

Role of the Deputy Mayor

At Annual Council, the incoming Mayor will appoint a deputy from among serving councillors.

Precedence

In the absence of the Mayor, the Deputy Mayor or Mayor's Representative should be given the same precedence as the Mayor. As stated previously, the representative shall not wear the Chains of Office, under any circumstances (other than the Deputy Mayor's chain).

Upholding the Dignity of the Office

In the same way as the Mayor and Mayoress/Consort, there is an expectation that the Deputy Mayor will always uphold the dignity of the office and have a commitment to acting in accordance with the Members' Code of Conduct.

Nominating a Mayoress/Consort

In the same way as the Mayor, the Deputy Mayor shall nominate a Mayoress or Consort, who shall accompany them to mayoral engagements. Rules and procedures, as outlined within the *Role of the Mayoress/Consort* section remain the same for the Deputy Mayor and their chosen companion.

Engagements

Where the Mayor is unable to attend an event, the Mayor may ask the Deputy Mayor to deputise on their behalf. Alternatively, there may be multiple invites received for the same date. In both these instances, the invitations would be passed to the Deputy Mayor for consideration.

It would therefore be advantageous for the Deputy Mayor to avoid being unavailable at the same time as the Mayor. This can be co-ordinated and supported via the Mayoral Support Team.

There will be a number of events throughout the Mayoral year where attendance from the entirety of the Mayoral party shall be requested. Where it is not acceptable, and shall not be agreed to, is where unsolicited requests are made for additional tickets to be purchased for accompanying deputies.

It is also within the Mayor's prerogative to decide to pass a received invitation to their deputy, should they feel the event aligns more to the Deputy Mayor's personal attributes and interests.

Important: Under no circumstances should a Deputy Mayor accept an invitation to any event, prior to the invitation being considered by the Mayor. The Deputy Mayor shall not attend functions in their own right, only when deputising for the Mayor.

Full Council

Under Council Procedure Rule 2 (a) in the absence of the Mayor, members of the Council, at the start of a meeting must collectively choose and formally approve an alternative member to preside. In instances where the Mayor is not present at Full Council, it is convention that the Deputy Mayor will preside. On rare occasions, this has been extended to a Past Mayor.

Citizenship Ceremonies

The Deputy Mayor may be asked to conduct Citizenship ceremonies throughout the year where the Mayor or Deputy Lieutenant cannot attend. In the same way as the Mayor, the Deputy Mayor at these ceremonies will be supported by a registrar and will be provided with a script that has been prepared and approved by Langtons House, on behalf of the Home Office. It is important to note that the Mace will only process into the Citizenship ceremony with the Mayor, and not with the Deputy Mayor.

In the same way as the Mayor, the Deputy Mayor will present the Naturalisation certificates, and at the personal choice and preference of the recipient, shaking of the hand can occur.

Transport Provision

When deputising for the Mayor, the Deputy Mayor will have optional use of Council Transport. However, should an occasion arise where the Mayor and Deputy Mayor are attending an event at the same time, the expectation would be for the Deputy Mayor to make their own way to the event.

Notwithstanding, that individual situations and personal circumstances shall always be regarded with empathy and understanding, ensuring that reasonable and appropriate accommodations are made where necessary.

Consideration shall be given, on an ad-hoc basis, to any Civic or Ceremonial events where it may be more appropriate for the Deputy Mayor to use Council Transport with support staff. Just in the same way as the Mayor, this will be agreed and communicated in advance. Instances, but not an exhaustive list, would include:

- St George's Day Parade
- Hornchurch Remembrance Day Service and two-minute silence ceremony
- Armed Forces Day

Engagements

The Mayor as 'First Citizen' shall represent the Borough at Civic and Non-Civic events within Havering. Furthermore, to promote Havering, events in nearby authorities can also be attended, as well as key events for Greater London.

In addition to this, there are within a mayoral year several recurring events, both civic and ceremonial, alongside Council promoted events, that the Mayor will attend. A summary list can be viewed in [appendix 1](#).

It should be noted that January, February, August and school holidays may be quieter periods. Alternatively, May, June, July and December can be extremely busy.

To allow for effective planning, requests and invitations should be submitted 14 days in advance of the event. Invitations should always be routed via mayor@havering.gov.uk, or by the submitting of an [online engagement request form](#), which is managed by the Mayoral Support Team. Here, organisers will be asked to complete a series of set questions, which shall sufficiently provide all the necessary and relevant information, in support of mayoral attendance at an event or engagement.

All event invitations will then be screened and assessed for suitability against the event weighting practice and key event scoring criteria, see [appendix 1](#), which is based on a categorisation used nationally and developed by the National Association of Civic Officers (NACO). Following this assessment, options will then be proposed to the Mayor or Deputy Mayor.

Neither the Mayor nor Deputy Mayor shall personally accept invitations, it is the responsibility of the Mayoral Support Team who are best placed to review the invitation, against agreed criteria. They will then review schedules and availability and, where required, confirm attendance and make the necessary arrangements.

Additionally, the Mayor shall take care, always, not to solicit invitations or be seen to do so. Where it is not acceptable, and shall not be agreed to, is where unsolicited requests are made to the Mayoral Support Team for additional tickets to be requested and then purchased.

Acceptance of invitations not defined in the agreed programme of events, or where they fall outside of the agreed criteria, shall only be accepted where there are special grounds to do so. A panel consisting of Communication Specialists, the Head of Service, and the Monitoring Officer will assess and approve the Mayor's attendance. This virtual panel shall ensure that the Mayor's involvement aligns with Havering's interests, values, and non-political stance. It shall also assess the cost and value to the Borough, to ensure that events are beneficial to the Borough as a whole.

Should the Mayor choose to contest the decision of the panel, the matter will be escalated to the Leader of the Council. The Leader will thoroughly review the panel's recommendations and consider any concerns raised by the Mayor. All decisions made will be meticulously documented, ratified with clear rationale and explanations, and will be made available for review upon request. This ensures transparency and accountability in the decision-making process.

Mayoral Car

For prominent local and external engagements, official transport and assistance will be provided. However, for last-minute events, the availability of these resources may not be guaranteed.

Where practical and cost-effective, the Mayor can ask that a guest or councillor colleague share their journey. This should be discussed with the Mayoral Support Team at the earliest opportunity.

Advocate for efficiencies

The Mayor of Havering acknowledges the current financial challenges faced by both the Borough and its residents. To address this, the Mayor will adopt an efficient approach to spending, seeking cost-effective ways to support the community.

Careful decisions regarding spend will be prioritised, and in collaboration with the Mayoral Support Team, efforts will be made to find affordable solutions that provide the required services. This approach includes exploring innovative methods to benefit and engage with the community.

Additionally, there will be a strong focus on promoting more sustainable and efficient practices. This could include optimising transportation methods for official duties, aligning with practices of other elected officials.

For certain council-related activities, personal transport arrangements may be considered more appropriate. At Council Building events and meetings, the Mayor will be expected to arrange their own transportation which is consistent with other elected officials. The exception being for Full Council meetings.

The Mayoralty is equipped with a public transport pass, facilitating travel across the city and neighbouring areas. This initiative not only curtails expenses but also supports environmental sustainability and endorses the use of public transport as a viable choice.

Notwithstanding, that individual situations and personal circumstances shall always be regarded with empathy and understanding, ensuring that reasonable and appropriate accommodations are made where necessary.

Role of Mayoral Support staff

The Mayoral Support Team are to be considered subject matter experts on the contents of the Mayoral Handbook and Procedures Manual and shall rightly act in line with its principles. They shall be afforded the respect and dignity that they rightly deserve, as per the Council's iCARE values. Notwithstanding, that the Mayor should also be afforded the same respect and dignity.

Should the Mayor wish to contest a decision made by either the Civic Duty Officer or Governance and Constitutional Officer, the decision will be escalated to the Executive Service Delivery Manager, and further escalated to the Head of Service where necessary, but only where appropriate.

'Keeping in Touch' weekly catch-up meetings, either in-person or via Teams, shall take place on an agreed recurring day, between the Mayor and the Governance and Constitutional Officer. An approved Weekly Engagement Schedule shall be presented and agenda items shall include:

- Feedback from the Mayor on recently attended events.
- Review of the Engagement Schedule for the week ahead.
- Updates on the planning of any civic functions i.e. Civic Service, Civic Dinner, and Civic Awards.
- Discussion around expected donations into charity account.
- Ad-hoc requests of support from the Mayor, where any actions shall be appropriately recorded.
- Any other business.

It is to be noted that the Mayoral Support Team are not directly line-managed by the Mayor, nor are they employed as a private service to the Mayor. They are Council Officers, working in support of the Mayor, but above all working for the Council, undertaking a range of tasks, including, but not limited to, supporting the Mayoralty. They work in-line with the Council's Code of Conduct policies.

