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**MINUTES OF A MEETING OF THE  
GOVERNANCE COMMITTEE  
Town Hall, Main Road, Romford  
2 November 2022 (7.30 - 8.21 pm)**

**Present:**

**COUNCILLORS**

<b>Conservative Group</b>	Joshua Chapman, Osman Dervish, Jason Frost, David Taylor and Philippa Crowder
<b>Havering Residents' Group</b>	Ray Morgon (Chairman), Christopher Wilkins, Graham Williamson and Gerry O'Sullivan
<b>Labour Group</b>	Mandy Anderson and Keith Darvill
<b>East Havering Residents Group</b>	Martin Goode

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

**20 APOLOGIES FOR ABSENCE & SUBSTITUTE MEMBERS**

Apologies were received from Councillor Gillian Ford (Councillor Gerry O'Sullivan substituting) and from Councillor Damian White (Councillor Philippa Crowder substituting).

**21 DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

**22 MINUTES**

The minutes of the meeting held on 24 August 2022 were agreed as a correct record.

**23 APPOINTMENTS TO OTHER ORGANISATIONS 2022/23**

Governance Committee was asked to approve the appointment of Mr Melvin Wallace as the Council's representative on Havering Theatre Trust. This was agreed without division and it was **RESOLVED**:

**That Mr Melvin Wallace be confirmed as a representative of the Council on Havering Theatre Trust.**

There had been a total of four expressions of interest in a vacancy for a Council representative on Romford Combined Charity. The expressions of

interest by Councillors Frost and Anderson were withdrawn at the meeting. Voting for the remaining candidates was as follows:

Councillor Jane Keane – Six votes – Councillors Morgon, O’Sullivan, Wilkins, Williamson, Anderson and Darvill.

Councillor Viddy Persaud – Six votes – Councillors Chapman, Philippa Crowder, Dervish, Frost, Taylor and Goode.

The casting vote of the Chairman was cast in favour of Councillor Keane and it was therefore **RESOLVED**:

**That Councillor Jane Keane be confirmed as a representative of the Council on Romford Combined Charity.**

The Monitoring Officer confirmed that any Council appointments on outside bodies would be covered by the Council’s indemnity insurance. The Monitoring Officer was also happy to discuss the duties of Trustees with any Members who wished to.

The Committee **AGREED**:

- 1. The full list of Non-Executive Appointments to Outside Bodies as shown in appendix 1 to these minutes.**
- 2. That all remaining vacancies will be non-executive appointments to the organisations referred to in this report, for the period until the meeting that deals with appointments for the municipal year, 2023/24 (or such other period as may be relevant in any specific case).**

## 24 **WEBCASTING: REVIEW OF PROVISION**

A report proposed that the IT and Audio-Visual systems in the Council Chamber be upgraded and that a number of meetings which were likely to generate lower levels of in-person public interest be moved to alternative meeting accommodation within the Town Hall. It was clarified that the facility to hold a hybrid meeting with both remote and in-person attendees would still be available in the new meeting facility.

The cost of upgrading the systems in the Council Chamber would be in the region of £28k although it was noted that some savings in staff costs could be gained by use of the new meeting rooms for certain Committees. A Member asked for further information on the costs of the proposed upgrade but other Members felt that the Chamber systems were no longer fit for purpose. Officers added that the equipment was more than 15 years old and there was a risk of it failing completely if it was not upgraded. Figures could be obtained on the number of occasions webcasts had failed etc.

Members also felt that there was now more interest in the work of the Council as seen for example in the higher level of response to the budget

consultation. It was also possible that more income could be gained from hiring out the Council Chamber.

Voting on recommendation 1 of the report was as follows:

In favour – Councillors Morgon, O’Sullivan, Wilkins, Williamson, Anderson and Darvill.

Against – Councillors Chapman, Philippa Crowder, Dervish, Frost and Taylor.

Abstention – Councillor Goode

Recommendation 1 was therefore **AGREED** by 6 votes to 5 with 1 abstention.

Recommendations 2 and 3 were **AGREED** without division.

