

STANDARDS (ADVISORY) COMMITTEE

Thursday, 24 November 2016 at 7.00 p.m.

Room MP702, 17th Floor, Town Hall, Mulberry Place, 5 Clove
Crescent, London E14 2BG

This meeting is open to the public to attend.

Members:

Chair: John Pulford MBE

Vice-Chair: Nafisa Adam

Mike Houston, Daniel McLaughlin, Councillor Sabina Akhtar, Councillor Marc Francis, Councillor Ayas Miah, Councillor Candida Ronald, Councillor Ohid Ahmed, Councillor Muhammad Ansar Mustaqim and Councillor Chris Chapman

Observers:

Elizabeth Hall (Independent Person)

Deputies:

Councillor David Edgar, Councillor Shiria Khatun, Councillor Denise Jones and Councillor Peter Golds

The quorum for this body is 3 of the total membership including at least one Councillor and one Co-opted member.

Contact for further enquiries:

Antonella Burgio, Democratic Services,
1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG
Tel: 020 7364 4881
E-mail: antonella.burgio@towerhamlets.gov.uk
Web: <http://www.towerhamlets.gov.uk/committee>

Scan this code
for an
electronic
agenda:



Public Information

Attendance at meetings.

The public are welcome to attend meetings of the Committee. However seating is limited and offered on a first come first served basis.

Audio/Visual recording of meetings.

Should you wish to film the meeting, please contact the Committee Officer shown on the agenda front page.

Mobile telephones

Please switch your mobile telephone on to silent mode whilst in the meeting.

Access information for the Town Hall, Mulberry Place.



Bus: Routes: D3, D6, D7, D8, 15, 108, and 115 all stop near the Town Hall.

Docklands Light Railway: Nearest stations are East India: Head across the bridge and then through complex to the Town Hall, Mulberry Place Blackwall station. Across the bus station then turn right to the back of the Town Hall complex, through the gates and archway to the Town Hall.

Tube: The closest tube stations are Canning Town and Canary Wharf

Car Parking: There is limited visitor pay and display parking at the Town Hall (free from 6pm)

If you are viewing this on line: (http://www.towerhamlets.gov.uk/content_pages/contact_us.aspx)

Meeting access/special requirements.

The Town Hall is accessible to people with special needs. There are accessible toilets, lifts to venues. Disabled parking bays and an induction loop system for people with hearing difficulties are available. Documents can be made available in large print, Braille or audio version. For further information, contact the Officer shown on the front of the agenda



Fire alarm

If the fire alarm sounds please leave the building immediately by the nearest available fire exit without deviating to collect belongings. Fire wardens will direct you to the exits and to the fire assembly point. If you are unable to use the stairs, a member of staff will direct you to a safe area. The meeting will reconvene if it is safe to do so, otherwise it will stand adjourned.

Electronic agendas reports and minutes.

Copies of agendas, reports and minutes for council meetings can also be found on our website from day of publication.

To access this, click www.towerhamlets.gov.uk/committee and search for the relevant committee and meeting date.

Agendas are available at the Town Hall, Libraries, Idea Centres and One Stop Shops and on the Mod.Gov, iPad and Android apps.



QR code for smart phone users.

APOLOGIES FOR ABSENCE

1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (Pages 1 - 4)

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Monitoring Officer.

2. MINUTES OF THE PREVIOUS MEETING(S) 5 - 12

To confirm as a correct record the minutes of the meeting of the Standards (Advisory) Committee held on 22 September 2016.

3. REPORTS FOR CONSIDERATION

3.1 Governance Update 13 - 18

3.2 Revised Licensing Code of Conduct Update 19 - 50

3.3 Members' Attendance, Timesheets and Declaration of Interests: Monitoring Report 51 - 80

4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

To consider any other unrestricted business that the Chair considers to be urgent.

Next Meeting of the Committee:

Wednesday, 1 March 2017 at 7.30 p.m. to be held in the Room MP702, 17th Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG

This page is intentionally left blank

Agenda Item 1

DECLARATIONS OF INTERESTS - NOTE FROM THE INTERIM MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Interim Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-

Melanie Clay, Corporate Director of Law, Probity & Governance & Monitoring Officer, Telephone Number: 020 7364 4801

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

This page is intentionally left blank

LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE STANDARDS (ADVISORY) COMMITTEE

HELD AT 7.00 P.M. ON THURSDAY, 22 SEPTEMBER 2016

**COMMITTEE ROOM 1, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5
CLOVE CRESCENT, LONDON E14 2BG**

Members Present:

John Pulford MBE (Chair)
Nafisa Adam (Vice-Chair)
Mike Houston
Daniel McLaughlin
Councillor Sabina Akhtar
Councillor Marc Francis
Councillor Ayas Miah
Councillor Ohid Ahmed
Councillor Muhammad Ansar Mustaqim
Councillor Peter Golds (Substitute for Councillor Chris Chapman)

Observers:

Elizabeth Hall – Independent Person

Other Councillors Present:

Apologies:

Councillor Candida Ronald (Member)
Councillor Chris Chapman (Member)

Officers Present:

Paul Greeno – (Senior Corporate and
Governance Lawyer, Legal Services)
Mark Norman – (Legal Advisor)
Antonella Burgio – (Democratic Services)

1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

There were no declarations of interest.

2. MINUTES OF THE PREVIOUS MEETING(S)

RESOLVED

That the minutes of the meeting held on 28th July 2016 be approved as a correct record of proceedings.

3. REPORTS FOR CONSIDERATION

3.1 Recruitment of Reserve Independent Person and Independent Co-opted Members

Mark Norman, Legal Adviser informed the Committee that:

- Recruitment had been initiated and the post advertised electronically and in local press until 12 October. Advice on the appropriate channels for advertising the posts had been given by Corporate Communications on this occasion but in future there should be more opportunities to advertise such roles in the community. Enquiries would be made around advertising the posts via social media.
- The interviewing panel would comprise the Chair of the committee and 2 officers (one being the Corporate Director Law Probity and Governance or her representative)

Responding to Members' questions, the Legal Adviser also informed Members:

- The Communications Strategy was under review at present and because of the size of the contract it was required to comply with European Union (EU) regulations.
- Co-opted members were unable to exercise voting powers at Investigation and Disciplinary Sub-Committees (I&DSC) as under Local Government legislation they could only vote on advisory matters. The I&DSC is decision making and therefore co-opted members views can be taken into account but decisions can only be discharged by elected representatives.
- The Co-optee vacancies, except for one, had arisen because co-optee terms of office had expired.
- Recruitment of co-opted members by Standards Advisory Committee was authorised by Council at its meeting in July 2016. These appointments would also be confirmed by Council.

RESOLVED

That the content of the report be noted.

3.2 Code of Conduct for Members - Complaints and Investigation Monitoring

Mark Norman, Legal Adviser informed the Committee that of the complaints reported at appendix 1:

- Two complaints had been closed one following an independent investigation, the other without investigation and no further action agreed by I&DSC in both cases.
- One complaint had been closed following local resolution.
- Two complaints were awaiting determination via a forthcoming I&DSC.

Responding to Members' questions, the Legal Adviser also informed Members that monitoring information was last reported to the Advisory Committee in March 2016. At that time all complaints had been dealt with and closed with the exception of one matter which had been subject to external investigation.

RESOLVED

That the complaints and investigation monitoring information contained in Appendix 1 to the report be noted.

3.3 Revised Code of Conduct for Members and Revised Arrangements for Dealing with Alleged Breach of the Code

Mark Norman, Legal Adviser informed the Committee that:

- The report provided an update on the proposals for revisions to the Council's Code of Conduct for Members and revisions to the Arrangements for Dealing with Alleged Breach of the Code.
- The revised Code better empowered the Monitoring Officer to consider complaints around breaches of the code of conduct and expedite the consideration of complaints.
- The proposed revisions were considered and broadly supported by the cross party Governance Review Working Group on 8 June 2016.
- The report was presented to the Committee to seek views on a number of matters.

Members considered the following:

- Changes to the general principles of conduct to bring them up to date in terms of legislative context and current terminology. - The Committee did not raise any issues on this proposal.
- Greater clarity of the requirements to register and declare statutory disclosable pecuniary interests and other interests. – The Committee broadly supported this proposal.
- A potential increase in the current value (£25) requiring the registration of gifts and/or hospitality. - The Committee considered that, for better transparency, the value should remain unchanged.