Clothing and the Use of Civic Insignia and Regalia

Stipulated dress codes can vary, but typically fall under one of the following categories:

- **Black tie:** Formal attire where male mayors will wear dinner suits and women mayors a cocktail style dress.
- **Black tie optional:** Male mayors have the option to wear dinner suits, alternatively a dark suit and tie. Women mayors, as above, would usually wear a cocktail style dress.
- **White tie:** Ultra formal. Male mayors will wear full dress with white tie and women mayors a long gown or formal cocktail dress.
- **Cocktail attire:** elegant dresses for women mayors and dark suits for male mayors.

Dress code shall usually be stipulated on the [online engagement request form](#) of a particular event, and the Mayoral Support Team shall be on hand to offer guidance where appropriate. However, there is an expectation that the Mayor and Deputy Mayor shall dress formally and suitably, particularly when wearing the Chains of Office.

Smoking is not permitted whilst wearing the Mayoral Robes or Chains of Office. This policy is extended to smoking within any Council property or building, including the Mayor's Parlour, and within the Mayoral Car.

The weekly Engagement Schedule shall stipulate whether Chains of Office, Mayoral Robes or the Civic Badge on ribbon should be worn.

Mayoral Robes

Traditionally the Mayoral Robes are worn only for key ceremonial engagements.

Examples:

- Civic Service
- Remembrance Sunday
- Holocaust Memorial Day
- Citizenship Ceremonies
- Royal visits
- Specified Greater London ceremonial events
- Full Council Meetings (at the choice of the Mayor)

Additionally, at the Mayor's request, the robes can be worn for 'special' occasions, school visits being a key example. Another example is Flag Raising ceremonies at the Town Hall.

Consideration should be given that in certain circumstances, the Mayoral Robes would not be the most appropriate choice of Civic Regalia, despite a particular request from organisers. This request would be fully considered in line with agreed policy and organisers would be advised accordingly.

The Chains of Office

Traditionally the Chains of Office are worn for all ceremonial and official borough engagements. If visiting another borough, permission must be sought from the invitee borough and permission

granted to wear the Borough's Chains of Office. The Mayoral Support Team shall action this and notify the Mayor accordingly.

Badge on Ribbon

Badge on Ribbon shall be the correct Civic Insignia and Regalia for any engagements taking place at Royal Palaces or any events hosted by the City of Westminster, Buckingham Palace for example. Unless Mayoral Support Officers have been advised of an exception to this rule, which shall be appropriately communicated to the Mayor.

One exception is the annual Royal Garden Party, where Mayors are granted permission to wear their Chains of Office.

Another exception to the rule is in the instance of the the Deputy Mayor attending an event on behalf of the Mayor, which is at an in-borough event, and where other Mayors are likely to be in attendance. Correct protocol outlines that other attending, out-of-borough Mayors, shall be asked to wear Badge on Ribbon, instead of their Chains of Office.

Past Mayors

At Annual Council, the outgoing Mayor and Mayoress/Consort shall be presented and gifted with a Past Mayor and Past Mayor's Consort/Mayoress badge, in commemoration of their mayoralty and their year in service to the Borough. This badge shall be worn on the following occasions:

- Full Council Meetings
- When attending Civic Functions within the Borough
- During Mayoral Processions
- When attending an event in capacity as Past Mayor of Havering.

Mayor's Regalia: The Mace

Romford Borough Council in 1937, alongside The Mayor's Chain and the Mayoress' Chain, was gifted the Mace, which is used today as a fully-fledged ceremonial piece. Its presence indicates the authority of the Borough's First Citizen and is only used for civic occasions and at Full Council meetings. The Mace is carried by a Mace Bearer and always proceeds the Mayor in any procession. It does not process with the Deputy Mayor.

The mace as a historical artefact is made of Hallmarked solid silver and is entirely hand wrought. Because of the extremely fragile nature and value of the Mace, alongside the importance of conforming to insurance policy protocols, and reducing any possible security risks posed with improper and impromptu use, the Mace shall only be used as outlined above. Requests, not in line with agreed principles for its use, shall always be declined.

Religious Advisor

Traditionally, the incoming Mayor would appoint a Mayor's Chaplin or Religious/Spiritual Advisor who would be prepared to retain this honorary position for the entirety of the mayoral year. This is not, however, a requirement.

If appointed, the responsibilities of a Mayor's Chaplin, in support of the Mayor, would include but are not exhaustive to:

- Attending Full Council meetings and offering spiritual prayers/words at the opening of each meeting.
- Offering religious advice, to support the Mayor in their role as advocate and ambassador of all cultures, faiths, and the entire community of the London Borough of Havering. Also in tandem with the varying religious services that the Mayor will attend.
- Acting as a nominated figurehead for all religious groups within the Borough.
- Officiating at an agreed number of civic events during the municipal year, including the Mayors' Civic Service and the Council-led Remembrance Sunday Parade and Service.
- Attendance at Council-led flag raising ceremonies, offering spiritual prayers/words before the Mayor raises the flag.
- Ad-hoc appropriate requests received from the Mayor throughout their mayoral term.

Allowances and the Civic Purse

Guide personal/Special Responsibility Allowances:

- **Event-Related Purchases:** The Mayor's allowance may be used to procure items necessary for events, such as raffle tickets, charity auction items, and contributions to charitable fundraisers. Procurements should align with the purpose and nature of the event, supporting community causes and initiatives.
- **Clothing and Personal Items:** The Special Responsibility Allowance should cover expenses related to clothing and personal items required to fulfil the Mayor's role, such as formal attire for official functions or specific items needed for ceremonial duties. These purchases should be reasonable and directly related to the Mayor's responsibilities.
- **Event Participation:** Costs associated with participating in community activities, including refreshments, reasonable travel expenses, can be covered by the allowance. The expenses should be justifiable and contribute to effective representation of the Mayor and the council.
- **Support for Local Causes:** The allowance can be used to support local causes, charities, or initiatives that benefit the community.
- **Event Attendance:** If the Mayor wishes to attend a function that does not meet the established criteria, and has been declined by the approvals panel, they are entitled to use their allowances to facilitate attendance. These events typically provide no significant link or value to the borough. Tickets for approved events shall be purchased from the Civic Purse cost code, in the usual way.

Contributions should be transparent, ethical, and align with the values of the Mayor's office and the council.

Guide Civic Purse usage:

- **Maintenance of Regalia and Ceremonial Items:** The Civic Purse is designated for maintaining all regalia, including robes, mace, chains, and other ceremonial items used by the Mayor. Costs related to repair, cleaning, or replacement of regalia should be covered by the Civic Purse.

- **Official Civic Events:** Expenses for hosting official civic events, such as receptions, dinners, or ceremonies, may be drawn from the Civic Purse. This includes costs for venue hire, catering, decorations, and related event logistics.
- **Gifts and Recognition:** The Civic Purse can be used to purchase gifts given on behalf of the Mayor, such as certificates, awards, flowers, badges, plaques, or photography services. These gifts should reflect the dignity and significance of the occasion and align with the council's protocols.
- **Transportation:** Costs associated with the Mayor's official transportation, including maintenance of the mayoral car (if available), other council or non-council transport costs including Oyster top up, taxis and parking, may be covered by the Civic Purse. This could include fuel, insurance, repairs, and other operational costs such as traffic orders and road closures.
- **Staffing Support:** In some cases, the Civic Purse may be used to cover staffing costs and staff overtime payments related to the Mayor's duties and official events. Staffing expenses should be linked to supporting the Mayor's responsibilities and the successful execution of civic duties.

Transparent Accounting:

All expenditures from the Civic Purse must be accurately recorded and reported in accordance with council financial procedures. Detailed records, including receipts and invoices, should be maintained to ensure transparency and accountability.

These criteria ensure that both the Mayor's allowance and the Civic Purse are used responsibly, in line with the duties and expectations of the Mayor's role, while maintaining transparency and accountability to the Council and the community. For further information, see [appendix 3](#).

Charities and Fundraising

The Mayor can have a meaningful impact by supporting a charity during their term. This guidance outlines two options for supporting a charity, each with its own approach to engagement and involvement.

It is important to note that the adoption of a charity is not a statutory role for the Mayor of Havering. While supporting a charity can be a valuable and impactful aspect of the Mayor's role, it is not a requirement dictated by statute. The decision to support a charity should align with the Mayor's personal interests and community values.

Option 1: Acting as a Figurehead or Sponsor for a Charity - recommended

In this option, the Mayor becomes a figurehead or sponsor for a chosen charity or charities, and it is not recommended to support more than two at a time. The selected charities, in turn, will benefit from the Mayor's support in many ways, including events, fundraising, and increasing visibility.

Responsibilities:

- **Figurehead Role:** The Mayor will act as the spearhead for the chosen charity, representing its values and mission.
- **Supporting Events:** The Mayor will actively participate in events organised by the charity, such as fundraisers, awareness campaigns, and community outreach programs.
- **Raising Funds:** Using their position, the Mayor can assist in fundraising efforts for the charity, whether through personal appeals, attending fundraising events, or leveraging their network.
- **Facilitating Attendance:** The Mayor will work closely with the charity to facilitate their attendance and visibility at events, ensuring maximum impact.