**RESOLVED:**

1. That the current system used in the Council Chamber be upgraded, therefore improving the quality and reducing the risk of equipment failure.
2. That the following meetings are held in the Council Chamber: Council, Cabinet, Planning Committee, Strategic Planning Committee and Licensing Sub-Committees.
3. That all other meetings are held in meeting rooms within the Town Hall complex,

25 **REVIEW OF THE COUNCIL'S CONSTITUTION**

A report updated Members on the review of the Council’s Constitution. A Member felt that the review should ask Councillors what areas of the Constitution should be amended. It was pointed out Group Leaders or their representatives were members of the Constitution working party.

The report was **AGREED** without division and it was **RESOLVED:**

1. That the consequential changes to the Constitution to be made by the Monitoring Officer as set out in Appendix 2 to these minutes be noted.
  2. That the terms of reference agreed by the cross party working group (“the Constitution Review Working Group”) as set out in Appendix 3 to these minutes be noted.
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**Chairman**

Appointments to other Organisations 2022/23 APPENDIX 1

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non-Executive Appointments)	COMMENTS AND NOTES
Adoption & Permanency Panel-2	<b>Cabinet Member for Children &amp; Young People – Cllr Oscar Ford</b>	
Children’s Executive Board	<b>Cabinet Member for Children &amp; Young People – Oscar Ford</b>	
Havering Chamber of Commerce and Industry	<b>Cabinet Member for Development and Regeneration- Cllr Graham Williamson</b>	
Havering Community Safety Partnership – 2	<b>Cabinet Member for Environment – Cllr Barry Mugglestone &amp; the Chief Executive – Andrew Blake-Herbert</b>	
Havering Joint Forum - 6	<b>Leader of the Council – Cllr Ray Morgon Deputy Leader of the Council – Cllr Gillian Ford Leader of the Opposition Group – Cllr Damian White</b>	
Havering Local Board (formerly Havering Sixth Form College & Havering College of Further and Higher Education)- 1	<b>Cllr Keith Darvill (until October 2024)</b>	Proposed to be removed as Council appointments at the end of term of office
Hornchurch Housing Trust (Nomination Trustees) - 1	<b>Mr John Mylod (until February 2026)</b>  <b>Cllr Carol Smith and Mr Melvin Wallace (until February 2023)</b> <b>Mr Roger Evans and Mr Peter Salisbury (until February 2025)</b>	<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.</i> Proposed to be removed as Council appointments at the end of term of office

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ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non-Executive Appointments)	COMMENTS AND NOTES
Lee Valley Regional Park Authority- 1	<b>Cllr Dilip Patel (until July 2025)</b>	<i>Appointed by London Councils 21.07.21</i>
Local Government Association General Assembly - 4	<b>Leader of the Council – Cllr Ray Morgon Councillor Gillian Ford Councillor Keith Darvill Councillor Michael White</b>	<i>Appointed at Annual Council on 25<sup>th</sup> May</i>
Local Government Information Unit - 1	<b>Leader of the Council- Cllr Ray Morgon</b>	
London Road Safety Council - 2	<b>Cabinet Member for Environment – Cllr Barry Mugglestone</b>	
London Youth Games-1	<b>Cabinet Member for Corporate, Culture &amp; Leisure – Cllr Paul Middleton</b>	
Lucas Children’s Play Charity Nominative Trustees – 2	<b>Cllr Robert Benham and Cllr Osman Dervish (appointed till November 2023)</b>	Agreed at Governance on 14.11.19
North East London NHS Foundation Trust – 1	<b>Director of Adult Services – Barbara Nicholls</b>	
Poyntz (a.k.a. Richard Poyntry’s) and other charities	<b>Cllr Linda Hawthorn (until March 2024) Mr Ron Ower (until March 2024)</b>	Mr Ower’s appointment agreed by Governance on 13 January 2021  Proposed to be removed as Council appointments at end of term of office
Reserve Forces & Cadets Association -1	<b>Champion for the Armed Forces- Cllr Barry Mugglestone</b>	
Romford Town Management Partnership	<b>Cabinet Member for Development and Regeneration- Cllr Graham Williamson</b>	