- Providing greater autonomy for the Monitoring Officer to reject complaints at the initial stage (whilst retaining the ability to seek a view from the Investigation and Disciplinary Sub-Committee in more complex cases). - The Committee did not raise any issues on this proposal.
- Creating defined criteria on which the Monitoring Officer may reject complaints. - The Committee did not raise any issues on this proposal.
- Introducing a requirement for the Monitoring Officer to provide reasons for any rejection at the initial stage to the complainant (and include this in quarterly monitoring information provided to the Standards (Advisory) Committee). - The Committee did not raise any issues on this proposal.
- Introducing greater flexibility to seek local resolution of complaints at all stages of the process. - The Committee did not raise any issues on this proposal.
- Reducing the role of full Council to determine hearings and impose sanctions with a proposal that the Hearings Sub-Committee is decision making as to whether a breach has occurred but a requirement for full Council or the Mayor (as appropriate) to agree more serious sanctions such as removal of a Member from a Council Committee or the Executive. - The Committee did not raise any issues on this proposal.
- Abolishing the Hearings (Appeals) Sub-Committee. - The Committee supported this proposal since this function had never been exercised.

Responding to Members' questions, the Legal Adviser also informed Members:

- Sensitive data relating to member declarations would be dealt with in accordance with data protection regulations. Enquires would be made around practice at other local authorities for comparison.
- In relation to section 3 of the Code, this will be amended to specifically refer to the criminal sanction for failure to declare disclosable pecuniary interest. Anonymous complaints would be difficult to administer since, in most cases in order to properly investigate, the complainant would be required to identify themselves. Principles of natural justice also require that a Member complained about is able to test evidence of alleged misconduct. Ultimately the monitoring Officer retains the ability to investigate anonymous complaints if it is possible and considered to be in the public interest to do so. complainants should identify themselves.

RESOLVED

1. That the above comments on the proposed revisions be noted.
2. That the abolition of the Hearings (Appeals) Sub-Committee be endorsed.

3.4 Update on the Council's Whistleblowing Arrangements

Paul Greeno, Senior Corporate and Governance Lawyer presented the update report informing the Committee that:

- Members would receive regular updates on the Council's arrangements for this policy.
- The scope of the policy would also include allegations of corruption.

Responding to Members' questions, the Senior Lawyer also informed Members:

- In relation to procedures for raising a concern and matters of anonymity, officers could create facilities for anonymous engagement but the risk that identity could be guessed could not be eliminated.
- Noting the demographic of the borough, officers would check in what alternative languages the policy could be made available.
- The Council aimed to create an organisational and cultural shift so that staff felt able to raise matters in house. Complaints would, in any event, be evaluated to assess whether it would be more appropriate to investigate them externally.
- Abbreviations used in the document would be clarified.
- There would be an update on two historic complaints yet to be determined under the old procedure. Officers noted:
 - the concerns raised by some Members regarding the necessity and cost of this proposal; and
 - that Independent Group Members disputed the necessity to review historic cases since 2010.

RESOLVED

1. That the updated version of the Whistleblowing Policy at Appendix 1 be noted;
2. That the accompanying Process Chart, Blow the Whistle report form, guidance for investigators, and guidance for managers at Appendices 2 to 5 respectively, be noted;
3. That the whistleblowing concern and investigation monitoring information contained in Appendix 6 to this report be noted;
4. That the introduction of the 'clear up' project team be noted; and
5. That it be noted that an independent review is to be undertaken on how the Council handles concerns, with particular focus on the whistleblowing process.

3.5 Proposed Revised Licensing Code of Conduct

Paul Greeno, Senior Corporate and Governance Lawyer presented the report which brought up to date the Code of Conduct relating to the Council's licensing functions.

Responding to Members' comments and questions, the Senior Lawyer also informed Members:

- Should members be lobbied or have concerns around an application, they should raise the matter with Legal Services. Members' commented that part of a councillors' role was to receive representations on matters of concern and that this role potentially conflicted with the Code. This point was accepted and the last sentence of paragraph 9.1 would be deleted and necessary amendments made to paragraph 9 generally
- Declarations should be made in advance of any decision.
- That the term "man" at appendix 2 paragraph 2.3 would be made gender neutral.
- That the term "debar" at appendix 2 paragraph 5.8 be clarified.
- That the matter of ensuring that councillors were properly notified of applications in their Ward would be referred to the Licensing Team for investigation.

Action by: David Tolley, Head of Trading Standards and Commercial Services

RESOLVED

1. That the revised Licensing Code of Conduct in Appendix 1 of the report be noted.
2. That it be noted that Licensing Code of Conduct is part of the Council's ethical framework and should be read in conjunction with the Councillors' Code of Conduct and the Member/Officer Protocol.
3. That it be noted, as this is a Member Code of Conduct, then pursuant to the terms of reference for the Standards (Advisory) Committee that this revised Code is being brought before this Committee for consideration so that the Committee can advise Council on the adoption or revision of the Code.
4. That it be noted that the revised Code will also go to General Purposes Committee for consideration.
5. That it be noted, that pursuant to Part 1 Paragraph 4.02 of the Constitution, the adoption and amendment of the revised Licensing Code of Conduct is a matter for Council; and
6. That members' consideration of the Code and comments on the adoption or revision of the Code be noted and incorporated as appropriate.


4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

Nil items.

The meeting ended at 9.10 p.m.

Chair, John Pulford MBE
Standards (Advisory) Committee

This page is intentionally left blank

<p>Non-Executive Report of the:</p> <p>Standards (Advisory) Committee</p> <p>24th November 2016</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Graham White, Acting Corporate Director, Law, Probity and Governance</p>	<p>Classification: Unrestricted</p>
<p>Governance Update</p>	

Originating Officer(s)	Paul Greeno, Senior Corporate and Governance Lawyer
Wards affected	All

Summary

One of the functions of the Standards (Advisory) Committee is to receive periodic reports on the Council's Ethical Governance arrangements and this report is providing such an update.

Recommendations:

The Standards (Advisory) Committee Committee is recommended to:

1. Note the contents of this report.

1. REASONS FOR THE DECISIONS

- 1.1 Good governance requires the Council to focus on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area with members and officers working together to achieve a common purpose. The Council should operate on a basis of sound decision making with effective processes to support it and that those practices are transparent, clear and precise.
- 1.2 It is important to note that good governance also equates to ethical governance as high ethical standards are the cornerstone of good governance and as CIPFA/ SOLACE recognise “***One of the common aspects of governance failures is inappropriate behaviour amongst some members and officers.***”¹
- 1.3 This is a noting report for the Standards (Advisory) Committee advising them of the steps that the Council is taking regarding ethical governance.

2. ALTERNATIVE OPTIONS

- 2.1 This report is for noting and the only alternative option is not to note it.

3. DETAILS OF REPORT

- 3.1 Good governance requires the Council to focus on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area with members and officers working together to achieve a common purpose. The Council should operate on a basis of sound decision making with effective processes to support it and that those practices are transparent, clear and precise.
- 3.2 The fundamental principles of good corporate governance are set out in the Cadbury Report [1992] and then expanded upon in the Nolan Committee [1995]. The Chartered Institute of Public Finance and Accountability (CIPFA) in conjunction with the Society of Local Authority Chief Executives and Senior Managers (SOLACE) drew together the principles identified by Cadbury and Nolan into a single framework of good governance for use in local government and published *Corporate Governance in Local Government – A Keystone for Community Governance: Framework*. This Framework has been revised from time to time so as to take into account the reforms to local government to improve local accountability and engagement.
- 3.3 Good governance builds on the seven (7) principles for the conduct of people in public life that were established by the Committee on Standards in Public Life, known as the Nolan principles. In England, the Local Government Act

¹ **Delivering Good Governance in Local Government** Guidance Note for English Authorities – Published by CIPFA/ SOLACE

2000 outlined ten (10) principles of conduct – an additional three (3) to those identified by Nolan – for use in local government bodies. These are:

- **Selflessness**
- **Integrity**
- **Objectivity**
- **Accountability**
- **Openness**
- **Honesty**
- **Leadership**
- **Respect for others**
- **Duty to uphold the law**
- **Stewardship**

- 3.4 It is therefore important to note that good governance also equates to ethical governance as high ethical standards are the cornerstone of good governance and as CIPFA/ SOLACE recognise “***One of the common aspects of governance failures is inappropriate behaviour amongst some members and officers.***”
- 3.5 In response to the Directions issued by DCLG, the Council prepared a Best Value Action Plan and as part of that plan, it was recognised that to improve good governance and ethical standards, Organisational Culture was an area that needed strengthening and improving. An Organisational Culture Plan was prepared. In preparing this Plan, it was recognised that whilst there had been some positive improvements that culture change is a long term process and there were a number of key elements remaining that had be embedded in the organisation. Four (4) separate, but linked, work streams were put in place to will continue this momentum and have a combined positive impact on organisational culture moving forward; these were the Governance Review Working Group, Organisational Transformation, Member/Officer Development and Delegation of Power.
- 3.6 One of the principles of the *Corporate Governance in Local Government – A Keystone for Community Governance: Framework* provides that good governance means members and officers working together to achieve a common purpose with clearly defined functions and roles and this is what the streams of Member/Officer Development and Delegation of Power above seek to address.
- 3.7 As to Member/Officer Development, the following has been/ is being undertaken:
- (a) The Constitutional Working Party has been reformed. This is a Member group with officers in attendance. This Party will, amongst other matters, be considering the Council Procedure Rules and the Member Officer Protocol.