Benefits:

- **Increased Awareness:** The Mayor's involvement will raise awareness about the charity's cause and activities within the community.
- **Enhanced Fundraising:** The Mayor's support can lead to increased fundraising opportunities and donations for the charity.
- **Community Engagement:** The Mayor's participation in events helps foster community engagement and support for the charity's initiatives.

Option 2: Support from an existing Charity Panel

In this option, it is assumed that the Mayor has an established connection to a Charity that has an active support team or panel that facilitates the administration of all aspects of the Mayor's involvement with said Charity.

Responsibilities:

- **Charity Selection:** The Mayor's charity should align with Havering's values and priorities.
- **The Panel:** A charity panel consisting of trusted individuals from the community, council, or relevant stakeholders will be in place.
- **Overseeing Events and Functions:** The panel will be responsible for planning, organising, and overseeing all events and functions related to the charity.
- **Administration:** The panel will handle administrative tasks such as fundraising coordination, budgeting, communication with the charity, and reporting.

Benefits:

- **Expertise and Support:** The panel brings together diverse skills and expertise to effectively support the charity's initiatives.
- **Efficiency:** Centralised management through the panel ensures smooth coordination of events and activities.
- **Transparency:** Having a panel in place ensures transparency in decision-making and accountability.

Further considerations:

- **Time Commitment:** The Mayor should be prepared to allocate time for attending events and functions organised by the charity.
- **Alignment of Values:** It is essential to choose a charity whose mission aligns with the Mayor's values and interests.

- **Collaboration:** Regular communication and collaboration with the charity's representatives are key to a successful partnership.
- **Council Officers' Involvement:** While the Mayor's office may coordinate some of the Mayor's involvement with the charity, it is important that council officers do not get involved in excessive detail regarding the administration of the charity's work. The Mayor's office should maintain a supportive role rather than becoming directly involved in day-to-day operations.
- **Management of Charity donations:** It is strongly advised that the Mayor does not engage in any direct activity that involves collecting, holding, banking, or administering charitable donations. Such activities pose significant risks to the Mayor's and the Council's reputation and credibility. These activities are governed by key legislation, and the accounts are subject to full audits and reporting. The Mayor should avoid any potential conflict of interest or breach of trust that may arise from handling charitable donations.

Conclusion:

Both options offer valuable ways for the Mayor of Havering to support a charity and make a positive impact on the community. The choice between being a figurehead for a charity or selecting an existing charity with a charity panel depends on factors such as existing partnerships, time, availability, personal interests, and desired level of involvement.

Please also review Appendix 3 – Finances, charity payments, civic purse, and processes.

Media, Social Media, and Correspondence

The Mayor may wish to engage with the community through social media to highlight and promote Borough activities and events. It is expected that the Mayor will possess or acquire the necessary skills to effectively utilise various social media tools and techniques. Should there be a need, training options are available to ensure proficiency in these areas.

While the Mayoral Support Team and the Authorities Communications team can provide some support, it is important to note that there are no allocated resources or budget specifically for marketing and promotions. Additionally, strict adherence to the protocols associated with the secure use of social media tools is imperative to maintain the integrity and security of communications.

The Mayoral Support team can support in overseeing the Mayor's correspondence by meticulously logging and directing enquiries, as well as assisting with the drafting of responses. It is essential for the Mayor to collaborate closely with the team to establish a unified approach for managing these tasks. Together, they should delineate clear roles and responsibilities, ensuring a seamless operation that upholds the standards of Mayoral communication and public service.

Appendix 1 – Events

The engagements and events that the Mayor will attend throughout their mayoralty can be divided into the listed main categories below. Further information appertaining to what is expected and how these events will be organised is documented below.

- Annual Civic Events.
- Events that are directly organised or promoted by the Council, and/or the Mayor.
- Events where the Mayor is expected to attend.
- Engagements which the Mayor may be invited to attend.

Annual Civic Events:

There are several annual civic events that are organised and supported by the Mayoral Support Team, which have been categorised below. It should be emphasised that these functions are civic in nature and are not personal engagements of the Mayor.

- Civic Awards
- Civic Dinner
- Civic Service
- Civic Carol Service

Events Promoted by the Council or the Mayor:

There is not an expectation, nor is it anticipated, for the Mayor to actively be involved/to participate in every event endorsed by the Council. However, typically, the Mayor shall be engaged with the following:

- Remembrance Sunday
- Armed Forces Day
- Holocaust Memorial Day
- St George's Day
- D-Day 80th Anniversary

There shall be well-coordinated and timely notice from Havering's Communications team when there is an expectation for the Mayor to attend a particular event. The relevant Council Officer will liaise directly with the Mayoral Support Team, to facilitate the Mayor's attendance. The Communications team will ensure that the Mayor is well-informed and prepared.

Events which the Mayor is expected to attend:

Throughout a Mayoral year, there shall be a number of external events which the Mayor is expected to attend, on behalf of the Borough.

The Mayor will typically receive approximately 500 invitations per year. However, the number of engagements fulfilled by the Mayor is not a sign of quality. The Mayor shall always be cautious not to solicit invitations or be seen to do so. The soliciting of invitations affords neither the office of the Mayor, nor the Mayoralty, any credit.

Invitations to functions are exclusively for the Mayor and the designated Mayoral Party, and the presence of additional family members or friends is not anticipated, unless an invitation is expressly extended to them. Requesting invitations for additional guests could pose a significant reputational risk and could potentially lead to an uncomfortable situation for the hosting organisation. Furthermore, it could be a difficult position for the Mayoral Support Officer, who would be tasked with facilitating a request of this kind.

Invitations should be made directly to the Mayoral Support Team via our online form, and the Mayor or Deputy Mayor must not personally accept invitations. The Mayoral Support Team will receive and acknowledge the request (or enquiry), check the current schedule, review the event for alignment against the agreed criteria and if recommended, this will be placed and confirmed in the Mayoral diary.

Acceptance of invitations not defined in the agreed programme of events, or where they fall outside of the agreed criteria, shall only be accepted where there are special grounds to do so. A panel consisting of Communication Specialists, the Head of Service, and the Monitoring Officer will assess and approve the Mayor’s attendance. This virtual panel shall ensure that the Mayor's involvement aligns with Havering's interests, values, and non-political stance. It shall also assess the cost and value to the Borough, to ensure that events are beneficial to the Borough as a whole.

Should the Mayor choose to contest the decision of the panel, the matter will be escalated to the Leader of the Council. The Leader will thoroughly review the panel's recommendations and consider any concerns raised by the Mayor. All decisions made will be meticulously documented, ratified with clear rationale and explanations, and will be made available for review upon request. This ensures transparency and accountability in the decision-making process.

Table 1 - Summary of Top Roles and Responsibilities in relation to events

Task	Mayoralty	Council Officer
Receive and assess invitations/request	If the Mayor receives invites these must be passed to the support team to review.	Review and agree to all invitations and events, review existing schedule and commitments and propose options to Mayoralty.
Attend chosen events	Attend events selected by the Support Team and agreed by the Mayor, that align with the borough's interests and values	Screen incoming event requests for suitability and provide direction to the Mayor on event attendance. Highlight issues or risk with event.
Prepare material	Prepare speeches, presentations, or remarks for events to promote the borough in a non-political manner.	Assist in preparing materials for events, as requested by the Mayor.

Research event	Conduct research on upcoming events, venues, and attendees to ensure informed participation.	Provide insights and advice to the Mayor based on event research and analysis.
Give out awards or certificates	Present awards or certificates to deserving individuals or organisations at events.	Facilitate the preparation and presentation of awards or certificates at events.
Speak at event	Deliver speeches or remarks at events to engage with attendees and promote borough initiatives.	Advise on speech content and provide support for the Mayor's speaking engagements.
Promote borough in a non-political way	Promote the borough's values, achievements, and community initiatives without political bias.	Ensure promotional materials and communications reflect the non-political promotion of the borough.
Support local businesses, residents, and charities	Show support for local businesses, residents, and charities through attendance and promotion.	Advise on ways to support local entities and facilitate connections between the Mayor and stakeholders.
Adhere to guidance and advice from Mayor's support team	Follow guidance and advice provided by the Mayor's support team for effective event participation.	Provide guidance and advice to the Mayor based on event protocols and expectations.

Criteria for evaluating event attendance

An event weighting practice, alongside a scoring criterion is used to evaluate the Mayor's attendance at events, considering the benefit to Havering, the values of the council and borough, cost-effectiveness, and priority for local events, charities and networks. This brings transparency and consistency to the decision-making process. Events should score no lower than 70%, which is a minimum of 32 of the available 45 points.