Appointments to other Organisations 2022/23 APPENDIX 1

ORGANISATION AND NUMBER OF APPOINTEES	MEMBER APPOINTED (Non-Executive Appointments)	COMMENTS AND NOTES
Romford Combined Charity <u>Nominative Trustees</u> – 2	<b>Mrs Wendy Brice Thompson and Councillor Dilip Patel (until 3.11.22)</b> <b>Mr Melvin Wallace (until 3.11.23)</b> <b>Councillor Joshua Chapman (until 3.11.24)</b>	Mr Wallace’s appointment agreed by Governance on 14 November 2019.  Cllr Chapman’s appointment agreed by Governance on 13 January 2021
Safer Neighbourhood Board	<b>Cabinet Member for Environment – Cllr Barry Mugglestone</b>	
Standing Advisory Council for Religious Education (SACRE) - 5	<b>Cllr Philip Ruck</b> <b>Cllr David Taylor</b> <b>Cllr Katharine Tumilty</b>	Appointed at Council on 7.09.2
Veolia ES Cleanaway Havering Riverside Trust - 1	<b>Cabinet Member for Environment – Cllr Barry Mugglestone</b>	

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## Appendix 2 – schedule of changes to be made by the Monitoring Officer

Description of Change	Section / Page	Amendment
<p><b>Administrative</b> – to delete all references to the Highways Advisory Committee (HAC) and Adjudication and Review (ARC) Committee following decommission.</p>	<p><b>Part 2.13</b> – Committee Structure Appendix</p> <p><b>Part 3.2</b> – Executive Functions: s2.5 (Functions that may be delegated to individual Cabinet Members)</p> <p><b>Part 3.3</b> – Functions delegated to Staff s3.8.3 (Assistant Director of Environment – Street Care)</p> <p>s3.9.7 Governance (aa) Head of Democratic Services</p> <p><b>Part 3.5</b> – Local Choice Functions (2 – 5)</p>	<p>To delete the references to HAC and ARC</p> <p>To delete the reference to HAC in s2.5 (s)</p> <p>To delete the reference to HAC in 3.8.3 (b)</p> <p>To delete references to school appeals and the ARC following the transfer of education appeals.</p> <p>To delete references to school appeals and the ARC</p>
<p><b>Administrative</b> – to delete references to HAC; ARC and the Joint Ventures Working Party (JVWP) following decommission.</p>	<p><b>Part 4.3</b> – Committee Procedure Rules</p>	<p>To delete rule 14 – ARC;</p> <p>To delete rule 15 – HAC;</p> <p>To delete rule 17 - JVWP</p>

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## CONSTITUTION REVIEW WORKING GROUP

### Terms of Reference

#### 1. Purpose

The Constitution Review Working Group has been established by the Council to review the Constitution and ensure that it is fit for purpose. It will undertake this role by:

- a) Reviewing areas in the Constitution and put forward appropriate changes when necessary;
- b) Receiving requests to review certain areas of the Constitution;
- c) Considering changes proposed by Members, Officers and Committees;
- d) Proposing changes to Governance Committee for recommendation to Council for approval.

#### 2. Function

(a) The Constitution Review Working Group shall report its work to the Governance Committee via the Monitoring Officer or a nominated representative.

(b) It will set its own work programme, save that the following may request that the CRWG considers a particular item of work:

- i) Full Council
- ii) The Governance Committee
- iii) The Monitoring Officer

(c) It has no decision making power save that it shall act as a 'sounding board' for the delegated decision making power of the Monitoring Officer in relation to minor amendments to the Constitution

#### 2. Membership

The Constitution Review Working Group shall comprise of up to four Members and will be represented by all of the political parties. The Group will be supported by the Monitoring Officer, Democratic Services Officer and any other officer as required.

#### 3. Appointment to the Constitution Review Working Group

Members will be nominated to the Constitution Review Working Group by the Group Leaders.

#### 4. Chairman and Vice Chairman

The Chairman and Vice Chairman of the Constitution Review Working Group will be appointed at the first meeting of the group and appointed annually thereafter.

## **5. Voting**

Any vote will be subject to a simple majority and the Chairman will have a casting vote.

## **6. Quorum**

The quorum of a meeting of the Constitution Review Working Group will be two

## **7. Frequency of Meetings**

The Constitution Review Working Group will meet approximately monthly.

The dates and times of meetings will be agreed by the Working Group. Provided all members of the Working Group are in agreement minor changes to be proposed to the Constitution may be agreed via e-mail without the need to hold a formal meeting.

## **8. Minutes of Constitution Review Working Group Meetings**

The Working Group shall agree the minutes at the next convened meeting.

## **9. Administration of the Board**

Agendas will be sent out five clear working days before the meeting and minutes will be provided within five clear working days after the meeting.