- (b) The Councillor Code of Conduct has been updated and is to be presented to Full Council for approval on 5th December 2016.
- (c) The Licensing Code of Conduct has been revised and an update report is before the Standards Advisory Committee this evening and the revised Licensing Code is also to be presented to Full Council for approval on 5th December 2016.
- (d) The Planning Code of Conduct is being reviewed.
- (e) A training development programme for Members is to be implemented.

3.8 As to Delegation of Power, the following has been/ is being undertaken:

- (a) A Constitutional change has been agreed by Full Council on 21st September 2016 so that respective functions of the Chief Executive and Mayor and how they should work together are set out in much greater detail.
- (b) Terms of Reference for Committees have been updated where appropriate.
- (c) The Health & Wellbeing Board is no longer chaired by Mayor but by Lead Cabinet Member.
- (d) A thorough review of the Officer Schemes of Delegation has been undertaken to ensure that delegations and levels of responsibilities among officers are correct. This is also ensuring that decisions can be taken as near to the point of service delivery as possible. The finalisation of this has been put on hold until after the new Directorate structures are in place.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 [Financial implications to be prepared by Directorate Finance Manager and agreed with Corporate Finance]

5. LEGAL COMMENTS

- 5.1 Any legal implications are addressed in the body of the report.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 Good ethical governance will ensure that Members and Officers take decisions in a fair consistent and open manner; and that Councillors and Officers making such decisions are, and are perceived as being, accountable for those decision. This will help the Council to achieve the objectives of equality and personal responsibility inherent in One Tower Hamlets.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The report does not propose any direct expenditure. Rather, it is concerned with advising as to steps that are being undertaken to ensure good ethical governance.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 It is not considered that there are any environmental implications.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 Good ethical governance will ensure that Members and Officers take decisions in a fair consistent and open manner; and that Councillors and Officers making such decisions are, and are perceived as being, accountable for those decisions. The overall aim is therefore to reduce risk.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 It is not considered that there are any crime and disorder reduction implications.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

- NONE

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report


List any background documents not already in the public domain including officer contact information.

- NONE

Officer contact details for documents:

- N/A

This page is intentionally left blank

<p>Non-Executive Report of the:</p> <p>Standards (Advisory) Committee</p> <p>24th November 2016</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Graham White – Acting Corporate Director, Law Probity and Governance</p>	<p>Classification: [Unrestricted or Exempt]</p>
<p>Revised Licensing Code of Conduct Update</p>	

Originating Officer(s)	Paul Greeno, Senior Corporate and Governance Lawyer
Wards affected	All

Summary

This report is to update the Standards (Advisory) Committee on the changes made to the proposed revised Licensing Code of Conduct following the suggestions made by the Committee at its meeting on 22nd September 2016.

Recommendations:

The Standards (Advisory) Committee is recommended to:

1. Note the revisions made to the proposed revised Licensing Code of Conduct following the suggestions made by the Committee at its meeting on 22nd September 2016; and
2. Note that the revised Licensing Code of Conduct is to be submitted to full Council for adoption at its meeting on 5th December 2016.

1. REASONS FOR THE DECISIONS

- 1.1 Pursuant to the Local Government Act 2000 ('the 2000 Act') as the Council is operating Executive arrangements then it must have a Constitution and also ensure that this Constitution is kept up-to-date. Pursuant to Part 2 Article 15 of the Constitution it is a Monitoring Officer role to review the Constitution.
- 1.2 The Licensing Code of Conduct is an important Constitutional document as it is part of the Council's ethical framework and is in addition to the Councillors' Code of Conduct adopted under the provisions of the Localism Act 2011.
- 1.3 As the work of the Licensing Committee is quasi-judicial and therefore there are a higher set of standards on Councillors who are involved in the decision-making process. The provisions of the revised Licensing Code are designed to better assist Councillors when determining such applications.

2. ALTERNATIVE OPTIONS

- 2.1 The Council can decide not to adopt a revised Policy.

3. DETAILS OF REPORT

- 3.1 At its meeting on 22nd September 2016, the Standards (Advisory) Committee considered the proposed revised Licensing Code of Conduct following the suggestions made by the Committee at 22nd September 2016.
- 3.2 As a result of these suggestions, additional changes were made to the proposed revised Licensing Code of Conduct as follows:
 - In paragraph 2.3 the word "man" has been replaced with the word "people". This was as a result of an observation that could a more gender neutral term be used.
 - In paragraph 5.8 the words "at the start of the meeting and, in any event," have been added. This was to reinforce that declarations of interests should be made at the start of meetings.
 - Also in paragraph 5.8 the words "provided that the personal interest is not so significant that there is a real possibility of bias or predetermination and which is likely to prejudice the Councillor's judgement of the public interest (see 5.9 below)" have been added at the end of that paragraph. This was as it was felt that they could be additional clarification.
 - In paragraph 9.1 the words "does not sit well with the quasi-judicial nature of a Licensing Committee" have been deleted and the words "can cause the perception of bias or predetermination especially" inserted in their stead. Further the words "Being lobbied in advance is therefore incompatible with this high standard" have been deleted from the end of the paragraph. It was felt that part of a councillors' role was to receive representations on matters of concern and that this role

potentially conflicted with the Code. The following additional changes were also made to paragraph 9 as a result of this change as follows:

- Paragraph 9.2 the word “Therefore” has been deleted and replaced with the words “To avoid such perception,”.
- Paragraph 9.2(a) the word “objector” has been inserted and the word “only” deleted.
- Paragraph 9.3 the word “in” has been deleted and replaced with the words “If the Councillor does discuss the case then in”.
- Paragraph 9.3 the words “As stated in 9.2(c) above, the Councillor must keep an adequate written record of the discussion so as to enable the Member to disclose the fact and nature of such an approach at any relevant meeting of the Licensing Committee” inserted at the end of the paragraph.
- Paragraph 9.5 the words “As stated in 9.2(c) above, the Councillor must keep an adequate written record of the discussion so as to enable the Member to disclose the fact and nature of such an approach at any relevant meeting of the Licensing Committee” inserted at the end of the paragraph.

3.3 The updated proposed revised Licensing Code of Conduct is at Appendix 1.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

4.1 There are no financial implications arising from this report, although the revision to the Code of Conduct should reduce the likelihood of successful appeals against decisions made by the Committee and the associated cost of those appeals.

5. LEGAL COMMENTS

5.1 Any legal implications are addressed in the body of the report.

6. ONE TOWER HAMLETS CONSIDERATIONS

6.1 The provisions of the revised Licensing Code are designed to ensure that licensing decisions are taken on proper licensing grounds; in a fair consistent and open manner; and that Councillors making such decisions are, and are perceived as being, accountable for those decisions. The Code is also designed to assist Councillors in dealing with and recording approaches from applicants, licensees and objectors and is intended to ensure that the integrity of the decision-making process is preserved. In implementing the Code, Councillors will ensure that decisions are taken for Licensing reasons only and should help to achieve the objectives of equality and personal responsibility inherent in One Tower Hamlets.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The report does not propose any direct expenditure. Rather, it is concerned with ensuring that licensing decisions are taken on proper licensing grounds; in a fair consistent and open manner; and that Councillors making such decisions are, and are perceived as being, accountable for those decisions. Whilst this might not lead to fewer appeals, the implementation of the Code should result in a much decreased chance of success on such appeals and which should reduce cost implications for the Council on any such appeals.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 The provisions of the revised Licensing Code are designed to ensure that licensing decisions are taken on proper licensing grounds; in a fair consistent and open manner; and that Councillors making such decisions are, and are perceived as being, accountable for those decisions. It is not considered that there are any environmental implications if this revised Code is ultimately adopted.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 This proposed revision of the Licensing Code of Conduct is designed to ensure that licensing decisions are taken on proper licensing grounds; in a fair consistent and open manner; and that Councillors making such decisions are, and are perceived as being, accountable for those decisions. The overall aim is therefore to reduce risk.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 In considering Licensing applications, the Council has to have regard to Crime and Disorder and by ensuring that licensing decisions are taken on proper licensing grounds this should reduce assist reduce crime and disorder.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

- Appendix A – Draft Revised Licensing Code of Conduct.