Table 2 - Scoring criteria for an event		Score 1 - 5
Relevance to Havering's Goals and Values	Alignment with the strategic objectives and priorities of Havering. Support of initiatives that promote community well-being, economic growth, and cultural enrichment in Havering.	/5
Community Impact	Potential for positive impact on the local community. Opportunities for community engagement, empowerment, and cohesion.	/5
Council and Borough Values	Consistency with the values and principles of Havering Council. Promotion of diversity, inclusivity, and sustainability.	/5
Cost-Effectiveness	Consideration of the cost to the council and taxpayers. Evaluation of potential return on investment, including long-term benefits to Havering.	/5
Benefit to the Borough	Potential for enhancing the reputation and image of Havering. Opportunities for networking, partnerships, and collaborations beneficial to Havering.	/5
Priority for Local Events	Preference for events organised by local institutions, businesses, community groups and neighbouring boroughs. Emphasis on supporting Havering-based initiatives and projects.	/5
Charitable and Non-Profit Events	Priority given to events hosted by local charities and non-profit organisations. Evaluation of the impact of the event on charitable causes and community welfare.	/5
Public Representation	Consideration of the event's visibility and public interest. Evaluation of how the Mayor's attendance reflects positively on Havering and its residents.	/5
Evaluation of Alternatives	Consideration of whether the Mayor's presence is essential or if representation could be achieved through other means. Evaluation of the potential impact if the Mayor does not attend the event.	/5
TOTAL		/45

Civic Year and Annual Events

Typical / Example Annual Timetable		
Month	Event	Code
May (Incoming Month)	Annual Mayor Making	Δ
	Annual London Mayors' Association 'Induction and Protocols Day	\$
June	Langton's Summer Concert	×
	Annual London Borough Mayor's Service	Δ
	Armed Forces Day Parade	Δ
	New Mayors London Mayor Association Reception	×
July	London Mayors' Association AGM	\$
October	London Mayors' Association Civic Service	Δ
	Mayor of Havering Civic Service	Δ
	LBH Memorial Service	\$
November	Remembrance Day Parade and Service	Δ
	Lord Mayor's Show	Δ
January	New Year's Day Parade	Δ
	London Government Dinner	\$
	Holocaust Memorial Day	Δ
February	London Mayors' Association Dinner	\$
	LBH Memorial Service	\$
March	London Mayor's Walk	Δ
April	Mayor of Havering Civic Dinner	×
	Mayor of Havering Civic Awards	Δ
	St George's Day Parade	Δ
May (outgoing month)	Royal Garden Parties	\$

CODE:

Δ - Green Civic

× - Blue Ceremonial

\$ - Other

Appendix 2 - Chairing Council Procedures

As per the Council's Constitution, part 4.5 - Council Procedure Rules, ordinary meetings of the Council (exceptions being annual council, council tax setting and extraordinary) will take place in accordance with a programme decided by the Council at the last ordinary meeting of the preceding municipal year. Ordinary meetings will:

- a) choose a member to preside if the Mayor is absent and to receive apologies for absence;
- b) approve the minutes of the last meeting and of any subsequent extraordinary meeting;
- c) receive any declarations of interest from members;
- d) at the first ordinary meeting after the Annual Meeting immediately following an ordinary election of Councillors, consider whether to:
 - i. confer on any former Member who has rendered eminent service to the Council the office of Honorary Alderman;
 - ii. to present to any other Member a certificate of service; and
 - iii. confer on any person of distinction or who has rendered eminent service to the borough the Honorary Freedom of the Borough
- e) receive any announcements from the Mayor, the Leader of the Council and/or the Chief Executive;
- f) receive any petitions pursuant to rule 14;
- g) receive and consider the following business, in the order indicated:
 - i. recommendations from the Cabinet and the Council's committees;
 - ii. reports of the Chief Executive, Monitoring Officer or Chief Finance Officer;
 - iii. proposals from the Cabinet in relation to the Council's budget and policy framework;
 - iv. reports of the Overview and Scrutiny Board and/or the Member Champions;
 - v. any statutory or other plans submitted for the Council's approval;
 - vi. at the last ordinary meeting in the Municipal year, approve a programme of ordinary meetings of the Council for the following year;
 - vii. any motions relating to the appointment of Chairmen or Vice-Chairmen of Committees (which shall be submitted in accordance with Rule 11 following);
- h) receive reports for the previous year from the Chairmen of the Overview and Scrutiny Committees, the Audit Committee and the Pensions Committee:
 - i. except in the year when there are Borough Elections, at the first ordinary meeting in the Municipal Year; and
 - ii. in the year when there are Borough Elections, at the last ordinary meeting before those elections;
- i) at the annual meeting of each Municipal Year, receive reports for the previous year from the Member Champions;
- j) consider questions from members submitted in accordance with Rule 10;
- k) debate any petition exceeding the threshold of 3,500 signatories, and reach a decision on it, in accordance with the procedure set out in Rule 14
- l) consider any motions submitted in accordance with the procedure set out in Rule 11; and
- m) consider any other business specified in the summons to the meeting.

The Council Procedure Rules in its entirety can be viewed [here](#), where protocols for Annual Meetings of the Council, Council Tax Setting meetings and Extraordinary meetings are fully outlined, alongside other procedural rules. Committee Services will fully prepare the Mayor for Council meetings and will meet with the Mayor in advance of every meeting.

Appendix 3 – Finances, charity payments, civic purse, and processes

Mayor's Appeal Procedure Notes

Provided and Approved by Strategic Finance – all relevant templates outlined below are saved in MS teams.

A40740 – Civic Purse Cost Code

New Mayor

Upon appointment, the New Mayor will decide which charity/charities are to be supported. The new Trustee form shall need to be completed and returned to Strategy Finance (1st floor Central Library) **within one month of appointment.**

Bank Account

In order to comply with Charity Commission requirements, the Mayor's Appeal Fund account (maintained by Strategy Finance) will be the sole account used only for donations and the surplus of events.

Details are as follows:

Account name: Mayor of Havering Appeal Fund

Sort code: 60-18-01

Account no: 14908646

Events

Any income from events in the form of a cheque needs to be made payable to the "London Borough of Havering". All details of income and expenditure relating to events needs to be recorded on the events template.

Any expenses relating to the Mayor's appeal events need to be paid for via purchasing card, I-procurement or through the Shared Services payables team (if not on I-Procurement), these then need to be journalled from the code they have been paid from to the Mayor's Appeal balance sheet code (234900 100747 – for 1166 Payments; and for 1176 Receipts).

Ticket sales should be made payable to:

Account Name: London Borough of Havering

Sort Code: 60-18-01

Account No: 14871734

Fis Codes for Reconciliations team/ Cashier Control Team is:

A01 A00000 234900 100747 1176 (Receipts)

A01 A00000 234900 100747 1166 (Payments)

Civic Purse FIS Code A40740

Donations

Any donations in the form of a cheque need to be made payable to “The Mayor’s Appeal Fund”. We have two card readers that can also take donations.

When receiving donations for the Mayor’s appeal fund, the Donations template needs to be completed; entering the name of person who has donated and whether gift aid is to be claimed. The last column for the amount of Gift Aid will populate itself, if correctly completed.

If Gift Aid is to be claimed, please ensure the Gift Aid template has been completed as below. This then needs to be passed over to Strategy Finance.

Gift Aid

The Gift Aid template only needs to be completed once the option for “All donations that I make from the date of this declaration until I notify you otherwise as Gift Aid donations” has been marked.

Gift Aid needs to be claimed from HMRC. It is therefore important that all necessary paperwork for the Gift Aid donations is handed over as soon as possible to avoid any delay in the claim process. Please note, that if at the end of the term a payment for gift aid is expected from HMRC, the charity payment will not be able to occur until this has been made.

Investment

There is a small investment with M&G Charities, the interest is received on a quarterly basis and this is then added to the Mayor’s Appeal Fund Account and goes towards the Mayor’s total at the end of their term.

End of term

At the end of the Mayor’s term, once all of the event income and expenditure has been processed, the total surplus from events will be transferred into the Mayor’s Appeal Fund account and the Mayor will be notified of the total money raised and available for payment. It will then be up to the Mayor to notify Strategy Finance of the details for the cheque(s) to be written and also if a presentation cheque is required.

The Mayor’s office is responsible for chasing any income expected or expenditure due to be paid, anything outstanding at the end of the Mayor’s term will result in a delay of pay out.

Strategy Finance

Strategy Finance will complete the annual return to the Charities Commission.

Appendix 4 – Civic Service Award Scoring Criteria

The Civic Service Award and Special Recognition Award is a prestigious recognition bestowed upon a local resident by the Mayor of Havering. Every Year the Mayor will award ten Civic Service Awards and up to three Special Recognition Awards.

Nominations should be sent to the Mayor's Office within the specified timeframe, including a comprehensive description of how the nominee fulfils the essential criteria listed below. Submissions lacking sufficient detail will not be considered by the judging panel. Guidance on the nomination process will be made available.

