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**MINUTES OF A MEETING OF THE
GOVERNANCE COMMITTEE
Town Hall, Main Road, Romford
5 June 2024 (7.30 - 8.52 pm)**

Present:

COUNCILLORS

Conservative Group	Keith Prince and Joshua Chapman
Havering Residents' Group	Ray Morgon (Chairman), Gillian Ford (Vice-Chair), Barry Mugglestone, Stephanie Nunn and Reg Whitney
Labour Group	Keith Darvill and Matthew Stanton
East Havering Residents Group	Martin Goode
Residents Association Independent Group	John Tyler

All decisions were taken with no votes against.

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

1 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

Apologies were received from Councillors Mandy Anderson (Matthew Stanton substituting) and Tim Ryan.

2 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

3 APPOINTMENTS TO OTHER ORGANISATIONS 2024/25

Executive Appointments

The Executive Appointments as shown in Appendix 1 to these minutes were recommended by the Committee to be made by the Leader.

Non-Executive Appointments

It was noted that the Veolia ES Cleanaway Havering Riverside Trust had now ceased operations.

Two Members (Councillors Trevor McKeever and John Wood) had expressed interest in being nominated to the Havering Theatre Trust and would be attending interviews with the Havering Theatre Trust Board on 7 June.

Interest had been received from Councillors Jane Keane and Matt Stanton in joining the Lucas Play Charity Nominative Trustees. It was noted that there remained one vacancy on the Standing Advisory Council for Religious Education.

It was noted that the Leader would announce a replacement Cabinet Lead for Climate Change in due course.

The Non-Executive Appointments as shown in Appendix 2 to these minutes were agreed by the Committee.

Other recommendations agreed:

1. 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.
2. 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).

4 MAYORAL HANDBOOK AND PROCEDURES MANUAL

Officers advised that a comprehensive Mayoral procedures manual had been developed to support and guide the Mayor. This followed the guidelines of the National Association of Civic Officers as well best practice in neighbouring boroughs.

The Monitoring Officer recommended that a clause should be inserted that the Constitution would prevail should any areas of the handbook clash with the requirements of the Constitution. Issues around Mayoral powers would be included in the ongoing Constitution review.

It was agreed that the detailed duties of Mayoral support staff should not be included in the handbook. Any future changes to the handbook could be agreed at Governance Committee and would not need to go back to full Council. It was suggested that the handbook could be reviewed at the end of each Mayoral term.

Councillor Nunn had made suggestions on areas such as personal safety of the Mayor. She felt that the Mayor should see all incoming correspondence and officers agreed that this could be added. It was confirmed that the Mayor did have access to the Mayoral in-box. Councillor Nunn did not though feel it was necessary for a panel to screen Mayoral invitations. It was agreed that the reference to the panel should be removed but that any invitations outside the normal criteria should be referred to the Leader, in consultation with the Chief Executive and Monitoring Officer. It was also agreed that a list of events attended by the Mayor (though not invitations turned down) should be published on the Council's website in order that the type of events attended by the Mayor was transparent to all parties.

It was noted that a panel had been proposed to lead on criteria for the Mayor's civic awards. Scoring criteria was included in the handbook but this area could be looked at in more detail at the Constitution Working Party if necessary.

Officers would investigate with audit colleagues if the time taken to obtain the total of monies raised for the Mayor's Charity could be reduced. It was noted however that part of the delay was due to the need to obtain clearance from the Charity Commission and this could be made clearer in the handbook. The Monitoring Officer would check with the Strategic Director for Resources if guidance rules put any limit on the timetable for disclosure.

It was **AGREED** that the above changes should be added to the handbook and a revised version be circulated to the Committee via e-mail. Subject to this being done, the Committee approved the Mayoral Handbook.

5 **COUNCILLOR COMPLAINTS - ANNUAL UPDATE**

In the interests of transparency, the Monitoring Officer had brought to the Committee a report on recent complaints made about Councillors. This included anonymised details of complaints.

There had been sixteen complaints about Councillors received in the period 31 December 2022 to 31 March 2024. Eight of these had been made by residents and eight by other Councillors. The Monitoring Officer felt that this total was slightly more than would usually be expected.

The Monitoring Officer and colleagues sought to be objective and apolitical when dealing with complaint investigations. It was noted that the complaint made on 11 July 2023 was against a Political Group rather than an individual Councillor.

It was suggested that training could be offered to Councillors to clarify the threshold for complaints and what could be considered vexatious. This could be carried out as a Member Briefing.

The Monitoring Officer advised that the Member Social Media Protocol was due to be considered by Council in July. This would be followed up with Member training on this area. Members felt this was important training to attend. There had been little issue with staff complaints about Members with staff being open about any concerns about Member behaviour and often still wanting to show good faith in Councillors. The Monitoring Officer would also discuss this area with HR and Trade Union representatives. The Cabinet did also meet privately with Trade Unions.

Group Leaders would be advised in some cases if one of their Members was complained about, particularly if this was a regular occurrence.

The Committee noted the report.

6 CONSTITUTIONAL REVIEW - UPDATE

The Monitoring Officer confirmed that an update report on this area would come to Governance Committee on a regular basis. The Constitution was now being reviewed and minor changes tidied up from page 1. In the current year the contract procurement and planning procedure rules would be reviewed.

It was noted that section 2.01 (page 65) needed to reflect that there were now only 2 Councillors in some wards and that there were other criteria to hold the office of Councillor, in addition to those listed. Additionally, on page 70, section 4.03 (c) needed to reflect that the Mayor was not the returning officer for all parliamentary constituencies. The Monitoring Officer would clarify the wording on when the Mayor was to act as returning officer. References to the Leader's Forward Plan and the capitalisation of Aldermen and Freemen in the Constitution would also be reviewed.

The Committee noted the report.

Chairman

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

ORGANISATION AND NUMBER OF APPOINTEES	EXECUTIVE MEMBER APPOINTMENTS	
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Capital Letters- 1

Cabinet Member for Housing Need – ***Cllr Natasha Summers***

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 – ***Cllr Barry Mugglestone*** and ***Cllr Chris Wilkins***

East London Waste Authority Board (officer)

Director of Environment
Assistant Director of Environment

London Councils (Leaders' Committee)

Representative (1): Leader of the Council – ***Cllr Ray Morgon***
Deputy: (1) Deputy Leader of the Council – ***Cllr Gillian Ford***

Transport & Environment Committee

Representative (1): ***Cllr Barry Mugglestone***
Deputies (up to 4): ***Cllr Graham Williamson, Cllr Paul McGeary***

Appointments to other organisations, 2024/25

Grants Committee

Representative (1): ***Cllr Gillian Ford***

Deputy (up to 4): ***Cllr Oscar Ford, Cllr Natasha Summers***

Pensions CIV (Sectorial Joint Committee)

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

Deputy (up to 2): Vice Chair of Pensions Committee – ***Cllr Stephanie Nunn***

Greater London Employment Forum

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

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

Cllr Graham Williamson

London Riverside (BID) Ltd

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 Cllr John Tyler	
<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	<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	
<i>Lucas Children's Play Charity Nominative Trustees – 2</i>	Councillor Jane Keane Councillor Matthew Stanton	
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>Nominative Trustees</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	
Tenant Management Organisations - 3	BETRA (Gooshays) – Councillor Paul McGeary DELTA (Squirrels Heath)- Ward Councillor – Councillor Keith Prince PETRA (St Andrews’) – Councillor Bryan Vincent	
<i>Wennington Quarry Community Liaison Committee- 1 (until May 2026)</i>	Councillor Sarah Edwards	Cllr Edwards appointed on 21.3.24

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