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- NONE.

Officer contact details for documents:

- N/A

APPENDIX A

5.3 Licensing Code of Conduct

CONTENTS

Section	Subject
1	Introduction
2	Human Rights Act
3	Quasi-Judicial Hearings
4	Predisposition, Predetermination, or Bias
5	Interests
6	Training of Councillors
7	Application by a Councillor or an Officer
8	Application by the Council (or where the Council is the landowner)
9	Lobbying
10	Pre-hearing discussions
11	Site Visits
12	Relationship between Councillors and Officers
13	Conduct at the Hearing
14	Councillors who are not on the Committee
15	Making the decision
16	Appeals
17	Record Keeping
18	Procedure Notes
Appendix	
A	Rules of Procedure Governing Applications for Premises Licences and other permissions under the Licensing Act 2003
B	Rules of Procedure for Sex Establishment Licences under Section 2 of and Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (as amended)
C	Do's and Do Not's

1. INTRODUCTION

- 1.1** The Licensing Code of Conduct has been adopted by Tower Hamlets Council to regulate the performance of its licensing functions that fall within the Terms of Reference for the Licensing Committee. Its major objectives are to guide Councillors and officers of the Council in dealing with licensing related matters and to inform potential licensees and the public generally of the standards adopted by the Council in the exercise of its licensing functions. Except where otherwise stated, references in this Code are to the Licensing Committee and its Sub-Committees and the expression “Licensing Committee” should be interpreted accordingly.
- 1.2** The Licensing Code of Conduct is in addition to the Code of Conduct for Members adopted under the provisions of the Localism Act 2011. Councillors should follow the requirements of the Code of Conduct for Members and apply this Code in light of that Code. Whilst most decisions taken by Councillors are administrative in nature, the work of the Licensing Committee is different in that its proceedings are quasi-judicial and the rules of natural justice apply. This imposes a new and higher set of standards on those Councillors who are involved in the decision-making process.
- 1.3** The provisions of this Code are designed to ensure that licensing decisions are taken on proper licensing grounds, in a fair consistent and open manner and that Councillors making such decisions are, and are perceived as being, accountable for those decisions. The Code is also designed to assist Councillors in dealing with and recording approaches from applicants, licensees and objectors and is intended to ensure that the integrity of the decision-making process is preserved.
- 1.4** This Code is part of the Council’s ethical framework and in addition to the Code of Conduct for Members should be read in conjunction with the Member/Officer Protocol. If a Councillor does not abide by the Code then that Councillor may put the Council at risk of proceedings on the legality or maladministration of the related decision and the Councillor may be at risk of either being named in a report to the Standards Advisory Committee or Council. A failure to abide by the Code is also likely to be a breach of the Code of Conduct for Members and which could result in a complaint being made to the Monitoring Officer.
- 1.5** **If a Councillor has any doubts about the application of this Code to their own circumstances they should seek advice early, from the Monitoring Officer and preferably well before any meeting takes place.**

2. HUMAN RIGHTS ACT

- 2.1** The Human Rights Act 1998, which came into full effect on 2nd October 2000, incorporated the key articles of the European Convention on Human Rights into domestic law. The Convention guarantees certain basic human rights. As far as possible legislation (including the licensing laws) must be interpreted in such a way as to conform to Convention rights. Decisions on licensing issues are actions of a public authority and so must be compatible with Convention rights.
- 2.2** Councillors of the Committee need to be aware of the rights contained in the Convention when making decisions and in particular:

Article 6: Right to a fair trial

In the determination of a person's civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.

Article 8: Right to respect for family and private life

1. Everyone has a right to respect for his or her private life, and his or her home and correspondence.
2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

Article 1: of the First Protocol: Protocol of property

Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his or her possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

Article 14: Prohibition of discrimination

The enjoyment of the rights and freedoms in the Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

- 2.3 Article 6 is an 'absolute' right and cannot be interfered with. This means that these rights can never be detracted from because it is considered to be fundamental to the rights of people. The Licensing Committee's decisions on most licensing functions are subject to independent tribunals, usually the Magistrates' Court, so satisfying the provisions of Article 6. The Licensing Committee must however conduct a fair hearing in accordance with the rules of natural justice.
- 2.4 Article 8 and Article 1 of the First Protocol are both qualified rights and the Council can interfere with these provided that such interference had a clear legal basis. In therefore deciding whether to interfere with this right, Councillors should consider the matter within the framework of a 'fair balance' test. This requires that a balance be struck between the protection of the right of property and the general interests of the community. An interference with a person's rights must be proportionate and go no further than is necessary.
- 2.5 Specifically as to Article 1 of the First Protocol, an existing licence is a possession under this Article and therefore if a person does not currently hold a licence then it will not apply. Article 1 of the First Protocol also has relevance in respect of any third parties objecting to a licensing application, because of their right to the enjoyment of their property.

- 2.6** As to Article 14, whilst this is also an ‘absolute’ right it does not create an independent right as it only operates to prevent discrimination in the exercise of other convention rights. If there is discrimination however in respect of a particular protected right then there is no need to show a violation of the article giving such right for there to be a breach of Article 14. All it is necessary to show is that there has been discrimination. Accordingly, in exercising its Licensing Functions, the Council must not treat persons differently where such persons are placed in an analogous situation.

3. QUASI-JUDICIAL HEARINGS

- 3.1** A quasi-judicial hearing is one:

- which affects a person’s livelihood;
- which involves disciplinary action; or
- which affects property

- 3.2** These hearings are subject to the rules of natural justice. Properly applied, the rules of natural justice will ensure that the requirements of the Convention that a hearing is both “fair” and presided over by an “independent and impartial tribunal” are met.

- 3.3** There are two principles underlying the rules of natural justice. First, all parties must be given a chance to put their case under conditions which do not put one party at a substantial disadvantage to the other party. All parties should be given sufficient notice of the hearing and the applicant should have disclosure of the nature of the objections/ representations as well as knowing who is objecting/ making a representation so that they can prepare a response to the points raised in such objections/ representations.

- 3.4** The rules of natural justice could also include asking questions of other parties. In respect of ‘Alcohol and Entertainment Licensing’ however, the Licensing Act 2003 (Hearings) Regulations 2005 (‘the 2005 Regulations’) provide that the hearing should take the form of a discussion led by the authority and cross-examination should not be permitted unless the Licensing Committee considers that cross-examination is required for it to consider the representations, application or notice as the case may require.

- 3.5** As to sufficient notice of the hearing, in respect of ‘Alcohol and Entertainment Licensing’, the 2005 Regulations also address this point as they specify the period of time within which a hearing must be commenced; the minimum time before the hearing that notice should be given; persons to whom notice of hearing is to be given; and the documents to accompany notice of hearing. The 2005 Regulations do provide that a failure to comply with the Regulations does not of itself render the proceedings void but where there is such an irregularity, the authority shall, if it considers that any person may have been prejudiced as a result of the irregularity, take such steps as it thinks fit to cure the irregularity before reaching its determination.

- 3.6** The Licensing Committee should always satisfy itself that sufficient notice of the hearing has been given to all parties and if not satisfied, then the Licensing Committee should take such steps as it thinks fit to deal with that issue before reaching its determination and this could include adjourning that application to a later date.

- 3.7** Second, a person who has an interest in an application must be disqualified from considering it. The Licensing Committee must be impartial – not only must there be no actual bias but there must be no perception of bias.
- 3.8** The procedure rules which govern hearings of the Licensing Committee reflect the requirements of the Human Rights Act and the rules of natural justice. To avoid any allegations of bias or perceived bias, Councillors sitting on the Licensing Committee must strictly observe those procedure rules.
- 3.9** The use of a party political whip is inconsistent with the rules of natural justice and must be avoided by Councillors sitting on the Licensing Committee.