When defining criteria for a Civic Service Award, the panel consider incorporating elements such as the promotion of civil service values like honesty, integrity, impartiality, and objectivity, as well as the extent to which the nominee's achievements exceed their normal job role. For a Special Recognition Award, measurable criteria might include the impact of an individual's contributions on company, charitable or educational development, excellence in performance, and peer-to-peer communication. Additionally, it's important to acknowledge the role of panel discretion in the evaluation process, allowing for subjective judgment and strategic decision-making to adapt criteria to the unique context of each nomination.

The scoring criteria for the awards are designed to ensure fairness, transparency, and consistency in the selection process. Each criterion is assigned a maximum score, and the total score will determine the recipient and type of award.

The scoring criteria for the Awards are as follows:

- 1. Community Impact (Maximum Score: 5 points)**
Demonstrates significant impact on the community through their actions or initiatives. Evidence of improving the lives of residents in Havering. Examples of community engagement, such as volunteering, organizing events, or leading community projects.
- 2. Leadership and Initiative (Maximum Score: 5 points)**
Displays exceptional leadership qualities in their endeavours.
Took initiative to address community needs or challenges.
Inspires and motivates others to get involved in community service or projects.
- 3. Dedication and Commitment (Maximum Score: 5 points)**
Consistent and long-term dedication to serving the community.
Evidence of ongoing commitment to community causes or organisations.
Demonstrates reliability and perseverance in their civic service activities.
- 4. Innovation and Creativity (Maximum Score: 5 points)**
Introduced innovative approaches to solving community problems.
Creatively implemented projects or initiatives that had a positive impact.
Showed a willingness to think freely to achieve community goals.

5. Collaboration and Partnerships (Maximum Score: 5 points)

Successfully collaborated with other individuals, organisations, or groups for community benefit.
Built strong partnerships that enhanced the effectiveness of their civic service efforts.
Demonstrates the ability to work with diverse stakeholders to achieve common goals.

Total Maximum Score: 25 points

Advice on approach and content

Invitation example:

Nominate an Unsung Hero for the Mayor of Havering's Civic Awards

Do you know an unsung hero who has gone beyond to better their borough? Or whose achievements are helping make Havering a better place to live, work, or study? We want to hear about them.

Make a nomination to the Mayor of Havering's Civic Service and Special Recognition Awards and help recognise, celebrate, and reward the special people of our borough. Your nomination will be evaluated based on the following criteria:

- Community Impact
- Leadership and Initiative
- Dedication and Commitment
- Innovation and Creativity
- Collaboration and Partnerships

Please provide a minimum of 100 words per category, any incomplete nominations will not be considered. Advice on making a nomination is included below.

Your nomination will play a crucial role in identifying those individuals who have made exceptional contributions to our community. Together, let us honour those who are making a difference in Havering.

Nominate someone today and help us shine a light on our local heroes.

Advice and Guidance

Writing a nomination for an award, such as the Mayor of Havering's Civic Awards, is an opportunity to highlight the outstanding contributions and achievements of an individual. Here are some tips on how to write an effective and compelling nomination:

- **Know the Criteria:** Before you begin writing, familiarise yourself with the criteria for the award. Understand what qualities and achievements the award organisers are looking for. Tailor your nomination to address these specific points.
- **Gather Information:** Take the time to gather relevant information about the nominee. This may include their accomplishments, contributions to the community, leadership roles, volunteer work, achievements, and any other relevant details. If possible, provide specific examples and evidence to support your points.
- **Highlight Achievements:** Use the body of your nomination to elaborate on the nominee's achievements and contributions. Be specific and provide examples. Describe how their actions have made a positive impact on the community, whether through volunteer work, leadership roles, innovative projects, or other initiatives.
- **Include Personal Stories:** Personal anecdotes or stories can bring the nomination to life. If you have witnessed the nominee's impact first-hand or have benefited from their work, share these experiences. Personal stories can add depth and emotion to your nomination.
- **Focus on Impact:** Emphasise the impact the nominee has had on individuals, groups, or the community. Describe how their efforts have made a difference, improved lives, or addressed prominent issues. **Be Concise and Clear:** While it is important to provide details, ensure your nomination is clear, concise, and easy to read. Avoid jargon or overly technical language. Use bullet points or subheadings to organise information.
- **Proofread and Edit:** Before submitting your nomination, carefully proofread it for any errors or typos. Ensure your nomination flows well and effectively communicates your message. Ask someone else to review it for feedback if possible.
- **Submit by the Deadline:** Be mindful of the nomination deadline and ensure you submit your nomination on time. Late submissions may not be considered.

Remember, a well-written nomination can impact the selection process. It is an opportunity to shine a light on someone who is making a difference in the community. Your words can help the award committee see the nominee's achievements and contributions in a compelling way.

Appendix 5 - Declarations:

Mayor's Declaration Agreement

Introduction

I, [Mayor's Full Name], hereby accept the esteemed position of Mayor for [City/Town Name]. As the First Citizen of our community, I recognise the importance of upholding the highest standards of conduct, professionalism, and civic responsibility. This declaration serves as my solemn commitment to adhere to the guidelines set forth in the Mayoral Handbook and Procedures Manual.

Role and Responsibilities

- **Impartiality:** I pledge to maintain impartiality during formal Council meetings and civic functions, ensuring fairness and respect for all.
- **Community Engagement:** I will actively participate in civic engagements, community events, and public ceremonies, promoting our town's values and aspirations.
- **Protocol and Precedence:** I shall adhere to established protocols, recognising the significance of our traditions and the dignity of the office.
- **Dress Code:** I will adhere to appropriate dress codes for each occasion, maintaining a dignified appearance.
- **Punctuality:** I recognise the importance of punctuality and will ensure timely arrival at all engagements.
- **Communication:** I will promptly respond to invitations and queries related to my mayoral duties.
- **Costs and Expenses:** I appreciate the Council's support in arranging and funding events, transport, staff time and support.
- **Representative Role:** I understand that my role extends beyond mere administration. As Mayor, I am a symbol of unity, pride, and service to our residents.

Conclusion

By signing this declaration, I affirm my commitment to serve our community with integrity, dedication, and honour. I pledge to uphold the principles outlined in the Mayoral Handbook and Procedures Manual throughout my tenure.

Name: _____

Signed: _____

Date: _____

Deputy Mayor’s Declaration Agreement

Introduction

I, [Deputy Mayor’s Full Name], hereby accept the honourable position of Deputy Mayor for [City/Town Name]. As the Second Citizen of our community, I recognise the importance of supporting the Mayor and upholding the highest standards of conduct, professionalism, and civic responsibility. This declaration serves as my solemn commitment to adhere to the guidelines set forth in the Deputy Mayoral Handbook and Procedures Manual.

Role and Responsibilities

- **Impartiality:** I pledge to maintain impartiality during formal Council meetings and civic functions, ensuring fairness and respect for all.
- **Community Engagement:** I will actively participate in civic engagements, community events, and public ceremonies, promoting our Borough’s values and aspirations.
- **Protocol and Precedence:** I shall adhere to established protocols, recognizing the significance of our traditions and the dignity of the office.
- **Dress Code:** I will adhere to appropriate dress codes for each occasion, maintaining a dignified appearance.
- **Punctuality:** I recognise the importance of punctuality and will ensure timely arrival at all engagements.
- **Communication:** I will promptly respond to invitations and queries related to my deputy mayoral duties.
- **Costs and Expenses:** I appreciate the Council’s support in arranging and funding events, transport, staff time and support.
- **Representative Role:** I understand that my role extends beyond mere administration. As Deputy Mayor, I am a symbol of unity, pride, and service to our residents.

Conclusion

By signing this declaration, I affirm my commitment to serve our community with integrity, dedication, and honour. I pledge to uphold the principles outlined in the Deputy Mayoral Handbook and Procedures Manual throughout my tenure.

Name: _____

Signed: _____

Date: _____

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GOVERNANCE COMMITTEE 5 June 2024

Subject Heading:

**COUNCILLOR COMPLAINTS –
ANNUAL UPDATE**

SLT Lead:

Gavin Milnthorpe
Deputy Director, Legal Services
01708 432838

Report Author and contact details:

Gavin Milnthorpe
Gavin.milnthorpe@havering.gov.uk

Policy context:

A well run Council that delivers for People and Place.

Financial summary:

There are no financial implications arising from this report.

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

People - Things that matter for residents

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place. X

SUMMARY

1. This report presents a summary of the number and type of complaints received by the Monitoring Officer between 13 December 2022 and 31 March 2024. It also details the progress and / or resolution of the same.
2. Governance Committee has Member Conduct within its remit and is obliged to “to promote and maintain high standards of conduct by the members.”

3. This report is also intended to give some reassurance to Governance Committee that Member complaints are considered appropriately by the Monitoring Officer.