4. PREDISPOSITION, PREDETERMINATION OR BIAS

- 4.1** Section 25 of the Localism Act 2011 ('the 2011 Act') provides that a Councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter. This reflects the common law position that a Councillor may be predisposed on a matter before it comes to Committee, provided they remain open to listening to all the arguments and changing their mind in light of all the information presented at the meeting. Nevertheless, a Councillor in this position will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that the Councillor was biased.
- 4.2** As to predetermination, this is a legal concept and is used in situations where a decision maker either has, or appears to have, a closed mind. That is s/he has made up his/her mind in advance of proper consideration of an issue and the merits of an application. Section 25 of the 2011 Act does not amount to the abolition of the concept of predetermination however, as no one should decide a case where they are not impartial or seen to be impartial. Critically, Councillors need to avoid any appearance of bias or of having a predetermined view before taking a decision. Indeed, Councillors should not take a decision on a matter when they are actually biased in favour or against the application, or where it might appear to a fair and informed observer that there was a real possibility of bias, or where a Councillor has predetermined the matter by closing his/her mind to the merits of the decision.
- 4.3** Councillors must not make up their mind on how they will vote on any licensing matter prior to formal consideration of the matter at the meeting of the Licensing Committee and the Councillor hearing the evidence and arguments on both sides. A Councillor should not make comments on Licensing policy or procedures, or make any commitment in advance as to how they intend to vote on a matter, which might indicate that they have closed their mind.
- 4.4** **Any licensing decision made by a Councillor who can be shown to have approached the decision with a closed mind will expose the council to the risk of legal challenge.**
- 4.5** Clearly expressing an intention to vote in a particular way before a meeting (predetermination) is different from where a Councillor makes it clear they are willing to

listen to all the considerations presented at the committee before deciding on how to vote (predisposition).

4.6 If a Councillor considers that s/he does have a bias or cannot be impartial then they should withdraw from being a Member of the Licensing Committee for that application.

4.7 Councillors should note that, unless they have a disclosable pecuniary interest or a significant personal interest (see section 5 below), they will not appear to be predetermined through-

- listening or receiving viewpoints from residents or other interested parties;
- making comments to residents, interested parties, other Councillors or appropriate officers, provided they do not consist of or amount to prejudging the issue and the Councillor makes clear that they are keeping an open mind;
- seeking information through appropriate channels; or
- being a vehicle for the expression of opinion or speaking at the meeting as a Ward Councillor, provided the Councillor explains their actions at the start of the meeting or item and makes it clear that, having expressed the opinion or ward/ local view, they have not committed themselves to vote in accordance with those views and will make up their own mind having heard all the facts and listened to the debate.

4.8 The following advice applies:

- Councillors must not make up their mind, or appear to have made up their mind on how they will vote on any licensing matter prior to formal consideration of the matter at the meeting of the Licensing Committee and of the Councillor hearing evidence and arguments on both sides. This includes deciding or discussing how to vote on any application at any sort of political group meeting, or lobby any other Councillor to do so. If a Councillor has an interest in a local lobby group or charity or pressure group they may appear predetermined by their actions and/ or statements made in the past. The Councillor should take advice from the Legal Adviser to the Licensing Committee on how to deal with this.
- It must be noted that if a Councillor is predetermined then taking part in the decision will put the Council at risk of a finding of maladministration and of legal proceedings on the grounds of there being a danger of bias or predetermination or, a failure to take into account all of the factors enabling the proposal to be considered on its merits.
- A Councillor may appear pre-determined where the Council is the landowner, developer or applicant and the Councillor has acted as, or could be perceived as being, a chief advocate for the proposal. This would arise where that through the Councillor's significant personal involvement in preparing or advocating the proposal the Councillor will be, or perceived by the public as being, no longer able to act impartially or to determine the proposal purely on its licensing merits.
- Councillors should recognise that in being a Councillor of a political group they are allowed to be predisposed in relation to licensing policies of the Council or to licensing policies of the Councillor's political party, providing that predisposition does not give rise to a public perception that the Councillor has, due to his/ her political membership, predetermined a particular matter.
- When considering a licensing application, Councillors must:
 - act fairly and openly;

- approach each application with an open mind; carefully weigh up all relevant issues; and
- determine each item on its own licensing merits
- And Councillors must not:
 - take into account irrelevant issues;
 - behave in a manner that may give rise to a public perception that s/he may have predetermined the item; and
 - behave in such a manner which may give rise to a public perception that s/he may have been unduly influenced in reaching a decision.

5. INTERESTS

5.1 In order to avoid allegations of bias it is important that Councillors are scrupulous in declaring interests at the hearing.

5.2 There are three (3) categories of interests, namely:

- Disclosable pecuniary interests (DPIs);
- Other registerable interests; and
- Non registerable interests

5.3 Chapter 7 of the 2011 Act places requirements on Councillors regarding the registration and disclosure of their pecuniary interests ('DPI') and the consequences for a Councillor taking part in consideration of an issue in the light of those interests. The definitions of DPI taken from the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 are set out in paragraph 5.1 of the Code of Conduct for Members. A Councillor must provide the Monitoring Officer with written details of relevant interests within 28 days of their election or appointment to office. These interests can be either an interest of the Member or an interest (of which the Member is aware) of a spouse, civil partner or a person that the Member is living with as a spouse or civil partner. Any changes to those interests must similarly be notified within 28 days of the Councillor becoming aware of such changes.

5.4 A failure to register or declare a DPI or the provision of false or misleading information on registration, or participation in discussion or voting in a meeting on a matter in which a Councillor has a DPI, are criminal offences.

5.5 A DPI relating to an item under discussion requires the immediate withdrawal of the Councillor from the Licensing Committee. In certain circumstances, a dispensation can be sought from the Monitoring Officer to take part in that particular item of business and which could arise where the Councillor is the applicant or has made a representation for or against the application.

5.6 Having regard to the rules of natural justice and the requirement that a Councillor who has an interest in an application must be disqualified from considering it, then consideration must also be given to other non-DPI personal interests that are either registrable as required by the Code of Conduct for Members or are personal interests that do not require registration.

- 5.7** A personal interest in a matter arises if a Councillor anticipates that a decision on it might reasonably be regarded as affecting (to a greater extent than other council tax payers, ratepayers or residents of the Council's area) the well-being or financial position of the Councillor, a relative or a friend or
- the employment or business carried out by those persons, or in which they might be investors (above a certain level)
 - any of the bodies with which the Councillor is associated, and which the Councillor will have registered in the register of interests.
- 5.8** If a Councillor has a personal interest in any licensing application or other matter before the Licensing Committee then the Member shall, if present, disclose the existence and nature of the interest at the start of the meeting and, in any event, before the matter is discussed or as soon as it becomes apparent. The full nature of the interest must be declared. The declaration and disclosure of a personal interest does not usually debar a Councillor from participation in the discussion or voting provided that the personal interest is not so significant that there is a real possibility of bias or predetermination and which is likely to prejudice the Councillor's judgement of the public interest (see 5.9 below).
- 5.9** The position is different however where a member of the public, with knowledge of the relevant facts, would reasonably regard the personal interest as so significant that there is a real possibility of bias or predetermination and which is likely to prejudice the Councillor's judgement of the public interest. Examples of this are working closely with an applicant or a group of objectors to achieve a certain outcome; lobbying other Councillors on the Committee; acting as an agent for a person pursuing a licensing matter with the Council; or generally declaring voting intentions ahead of the meeting etc.
- 5.10** A Councillor with a personal interest which might appear to a fair and informed observer that there was a real possibility of bias must not participate in the discussion on the application and must leave the room immediately when the discussion on the item begins or as soon as the interest becomes apparent. S/he cannot seek to influence the decision, save that if a member of the public has the right to attend the meeting, make representations, answer questions, or give evidence, then a Councillor will have the same right. Once the Councillor has exercised that right then the Councillor must withdraw from the room for the rest of that item and play no further part in the discussion or vote.
- 5.11** Being a Councillor for the ward in which particular premises are situated is not necessarily declarable and as a general rule Councillors of the Committee may deliberate on matters affecting their wards provided they do so with an open mind. Councillors should remember, however, that their overriding duty is to the licensing objectives and not to the residents and businesses within their ward. Councillors have a duty to make decisions impartially, and should not improperly favour, or appear to improperly favour, any person, company, group or locality. If a Member feels that they cannot do this then the Member must leave the room when the discussion on the item begins.
- 5.12** More information on what constitutes an interest as well as the obligation on Councillors to register their interests is contained in the Code of Conduct for Members set out in Part 5.1 of the Constitution. The ultimate responsibility for fulfilling these requirements rests with individual Councillors but the Council's Monitoring Officer or the Service Head Legal Services are available to give advice if required.

6. TRAINING OF COUNCILLORS

- 6.1** As the technical and propriety issues associated with licensing are not straightforward, Councillors on the Licensing Committee must participate in a programme of training on the licensing system and related matters agreed by and organised by officers. The programme will consist of compulsory and discretionary elements. The aim of the training is to assist Members in carrying out their role properly and effectively. If a Councillor fails to participate in the compulsory elements of the training this may result in that Councillor being asked to stand down as a Councillor of the Licensing Committee.
- 6.2** Councillors should be aware that training is particularly important for Councillors who are new to the Licensing Committee and for Councillors who have not attended training in the recent past. Other Councillors are free to attend the training in order to gain an understanding of licensing issues.
- 6.3** Where a Member has a genuine difficulty in attending any particular training session officers will try when practicable to accommodate a request for an individual or repeat session.