RECOMMENDATIONS

4. Governance Committee is asked to note the contents of this report.

REPORT DETAIL

5. Between the period of 13 December 2022 to 31 March 2024 the Monitoring Officer received 16 formal complaints. Of these:
 - a. 8 were instigated by residents. 8 were instigated by Cllrs.
 - b. Only 1 resident submitted more than 1 complaint. 3 Cllrs submitted more than 1 complaint.
 - c. One Cllr received 6 complaints. Two Cllrs received 2 each.
 - d. Eight of the complaints concerned social media postings. Three concerned actions within Council meetings.
6. A table is attached showing more detail regarding each complaint, although anonymised.
7. Over that same period the Monitoring Officer received upwards of 20 additional queries concerning the behaviour of members, albeit stopping short of formal complaints. The majority of these were “in-house” being received from councillors or members of staff. Quite a number concerned inappropriate language often directed towards staff.

IMPLICATIONS AND RISKS

Equalities implications and Risks

8. None.

Legal implications and Risks

9. None.

Financial implications and risks:

10. There are no financial implications arising from the contents of this report.

Human Resources implications and risks:

11. The recommendations made in this report do not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

Environmental and climate change implications and risks

12. None.

BACKGROUND PAPERS

None.

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Cllr Complaints – update table
13 December 2022 – 31 March 2024

Definitions used

AP Assessment Panel
 FB Facebook
 IA an initial assessment of the complaint which determines whether the complaints warrants referral to an assessment panel.
 MO the Council’s Monitoring Officer
 SM social media

Date	Complainant	Cllr (complained of)	Allegation	Resolution (where closed)
16 Mar 23	Resident A	Cllr A	Spreading rumours and whispers on FB.	IA completed 31 Mar 23. No referral to AP. Cllr A reminded of SM guidance.
31 Mar 23	Cllrs B, C, D, E, F, G, H, I	Cllr J	Inciting anti-social behaviour within Council meeting.	IA completed 2 May 23. No referral to AP. MO to discuss conduct with Cllr J.
20 Apr 23	Resident B	Cllr K	Failure to respond to correspondence and support of Covid vaccine.	IA completed 10 May 2023. No referral to AP.
21 Apr 23	Residents C, D, Cllr L	Cllr A	Bullying on FB towards Cllr L.	IA completed 25 May 2023. No referral to AP. Apology issued by Cllr A.
28 April 23	Resident E	Cllr L	Unethical support of resident in planning permission dispute.	Complaint out of time. No rationale received from complainant as to why complaint should be progressed. Closed – no further action. No IA needed.
19 May 23	Cllrs M, L, N	Cllr A	Racism within licensing committee	Apology issued by Cllr A. Meeting held. Informal resolution.
22 June 23	Resident F	Cllr O	Allegations of blackmail and bribery on SM.	Failure to comply with Code upheld. IA 25 Aug 23. Cllr O accepted need to apologise.

11 July 23	Cllr A	HRA (via Cllr L)	HRA article calling Cllr A a liar.	Failure to comply with Code likely. Informal resolution. Apology issued. IA completed 2 May 24.
4 Sept 23	Resident B	Cllr P	Spreading disinformation and swearing in the Chamber.	IA completed 10 Oct 2023. No referral to AP. No breach likely.
18 Sep 23	Cllrs Q & J	Cllr E	Allegations of implicit racism on SM.	IA completed 21 Apr 2024. Likely breach. Apology mandated and issued.
27 Sept 23	Cllr J	Cllr E	Derogatory comments of a personal nature on SM.	IA completed 15 Feb 24. No potential breach.
17 Oct 23	Cllr R	Cllr A	Misleading FB post.	No likely breach. No referral to AP.
20 Jan 24	Cllrs L and R	Cllr A	Accused of being obstructive.	Referred to AP.
1 Feb 24	Resident G	Cllrs D, G, B and S	Failure to respond to correspondence.	No further action unless further information is provided. Closed – IA completed 21 April 2024
2 Feb 24	Residents H, I, J, K	Cllr N	Hate speech.	IA completed 18 Apr 2024. No referral to AP. Possible breach but apology issued (informal resolution)
5 Feb 24	Cllr R	Cllr A	Misleading SM post.	No referral to AP.



GOVERNANCE COMMITTEE **5 June 2024**

Subject Heading:

CONSTITUTIONAL REVIEW – UPDATE

SLT Lead:

Gavin Milnthorpe
Deputy Director, Legal Services
01708 432838

Report Author and contact details:

Gavin Milnthorpe
Gavin.milnthorpe@havering.gov.uk

Policy context:

A well run Council that delivers for People and Place.

Financial summary:

There are no financial implications arising from this report.

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

People - Things that matter for residents

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place. X

SUMMARY

1. Governance Committee (“GC”) is aware that the Council’s constitution is currently being updated.
2. GC has already considered a range of proposed changes, including to the officer scheme of delegations.

3. This paper seeks to update GC as to the progress of the ongoing review.

RECOMMENDATIONS

4. GC is asked to note the contents of this report.

REPORT DETAIL

Progress to date

5. In September 2023, GC approved various changes, including a revised social media protocol and the access to information provisions. These have not yet been submitted to Full Council ("FC") for approval.
6. In March 2024, GC approved a revised scheme of officer delegations. These were approved by FC in March 2024 and were put into place as of 2 April 2024.

Next steps

7. The constitutional working group has identified the contract procedure rules and the planning procedure rules as being the two areas most in need of attention. These sections of the constitution will provide the main focus for the remainder of the year. Updates, and proposed revisions, will be provided to GC in due course.
8. Alongside that, the Monitoring Officer has started reviewing the constitution from page 1. The first section of the constitution is unlikely to need substantive changes, as illustrated by the latest draft as attached. (Please note this is a working draft).
9. It was always envisaged that the scheme of delegations would require further updates. This has become apparent as the articulation of certain statutory roles has been the subject of further debate. It is likely that the scheme will be revised although the details of that are still being ascertained. An update, and revised draft, will be provided to GC in due course.
10. The social media protocol and the flag flying policy (previously approved by GC) will be presented to FC at the next available opportunity. The other changes approved by GC in September 2023 will be brought forward as part of the process described at 8 above.

IMPLICATIONS AND RISKS

Equalities implications and Risks

10. None.

Legal implications and Risks

11. A key role for GC is to be aware of the strengths and weaknesses of the constitution adopted by the Council and to make recommendations for ways in which it could be amended, in order better to achieve the purposes set out in Article 1, including setting the framework within which the Council operates, enabling the Council to provide clear leadership to the community and providing an effective means of holding decision-makers to public account.
12. Changes to the constitution will be approved by FC only after consideration of the proposals by GC.
13. It is the Monitoring Officer's responsibility to maintain an up-to-date version of the constitution and ensure that it is widely available for consultation by members, staff and the public. The proposals set in the report are intended to meet these requirements.

Financial implications and risks:

14. There are no financial implications arising from the contents of this report.

Human Resources implications and risks:

15. The recommendations made in this report do not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

Environmental and climate change implications and risks

16. None.

BACKGROUND PAPERS

Governance Committee reports and decisions from 26 September 2023 and 24 March 2024.

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COUNCIL CONSTITUTION
Version updated [] 2024

Part 1	SUMMARY OF THE CONSTITUTION	Pages 1-4
Part 2	ARTICLES OF THE CONSTITUTION	
Part 3	RESPONSIBILITY FOR FUNCTIONS	
Part 4	RULES OF PROCEDURE	
Part 5	CODES AND PROTOCOLS	
Part 6	MEMBERS' ALLOWANCES	
Part 7	MANAGEMENT STRUCTURE CHART	

The following definitions are used in this Constitution.

Annual Council	the meeting of Full Council [].
Borough	the geographical area known as the London Borough of Havering.
Cabinet	the executive decision making body of the Council comprising the Leader and the Cabinet Members.
Cabinet Member	the individual member of the Cabinet to whom the Leader has assigned a portfolio or otherwise delegated authority to act in relation to that matter.
Chair	the designated chair of any committee or sub-committee of the Council.
Chief Executive	the Chief Executive of the Council (and any reference to the Head of Paid Service within this Scheme or the constitution shall be a reference to the Chief Executive).
Chief Officers	the Chief Executive, the Strategic Directors, <u>the Director of Public Health</u> , the Director of Children’s Services, the Director of Adult Social Services and the Monitoring Officer.
Code of Conduct	the code of conduct for Members found at part 5 of this constitution.
Council	the council of the London Borough of Havering
Councillors	elected councillors of the Council (and a reference to a Member shall be construed as being a reference to a Councillor). Any reference to a member includes a co-opted member (that is a member who is not a member of the Council but who is entitled to attend the committee or sub-committee on which they sit and may have voting rights).
Deputy Chief Officers	Officers who for all or most of their duties report directly to or are directly accountable to a Chief Officer.
Executive	the Leader and Cabinet together.
Forward Plan	A document containing details of the key decisions likely to be made by the Council for the four month period following publication of the Forward Plan.
Full Council	a meeting of the full membership of the Council.
Leader	the Leader of the Council.
Mayor	the first citizen of the Borough as elected by Full Council from year to year.
Monitoring Officer	the designated monitoring officer of the Council.
Officers	officers / members of staff of the Council
Ombudsman	the relevant ombudsman responsibility for the oversight of specific Council functions, including the Local Government and Social Care Ombudsman and the Housing Ombudsman.
Policy Framework	means the following plans and strategies (which are statutory, except where shown otherwise): <ul style="list-style-type: none"> • Documents that together make up the Development Framework

	<ul style="list-style-type: none"> • Licensing and Gambling Authority Policy Statement • Youth Justice Plan • Corporate Plan (non-statutory) • Crime and Disorder Reduction Partnership Strategy • A plan or strategy for the control of the authority's borrowing, investments or capital expenditure
Scheme	this scheme of delegations.
Strategic Directors	the Strategic Directors of Resources, Place and People collectively (any reference to a Strategic Director should be construed accordingly.)