7. APPLICATION BY A COUNCILLOR OR OFFICER

- 7.1** The Licensing Committee may need to determine an application submitted by a Councillor or an officer, or by a company or individual with which a Councillor or officer has an interest or relationship. For the avoidance of doubt, the term Councillor or an officer includes any former Councillors or officers. In such cases, it is vital to ensure that such application is handled in a way that gives no grounds for accusations or favouritism. Accordingly the matter will be dealt with as follows-
- (a) On receipt of such an application, a copy of the application will be referred to the Corporate Director.
 - (b) The Corporate Director will pass a copy of the application to the Monitoring Officer who will satisfy himself/ herself that the application can be, and is being, processed and determined without suspicion or impropriety.
 - (c) If a Councillor or an officer submit their own proposal to the Council which they serve, they must take no part in its processing or the decision making process.
 - (d) The Councillor making the application would almost certainly have a DPI and should not address the Committee as the applicant but should appoint an independent agent to represent his/her views.
 - (e) Councillors of the Licensing Committee must consider whether the nature of any relationship with the person (either a Member or an officer) making the application requires that they make a declaration of interest and if necessary also withdraw from the meeting.
 - (f) In respect of former Councillors or former officers the above requirements shall apply for a period of three (3) years following their departure from the Council.

8. APPLICATION BY THE COUNCIL (OR WHERE THE COUNCIL IS THE LANDOWNER)

- 8.1** Councillors may need to determine an application submitted by the Council for the Council's own land or in respect of land where the Council is the landowner. It is perfectly legitimate for such applications to be submitted to and determined by the Licensing Authority.

Applications should be treated with the same transparency and impartiality as those of other applicants so as not to give rise to suspicions of impropriety.

- 8.2** If a Councillor has been heavily committed or involved in an area of policy/issue relating to such an application (e.g. as a Cabinet Member), then that Councillor must consider whether they have an interest which should be disclosed. In such circumstances, the Councillor should seek advice from the Legal Adviser to the Licensing Committee.

9. LOBBYING

- 9.1** Councillors may be approached or lobbied by an applicant, agent or objector about a particular licensing application. This can happen prior to an application being made or at any time after the application is made. Whilst lobbying is a normal and perfectly proper part of the political process, it can cause the perception of bias or predetermination especially when a Councillor must enter the meeting with an open mind and make an impartial determination on the relative merits of all the evidence presented at the hearing.

- 9.2** To avoid such perception, if a Member is approached then s/he should:

- (a) inform such applicant or agent or interested party/ objector that such approach should be made to officers or to elected Councillors who are not Councillors of the Licensing Committee;
- (b) forthwith notify in writing to the Monitoring Officer the fact that such an approach has been made, identifying the application, the nature of the approach, by whom it was made, and the action taken by the Member concerned; and
- (c) keep an adequate written record so as to enable the Member to disclose the fact and nature of such an approach at any relevant meeting of the Licensing Committee.

- 9.3** If the Councillor does discuss the case then in no circumstances should a Councillor give an indication of voting intentions or otherwise enter into an unconditional commitment to oppose or support the application. To do so without all relevant information and views would be unfair and detrimental. As stated in 9.2(c) above, the Councillor must keep an adequate written record of the discussion so as to enable the Member to disclose the fact and nature of such an approach at any relevant meeting of the Licensing Committee.

- 9.4** If a Councillor who is not a Councillor of the Licensing Committee is contacted by an applicant, objector or interested party then that Councillor can discuss the issues raised by their constituent with the appropriate licensing officer and may forward any representations or evidence to that officer, who will, provided it is lawful, include the relevant information in the report to the Licensing Committee. If a Councillor wishes to make their own representations about a matter they should likewise make those representations to the appropriate Licensing officer.

- 9.5** When attending a public meeting at which a licensing issue is raised, a Councillor of the Licensing Committee should take great care to maintain an impartial role and not express a conclusive view on any pre-application proposals or submitted application. As stated in 9.2(c) above, the Councillor must keep an adequate written record of the discussion so as to enable the Member to disclose the fact and nature of such an approach at any relevant meeting of the Licensing Committee.

- 9.6** Correspondence received by any Councillor (whether on the Licensing Committee or not), should be passed without delay to the Corporate Director so that all relevant views can be made available to those Councillors or officers responsible for determining the application. A reply by a Councillor should, as a rule, simply note the contents of the correspondence and advise that it has been passed to officers.
- 9.7** Councillors should not accept gifts or hospitality from any person involved in or affected by licensing application. If a degree of hospitality is entirely unavoidable, then the Councillor must comply with the provisions in the Code of Conduct for Members on Gifts and Hospitality.
- 9.8** Councillors should not become a member of, lead or represent a national charity or local organisation whose primary purpose is to lobby to promote or oppose licensing applications. If a Councillor does then it is likely to appear to a fair and informed observer that there is a real possibility of bias and that Councillor will be required to withdraw from the debate and decision on that matter.
- 9.9** Councillors must also not lobby fellow Councillors regarding their concerns or views nor attempt to persuade them that they should decide how to vote in advance of the meeting at which any licensing decision is to be taken.

10. PRE HEARING DISCUSSIONS

- 10.1** Discussions between a potential applicant and representatives of the Council may be of considerable benefit to both parties. Similarly, a meeting between the Council and potential objectors may also be beneficial. However, it would be easy for such discussions to become or be seen (especially by objectors) to become part of a lobbying process. In the circumstances, pre-application discussions should be avoided by Councillors of the Licensing Committee.
- 10.2** Generally, any contact with applicants and/ or objectors should only be conducted with and through officers and should always be reported to the Licensing Committee. Requests to a Councillor for a meeting should be passed to the Corporate Director.

11. SITE VISITS

- 11.1** If a site visit takes place, its purpose is to gain information relating to the premises which are the subject of the licensing application or revocation to be considered by the Licensing Committee. A site visit may also assist Councillors in matters relating to the context of the application or revocation, the characteristics of the premises and the surrounding area. Councillors should avoid expressing opinions during site visits to any person present, including other Members. Councillors can, of course, rely upon their own local knowledge.
- 11.2** During site visits, Councillors of the Licensing Committee shall not engage individually in discussion with applicants or objectors.
- 11.3** On site visits applicants, agents, objectors or other interested parties shall only be permitted to point out to Councillors features to look at either on the premises or in the vicinity, which

are relevant to the application. No discussion will take place on the merits of the application or revocation.

- 11.4** A Councillor of a Licensing Committee may request a site visit, prior to the meeting of the Committee, in which case their name shall be recorded. They shall provide and a record be kept of:

- (i) their reason for the request; and
- (ii) whether or not they have been approached concerning the application and if so, by whom

and unless the Councillor provides these at least one week prior to the relevant meeting, a site visit will not proceed.

- 11.5** If any Councillor of the Licensing Committee wishes to informally view an application's site then that viewing must only take place if it can be done from a public place. Councillors of the Licensing Committee shall not enter any premises which are the subject of a licensing application or known by them to be likely to become such in order to meet the agent, applicant, licensee or other interested party, save in the course of a formal accompanied site visit. In exceptional circumstances such as where a Councillor is unable to attend an official site visit that has been arranged, a site visit by an individual Councillor may be carried out provided that the Councillor is accompanied by a licensing officer.

12. RELATIONSHIP BETWEEN COUNCILLORS AND OFFICERS

- 12.1** Councillors of the Licensing Committee shall not attempt in any way to influence the terms of the officers' report upon any application.
- 12.2** Any criticism by Councillors of the Licensing Committee or an officer in relation to the handing of any licence application should be made in writing to the Corporate Director and/or the Monitoring Officer and not to the Officer handling the application.
- 12.3** If any officer feels or suspects that pressure is being exerted upon him/ her by any Councillor of the Council in relation to any particular application, s/he shall forthwith notify the matter in writing to the Monitoring Officer.
- 12.4** If any officer of the Council who is involved in dealing with any licensing application has had any involvement with an applicant, agent or interested party, whether or not in connection with the particular application being determined, which could possibly lead an observer with knowledge of all the relevant facts to suppose that there might be any possibility that the involvement could affect the officer's judgement in any way, then that officer shall declare this interest in the public register held by the Monitoring Officer and take no part. This public register is to be available for inspection at the Licensing Committee meeting.
- 12.5** No officer of the Council shall engage in any paid work for any licensing matter for which Tower Hamlets is the Licensing Authority other than on behalf of the Council.

13. CONDUCT AT THE HEARING

- 13.1** The essence of the rules of natural justice is that Councillors not only act fairly but are also seen to act fairly. Councillors must follow agreed procedures at all times and should only ask questions at the appropriate points in the procedure. At no time should a Councillor express a view which could be seen as pre-judging the outcome. During the course of the hearing Councillors should not discuss (or appear to discuss) aspects of the case with the applicant, an objector, their respective advisers or any member of the public nor should they accept letters or documents from anyone other than an officer from Democratic Services or the Legal Advisor to the Committee.
- 13.2** Councillors of the Licensing Committee shall refrain from personal abuse and party-political considerations shall play no part in the Committee's deliberations. Councillors shall be respectful to the Chair and to each other and to officers and Members of the public including applicants, their agents and objectors and shall not bully any person.
- 13.3** When questioning witnesses at a meeting of a Licensing Committee, Councillors shall ensure that their questions relate only to licensing considerations relevant to the particular application.
- 13.4** Councillors must ensure that they hear the evidence and arguments for and against the application, in accordance with the rules of natural justice. Councillors must ensure that both the applicant and the objectors receive a fair hearing. Applicants must have the opportunity in advance of the hearing to prepare their case in answer to the objectors/ interested parties/ responsible authorities.
- 13.5** If a Councillor of the Licensing Committee arrives late for a meeting, s/he will not be able to participate in any item or application already under discussion. Similarly, if a Councillor has to leave the meeting for any length of time, s/he will not be able to participate in the deliberation or vote on the item or application under discussion at the time of their absence. If a Councillor needs to leave the room, s/he should ask the Chair for a short adjournment.
- 13.6** It is permissible for the Chair of the meeting to curtail statements of parties or witnesses, if they are merely repeating matters which have already been given in evidence.
- 13.7** In considering objections/ representations Councillors are advised that if such are founded on a demonstrable misunderstanding of the true factual position, or otherwise indicate no more than an uninformed reaction to a proposal then they carry no weight whatever and must be ignored. Further Councillors are advised that the mere number of objections irrespective of their content can never be a good reason for refusing an application. What matters are the grounds on which such are based.
- 13.8** Also in considering the application, it may well be that hearsay evidence is presented. Councillors are advised that the strict rules of evidence do not apply in licensing applications and therefore hearsay is admissible. Indeed, hearsay might by its source, nature and inherent probability carry a greater degree of credibility than first hand evidence. What must be discounted, however, are gossip, speculation and unsubstantiated innuendo. In considering hearsay evidence, it should only be accepted where it can fairly be regarded as reliable although Councillors must give the other side a fair opportunity of commenting on it and contradicting it. Ultimately, hearsay evidence must be treated with great reservation by Councillors, who must make an assessment of its weight and credibility.

- 13.9** When new matters are raised as objections by any person at a hearing, the Licensing Committee is not obliged to hear them. However, if Councillors feel that the new matter raised by the objector should be considered, but the applicant needs further time to consider his/her response then the applicant should be offered an adjournment of the meeting (either for a short period during the meeting itself or if necessary to a new date). (This paragraph does not apply to 'Alcohol and Entertainment Licensing' under the Licensing Act 2003 or 'Gambling Licensing' under the Gambling Act 2005, as new objections cannot be raised at the hearing).

14. COUNCILLORS WHO ARE NOT ON THE COMMITTEE

- 14.1** A Councillor who is not a member of the Committee may speak at the meeting, with the agreement of the Chair, as an advocate for either the applicant or the objectors. A Councillor wishing to speak should submit a written statement within the relevant consultation period. The applicant has the right to see any objections in advance. S/he also has a right of reply.
- 14.2** Councillors addressing the Committee should disclose any interests they may have, including the fact that they have been in touch with the applicant, the objectors or their respective agents and whether they are speaking on behalf of any of those people at the meeting.
- 14.3** A Councillor who is not on the Committee but who is at one of its meetings should normally sit apart from the Committee to demonstrate that they are not taking part in the discussion, consideration or vote. S/he should not communicate with Councillors on the Committee or pass papers or documents to them before or during the meeting. They may not attend briefings or accompany the Committee if it retires to deliberate in private..
- 14.4** Councillors who are opposed in principle to any category of application or form of public entertainment, either in their own ward or borough-wide, should not seek nomination to the Committee.

15. MAKING THE DECISION

- 15.1** The decision whether or not to grant a licensing application is a decision for the Councillors of the Licensing Committee only. The assessment of the weight and credibility of evidence is also for Councillors alone to decide.
- 15.2** Councillors shall retire to decide the matter in closed session. The Legal Officer and Democratic Services Officer present at the meeting will retire with them. During such closed session, the Legal Officer will only provide advice on legal issues relating to the application and will assist in the drafting of any proposed conditions to ensure that they are legally enforceable.
- 15.3** In accordance with regulations, Councillors considering applications relating to 'Alcohol and Entertainment Licensing' under the Licensing Act 2003 or 'Gambling Licensing' under the Gambling Act 2005 should disregard any information provided by any party which is not relevant to;

- a) their application, representations or notice (as applicable); and
- b) the promotion of the licensing objectives or the crime prevention objective where notice has been given by the Police

- 15.4** Councillors will normally return to open session to announce its decision and give reasons for the same but in cases where the prescribed time limit allows for a later determination and it is appropriate to determine the matter within that time then the Chair will advise the parties present that the decision will not be announced then but that the determination will take place within the prescribed time limit and that written notification will be dispatched to all parties advising them of the determination.
- 15.5** Written notice of the decision together with Councillors' reasons will always be given and such notice will set out any rights of appeal against the decision.
- 15.6** Councillors own knowledge of the circumstances surrounding an application is valid provided that they are put to the applicant for a response. In reaching their decision Councillors must have regard to the evidence presented at the hearing, both the documents circulated in advance and the oral evidence. The decision must be based on the evidence alone and Councillors have a duty to ensure that they have regard to all the relevant matters before them and only those matters.
- 15.7** Councillors considering an application have a duty to determine it only on the facts before them relating to that individual case and not decide it as a matter of general policy. Councillors must not make unreasonable decisions that no other reasonable licensing authority would arrive at, having regard to the legal principle of "Wednesbury reasonableness".
- 15.8** In considering applications, Councillors must also have due regard to any Council Policy (e.g. the Council's Statement of Licensing Policy) and any statutory guidance (e.g. Licensing Guidance issued under section 182 of the Licensing Act 2003). Any departure from such should be justified and based on the facts before them.
- 15.9** Councillors should be aware that an unreasonable decision taking into account the above criteria is unlikely to be sustained on appeal. In this instance, the authority foregoes the opportunity to attach terms and conditions to a licence and will likely have to pay costs. The role of officers is to point this out and advise Councillors as to the potential risk of losing an appeal and being required to pay the other parties costs as a consequence. This needs to be balanced with the Council's fiduciary duty towards the local taxpayer in terms of the Council being a public body spending public money.

16. APPEALS

- 16.1** The Licensing Committee's decision is not a final one and applicants (and in certain cases interested parties and responsible authorities) have the right to appeal to the Magistrates Court and beyond in certain cases.
- 16.2** An appeal must be lodged within a prescribed time of receiving written notification of the decision.

16.3 On such appeals the hearing takes on an increasingly formalised nature, based solely on the evidence given. The Council will only be able to sustain its defence if it can substantiate its grant or refusal of a licence by relevant admissible evidence. Councillors who consider basing the grant or refusal of a licence on their personal knowledge should be prepared to testify to the relevant facts in any appeal proceedings.

16.4 Taking this factor into account along with the real risk of costs against the Council, Councillors must be wary of relying on any matters which could not readily be proved in evidence. Essentially, for Committee decisions to “stand up” on appeal and to avoid costs being awarded against the Authority, decisions to grant or refuse licences or impose conditions must be justified.

17. RECORD KEEPING

17.1 In order that licensing procedures are undertaken properly and that any complaints can be fully investigated, record keeping will be complete and accurate. Every licensing application file will contain an accurate account of events throughout its life, particularly the outcomes of meetings, significant telephone conversations and any declarations of interests by Councillors. Records will be kept in accordance with the Council’s Information Governance Framework and, specifically, the Council’s Records Management Policy.

18. PROCEDURE NOTES

18.1 Appendix A to this Code of Conduct sets out the Rules of Procedure Governing Applications for Premises Licences and other permissions under the Licensing Act 2003.