~~Throughout this document, according to context, “The Council” means either:~~

- ~~• the 55 Members of the Council (“Councillors”) meeting together in full Council or~~
- ~~• the statutory body administering local government in the London Borough of Havering~~

This document is produced in accordance with the requirements of the Local Government Act 2000 (Constitutions) (England) Direction 2000.

1. The Council’s constitution

The ~~London Borough of Havering~~Council has a constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that decisions are properly made and are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others have been decided by the Council itself.

The constitution is divided into 12 articles which set out the basic rules governing the Council’s business. More detailed procedures and codes of practice are provided in separate rules and protocols at the end of the document.

2. What’s in the constitution?

Article 1 of the constitution commits the Council to deliver its priorities under the corporate plan, and to provide clear community leadership in partnership with local people, partners, businesses and others with a stake in the ~~well being~~wellbeing of the ~~London Borough of Havering~~. The rest deal with:

- (a) Members of the Council (Article 2)
- (b) Citizens and the Council (Article 3)
- (c) The Council and the Mayor (Article 4)
- (d) The Executive – Leader of the Council and Cabinet (Article 5)
- (e) Overview and Scrutiny (Article 6)
- ~~(e)~~f Joint arrangements (Article 7)
- ~~(f)~~g Staff (Article 8)
- ~~(g)~~h Decision making (Article 9)
- ~~(h)~~i Finance, contracts and legal matters (Article 10)

(i) Review and revision of the constitution (Article 11)

(j) Suspension, interpretation and publication of the constitution (Article 12).

3. How the Council operates

Councillors are democratically accountable to residents of their electoral ward. The overriding duty of ~~councillors~~Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

Councillors have to comply with a code of conduct to ensure high standards in the way they undertake their duties.

All ~~councillors~~Councillors meet together as the Full Council. Meetings of the Council are normally open to the public. Here councillors decide the Council's overall policies, and set the budget each year. The Council elects a Leader, who then appoints a Deputy Leader and between two and eight other members who together with the Leader of the Council form the Cabinet. The Leader and Cabinet are responsible for implementing the policies decided by the Council within the budget. Functions of the Cabinet and individual Cabinet ~~members~~Members are decided by the Leader. The Council is required by law also to appoint Overview and Scrutiny Committees to assist in policy formulation and to hold the Cabinet to account for its performance.

4 How decisions are made

The Executive is accountable for most day-to-day decisions. The Executive is made up of the Leader and the Cabinet. The Leader is elected by the Council and is responsible for arranging for the exercise of all executive functions. The Leader appoints the Cabinet. When major decisions are to be discussed or made, these are published in the ~~Leader's~~ Forward Plan. If these major decisions are to be taken at a meeting of the Executive, the meeting will be open for the public to attend except where personal or confidential matters are being discussed. The Executive has to make decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is outside the budget or policy framework, this must be referred to the Full Council ~~as a whole~~ to decide.

While most decisions are taken by the Executive (i.e. by or on behalf of the Cabinet or an individual Cabinet member), some important decisions are also taken by the ~~full~~Full Council, or by its committees and sub-committees.

5. Overview and Scrutiny

There are ~~six~~two Overview and Scrutiny Committees, known as sub-committees which support the work of the Overview and Scrutiny Board, the Executive and the Council as a whole. They have statutory powers to report and make recommendations which advise the

Executive and the Council as a whole on its policies, budget and service delivery. Overview and Scrutiny Sub-Committees also monitor the decisions of the Executive. The Overview and Scrutiny Board can “call-in” a decision which has been made by the Executive but not yet implemented. This enables it to consider whether the decision is appropriate. It may recommend that the Executive reconsider the decision. It may also be consulted by the Executive or the Full Council on forthcoming decisions and the development of policy.

The Overview and Scrutiny Board also deal with Councillor Calls for Action and sub-committees have power to scrutinise a number of partner agencies in relation to matters concerning the National Health Service and crime and disorder.

6. Health and Wellbeing Board

The Council’s Health and Wellbeing Board is a committee that includes NHS representatives as well as councillors and officers from the Council. Havering’s local Healthwatch organisation is also represented. The Board works towards ensuring people in Havering have services of the highest quality which promote their health and wellbeing and to narrow inequalities and improve outcomes for local residents.

7. Other Committees

The Council also appoints a number of other committees to undertake functions on its behalf that cannot be undertaken by the Executive. ~~These include the Regulatory Services Committee (which deals with planning issues), the Audit Committee and the Pensions Committee.~~

8. The Council’s staff

The Council has staff to give advice, implement decisions and manage the day-to-day delivery of its services. Some staff have a specific duty to ensure that the Council acts within the law and uses its resources wisely. A code of practice governs the relationships between staff and members of the Council.

9. Citizens’ rights

Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, while others depend on the Council’s own processes. ~~The local Citizens’ Advice Bureau can advise on individuals’ legal rights.~~

Citizens have the right to:

- (a) vote at local elections if they are registered
- (b) contact their local councillor about any matters of concern to them

- (c) obtain a copy of the constitution
- (d) attend meetings of the Council and its committees except where, for example, personal or confidential matters are being discussed
- (e) petition to request a referendum on a mayoral form of Executive
- (f) find out, from the ~~Leader's~~ Forward Plan, what major decisions are to be discussed by the Executive or decided by the Executive or staff, and when
- (g) attend meetings of the Executive where key decisions are being discussed or decided except where, for example, personal or confidential matters are being discussed
- (h) see reports and background papers except those containing personal or confidential information, and any record of decisions made by the Full Council and Executive
- (i) complain to the Council about any aspect of the Borough's services using the Council's formal complaints systems
- (j) complain to the Ombudsman if they think the Council has not followed its procedures properly. However, they should do this only after using the Council's own complaints process
- (k) complain to the Monitoring Officer if they have evidence which they think shows that a councillor has not followed the Council's code of conduct, and
- (l) inspect the Council's accounts and make their views known to the external auditor.
- (m) Inspect the Register of Members' Interests

Where members of the public use specific council services, for example as a parent of a school pupil or as a council tenant, they may have additional rights. These are not covered in this constitution.

The Council welcomes participation by its citizens in its work. A statement of the rights of citizens to inspect agendas and reports and attend meetings is available.

Article 1: The constitution

1.01 Purpose of the Constitution

The purpose of the constitution is to set the frameworks within which the Council operates and in particular to:

- 1 enable the Council to provide clear leadership to the community in partnership with citizens, partners, businesses and other organisations
- 2 support the active involvement of citizens in the process of local authority decision-making
- 3 help ~~councillors~~ Councillors represent their constituents more effectively
- 4 enable decisions to be taken efficiently and effectively
- 5 create a powerful and effective means of holding decision-makers to public account
- 6 ensure that no person will review or scrutinise a decision in which he or she was directly involved
- 7 ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions
- 8 provide a means of improving the delivery of services to the community.

1.02 Interpretation and review of the constitution

Where the constitution permits the Council to choose between different courses of action, the Council will always choose that option which it thinks is closest to the purposes stated above.

The Council will monitor and evaluate the operation of the constitution as set out in Article 11.

1.03 Definitions

~~For the purposes of this constitution:~~

~~(a) Where appropriate, any reference to a member includes a co-opted member (that is a member who is not a member of the Council but who is entitled to attend the committee or sub-committee on which they sit and may have voting rights).~~

~~(b) The following staff are Chief Officers:~~

- ~~1. Head of Paid Service (i.e. the Chief Executive)~~
- ~~2. Director of Children's Services (appointed under s.18 Education Act 2004) (i.e. the Director of Children's Services)~~
- ~~3. Director of Adult Social Services (appointed under s.6(A1) Local Authority Social Services Act 1970) (i.e. the Director of Adults and Health)~~
- ~~4. the s.151 Officer (i.e. the Chief Operating Officer)~~
- ~~5. Director of Public Health~~
- ~~6. Any person who for most of their duties (other than clerical or administrative) reports directly to the Head of Paid Service or directly to the Council or a committee or sub-committee of the Council.~~

~~Those in categories 1 – 5 are statutory chief officers, those in category 6 are non-statutory chief officers.~~

~~(c) Deputy Chief Officers are staff who for all or most of their duties report directly to or are directly accountable to a Chief Officer.~~

~~(d) SLT Directors are the Directors of Adult Social Services, Children's Services, Neighbourhoods, the Chief Operating Officer and the oneSource Managing Director~~

~~(e) Second Tier Managers are senior managers reporting to an SLT Director~~

~~(f) Third Tier Managers are senior managers reporting to a Second Tier Manager~~

~~(g) "Policy Framework" means the following plans and strategies (which are statutory, except where shown otherwise):~~

~~Documents that together make up the Development Framework~~

~~Licensing and Gambling Authority Policy Statement~~

~~Youth Justice Plan~~

~~Corporate Plan (non-statutory)~~

~~Crime and Disorder Reduction Partnership Strategy~~

~~A plan or strategy for the control of the authority's borrowing, investments or capital expenditure~~

~~(h) "Budget" includes the allocation of financial resources to different services and projects, proposed contingency funds, the council tax base, setting the council tax and decisions relating to the control of the Council's borrowing requirements, the control of its capital expenditure and the setting of virement limits. For the purpose of the Budget Framework Procedure Rules and the Policy Framework Procedure Rules, the budget shall not include reserves and balances.~~

~~(i) "Housing land transfer" means the approval or adoption of applications (whether in draft form or not) to the Secretary of State for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.~~

Article 2: Members of the Council

2.01 Composition and eligibility

The Council comprises 55 members, otherwise called ~~councillors~~Councillors. Three ~~councillors~~Councillors are elected by the voters of each electoral ward in accordance with a scheme drawn up by the Local Government Commission and approved by the Secretary of State.

Only registered voters of the ~~London~~-Borough-~~of Havering~~ or those living or working there are eligible to hold the office of councillor.

The regular election of councillors is held on the first Thursday in May every fourth year from 2002. The terms of office of councillors start on the fourth day after being elected and finish on the fourth day after the date of the next regular election.

Vacancies in the office of Councillor are filled by a by-election; those elected at a by-election hold office until the fourth day after the date of the next regular election.

2.02 Roles and functions of all councillors

(a) Key roles

All ~~councillors~~Councillors will:

- (i) collectively be the ultimate policy-makers;
- (ii) contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making; participate in the governance and management of the Council
- (iii) effectively represent the interests of their constituents, fairly, impartially and without unlawful discrimination;
- (iv) maintain the highest standards of conduct and ethics.

(b) Rights and duties

- (i) Councillors will have such rights of access to documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- (ii) Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence

to anyone other than a ~~councillor~~ Councillor or ~~member of staff~~ Officer entitled to know it.

- (iii) For these purposes, “confidential” and “exempt” information are defined in the Access to Information Procedure Rules in Part 4 of this constitution.

(c) Champions

Council has established six positions to act as and be a Champion:

- (i) Champion for the Armed Forces
- (ii) Champion for Equalities and Diversity
- (iii) Champion for Historic Environment
- (iv) Champion for the Over Fifties
- (v) Champion for the Voluntary Sector Compact
- (vi) Champion for the Young People

Such appointments are made at Annual Council.

In relation to the issues for which they are responsible, the Champions shall be required to report annually to Council, shall have the right to report to Council or to Cabinet at any ordinary meeting and may be questioned at an ordinary meeting of the Council by any member.

2.03 Conduct

Councillors will at all times observe the Members’ Code of Conduct, the Protocol on Member/Officers Relations, the Protocol on Probity in Planning matters and the Protocol on Gifts and Hospitality set out in Part 5 of this constitution.

2.04 Allowances

Councillors are entitled to receive allowances in accordance with the Members’ Allowances Scheme set out in Part 6 of this constitution.

Article 3: Citizens and the Council

3.01 Citizens' rights

Citizens have the following rights. Their rights to information and to participate are explained in more detail in the Access to Information Procedure Rules in Part 4 of this constitution.

(a) Voting and petitions

Citizens on the electoral roll for the area have the right to vote and to sign a petition to request a referendum for an elected mayor.

(b) Information

Citizens have the right to:

- (i) attend meetings of the Council, Cabinet and its committees except any part where confidential or exempt information is likely to be disclosed
- (ii) find out from the Forward Plan what key decisions will be taken by the Executive (or Officers), and when
- (iii) see reports and background papers, and any records of decisions made by the Council and the Executive except any part which includes confidential or exempt information
- (iv) inspect the Council's accounts and make their views known to the external auditor.

(c) Complaints

Citizens have the right to complain to:

- (i) the Council itself under its complaints scheme
- (ii) the Ombudsman
- (iii) the Monitoring Officer if they consider that a Member has acted in breach of the Code of Conduct.

3.02 Participation

Overview and Scrutiny Sub-Committees and other committees may invite Citizens to:

- (a) contribute to their investigations
- (b) speak at their meetings.

Strategic Planning and Planning Committees

Public rights in respect of participation at the Strategic Planning Committee and the Planning Committee are set out in the Planning Procedure Rules in Part 4 of this Constitution.

Article 4: ~~The Full~~ Council and the Mayor

4.01 Functions of ~~the Full~~ Council

Only ~~the Full~~ Council will exercise the following functions:

- (a) adopting and changing the constitution
- (b) approving or adopting the ~~P~~policy ~~framework~~Framework, the budget and any application to the Secretary of State in respect of any housing land transfer
- (c) subject to the urgency procedure contained in the ~~Access to Information Procedure~~Decision Making Rules in Part 4 of this constitution, making decisions about any matter in the discharge of an executive function which is covered by the ~~P~~policy ~~framework~~Framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the ~~policy~~Policy frameworkFramework or contrary to or not wholly in accordance with the budget
- (d) appointing the Leader and the Mayor
- (e) agreeing and/or amending the terms of reference for committees, deciding on their composition and making appointments to them
- (f) adopting an allowances scheme under Article 2.04
- (g) changing the name of the area, conferring the honorary freedom of the borough or appointing honorary aldermen / alderwomen
- (h) confirming the appointment and dismissal of the Head of Paid Service
- (i) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal ~~Bills~~bills
- (j) the decision to introduce or revise a council tax reduction scheme
- (k) agreeing council tax discounts and exemptions
- (l) adoption of the ~~members e~~Code of conductConduct
- (m) approving the annual pay policy statement
- (n) ~~Resolution~~resolution to make a change in governance arrangements

- (o) all local choice functions set out in Part 3 of this constitution which ~~the Full~~ Council decides should be undertaken by itself rather than the Executive
- (p) all other matters which, by law, must be reserved to Full Council.

4.02 Council meetings

There are four types of Council meeting:

- (a) annual meetings
- (b) ordinary meetings
- (c) council tax and budget setting meetings
- (d) extraordinary meetings

and they will be conducted in accordance with the Council Procedure Rules in Part 4 of this constitution.

4.03 Role and function of the Mayor

The Mayor is elected at the Annual ~~Meeting of the~~ Council from among its members. The Mayor is the civic and ceremonial head of the Council. The Mayor appoints the Deputy Mayor.

The Mayor and, in his or her absence, the Deputy Mayor (in the case of (e) and (f) if the Deputy Mayor is chosen by the meeting in accordance with Council Procedure Rule rule 2 (a)) will have the following roles and functions:

- (a) To uphold and promote the purposes of the constitution and, when ~~Chairing~~ chairing the Full Council meeting, to interpret the constitution when necessary
- (b) To promote public interest in the Council's activities.
- (c) To be the Returning Officer for the parliamentary constituencies within the Borough.
- (d) To attend civic and ceremonial functions
- (e) To preside over meetings of ~~the Full~~ Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community. ~~[In the case of an equality of votes, then, as the Chairman of the meeting, the Mayor has a second or casting vote.]~~

- (f) As Chair~~man~~ of the meeting, to ensure that the Full Council meeting is a forum for the debate of matters of concern to the local community and the place at which ~~members~~Members who are not on the Cabinet are able to hold the Cabinet to account.

4.04 Committees of the Council

~~The Full~~ Council will appoint committees and sub-committees, with the membership arrangements shown in the Table appended to this Part 2. The full functions of each are set out in Part 3 of this constitution.

~~The Full~~ Council is required – with a few exceptions – to make appointments to Committees in accordance with the principles of political balance. The number of Members' seats on each ~~Committee~~committee shown in the table may be varied by resolution of ~~the Full~~ Council in order to achieve political balance.

4.05 Responsibility for functions

~~The Full~~ Council will maintain the tables in Part 3 of this constitution, which set out the responsibilities for those functions of the Council that are not the responsibility of the Executive

Notes for later inclusion:

- 2.02 (a) Key roles
- (b) Rights and duties

Should these be added to a composite Part 5, showing rights and duties of Councillors, including code of conduct?

OR – should we extend 4.1 (Access to Info) to cover members of the public and councillors in separate sections.

Champion for Standards to be removed.

Need to re-order part 4, so that FC comes first, followed by Executive and Committees. And before that, need to add in some Decision Making Rules which will cover the FP and urgency provisions.