18.2 Appendix B to this Code of Conduct sets out the Rules of Procedure Governing Applications for Sex Establishment Licences under Section 2 of and Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (as amended)

TOWER HAMLETS



LICENSING COMMITTEE

**RULES OF PROCEDURE
GOVERNING APPLICATIONS FOR
PREMISES LICENCES
AND OTHER PERMISSIONS
UNDER THE LICENSING ACT 2003**

Date Last Reviewed:	14th June 2016
Approved By:	Licensing Committee
Date Approved:	14th June 2016
Version No.	2
Document Owner:	Paul Greeno
Post Holder:	Senior Corporate and Governance Lawyer
Date of Next Scheduled Review:	31st March 2017

1. Interpretation

- 1.1 These Procedures describe the way in which hearings will be conducted under the Licensing Act 2003, as set out in the Licensing Act 2003 (Hearings) Regulations 2005 (as amended) ('the Hearings Regulations'). The Procedures take into account the Licensing Act (Premises Licences and Club Premises Certificates) Regulations 2005.
- 1.2 Except where otherwise stated, references in this Code are to the Licensing Committee and its Sub-committees and the expression 'Licensing Committee' should be interpreted accordingly.
- 1.3 The Hearings Regulations provide (Regulation 21) that a Licensing Authority shall, subject to the provisions of those Regulations, determine for itself the procedure to be followed at a hearing.
- 1.4 These Procedures, therefore, set out the way in which Licensing Committee Meetings will be conducted under the Licensing Act 2003, following the requirements of the Hearings Regulations.
- 1.5 Proceedings will not be rendered void only as the result of failure to comply with any provision of the Hearings Regulations (Regulation 31) save that in any case of such an irregularity, the Licensing Committee shall, if it considers that any person may have been prejudiced as a result of the irregularity, take such steps as it thinks fit to cure the irregularity before reaching its determination (Regulation 32).

2. Composition of Sub-Committee

- 2.1 The Sub-Committee will consist of three (3) members and no business shall be transacted unless three (3) members of the Licensing Committee are present and able to form a properly constituted Licensing Sub-Committee. In such cases the Chair shall have a second or casting vote.

3. Procedure

- 3.1 The hearing shall take place in public save that the Licensing Committee may exclude the public from all or part of a hearing where it considers that, on balance, it is in the public interest to do so. The parties and any person representing them may be excluded in the same way as another member of the public. Any person so excluded may, before the end of the hearing, submit to the Licensing Committee in writing, any information which, they would have been entitled to give orally had they not been required to leave. Where there are a number of items on the agenda, the adjournment of that item for a short period, whilst another item is heard, may allow this process to be carried out effectively.
- 3.2 The Chair will begin by asking the parties to identify themselves and confirm whether or not they are represented.
- 3.3 The Licensing Committee should always satisfy itself that sufficient notice of the hearing has been given to all parties and if not satisfied, then the Licensing Committee should take such steps as it thinks fit to deal with that issue before reaching its determination and this could include adjourning that application to a later date.

- 3.4 The Licensing Committee will then consider any requests by a party for any other person to be heard at the hearing in accordance with the Regulations. Permission will not be unreasonably withheld provided proper notice has been given.
- 3.5 The Chair will then explain how the proceedings will be conducted, and indicate any time limits that may apply to the parties to the application. In setting time limits, the Licensing Committee will take into account the importance of ensuring that all parties receive a fair hearing, and the importance of ensuring that all applications are determined expeditiously and without undue delay. Further the Licensing Committee must have regard to the requirement to allow each party an equal amount of time.
- 3.6 If a party considers that any time limit is not sufficient then they should address the Licensing Committee and which will determine accordingly.
- 3.7 If any party has informed the Authority that they will not be attending or be represented at the hearing or any party does not give notice that they will not be attending but fails to attend and is not represented, the Licensing Committee may proceed in their absence or adjourn the hearing if it considers it to be necessary in the public interest. An adjournment will not be considered where due to the operation of the Hearing Regulations it would not be possible to adjourn.
- 3.8 If the Licensing Committee adjourns the hearing to a specified date it must specify the date, time and place to which the hearing has been adjourned and why it is considered necessary in the public interest.
- 3.9 If the Licensing Committee holds the hearing in the absence of a party, it will consider at the hearing the application, representation or notice given by that party.
- 3.10 The Chair will invite an Officer of the Licensing Section to present the report by briefly summarising the application and the number and type of the representations as set out in the papers circulated. The Officer will also advise of any discussions held with the parties; any amendments made to the application; any representations withdrawn; and any agreed conditions that the Licensing Committee is being asked to consider. The Officer shall not give any opinion on the application or ask the Committee to make an inference based on such an opinion.
- 3.11 Members of the Licensing Committee can then ask questions of clarification of the Licensing Officer or seek legal advice from the Legal Adviser to the Licensing Committee if they require in respect of matters raised during the presentation by the Licensing Officer.
- 3.12 The Legal Adviser to the Licensing Committee will then give any relevant legal advice that the Licensing Committee need to take into consideration.
- 3.13 The Chair will then ask the applicant or their representative, if present, to present a summary of the nature and extent of the application. This should be brief, avoid repetition of material already available to the Licensing Committee in the Officer's report or otherwise, and include any reasons why an exception should be made to the Council's Licensing Policy, where appropriate, and respond to the written representations received. The submission may be followed by the evidence of any person who has been given permission by the Committee to give supporting evidence on behalf of the applicant or who has made a representation in favour of the application.

- 3.14 The application is to be presented within the time limit that has been set.
- 3.15 Where an applicant is unrepresented and having difficulty in presenting their application then the Legal Adviser to the Licensing Committee may ask questions of the applicant so that the relevant points are addressed and clarified for the Licensing Committee.
- 3.16 Members of the Licensing Committee may ask questions of the person presenting the case after their address as well as any other person who has spoken in support of the application. Members can also ask questions of the applicant as well as any other person present for the applicant who they consider can assist.
- 3.17 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.18 The Chair will then ask the persons who have made representations against the application to address the Licensing Committee within the time limit that has been set. They should not repeat what is already set out in their representations or notice or raise new matters. In their address they should provide clarification on any points previously requested by the Council. The submission may be followed by the evidence of any person who has been given permission by the Committee to give supporting evidence.
- 3.19 Members of the Licensing Committee may then ask questions of the persons making representations against the application and any other person who has spoken in support of such representation. Members can also ask questions of any other person present who they consider can assist.
- 3.20 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.21 Petitions will be treated as representations provided they meet the requirements for relevant representations set out in the Licensing Act 2003. Members should proceed with caution when relying upon petitions used as evidence due to the structure and wording used.
- 3.22 The Licensing Committee will disregard any information given by a party, or any other person appearing at the hearing, which is not relevant to:
- a) their application, representation or notice; and
 - b) the promotion of the licensing objectives or the crime prevention objective where notice has been given by the police
- 3.23 The Chair will intervene at any stage of the hearing to prevent repetitious or irrelevant points being raised.
- 3.24 Cross examination of any party or any other person allowed to appear will not be allowed unless specifically permitted by the Chair.
- 3.25 There is no right for any party to sum up but they may be permitted to do at the discretion of the Chair and within time limits prescribed by the Chair.

- 3.26 The Licensing Committee will consider its decision in private save that the Legal Adviser and Democratic Services Officer will remain with them.
- 3.27 The Licensing Committee will normally return to open session to announce its decision but in cases where the prescribed time limit allows for a later determination and it is appropriate to determine the matter within that time then the Chair will advise the parties present that the decision will not be announced then but that the determination will take place within the prescribed time limit and that written notification will be dispatched to all parties advising them of the determination.

4. Exclusions

- 4.1 In addition to any exclusion under paragraph 3.1 above, The Licensing Committee may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may refuse to permit the person to return; or allow them to return only on such conditions as Licensing Committee may specify.
- 4.2 Any person so excluded may, before the end of the hearing, submit to the Authority in writing, any information which, they would have been entitled to give orally had they not been required to leave.

TOWER HAMLETS**LICENSING COMMITTEE**

**RULES OF PROCEDURE
GOVERNING APPLICATIONS FOR
SEX ESTABLISHMENT LICENCES
UNDER SECTION 2 OF AND SCHEDULE 3 TO THE LOCAL GOVERNMENT (MISCELLANEOUS
PROVISIONS) ACT 1982**

Date Last Reviewed:	22nd September 2016
Approved By:	Licensing Committee
Date Approved:	14th June 2016
Version No.	2
Document Owner:	Paul Greeno
Post Holder:	Senior Corporate and Governance Lawyer
Date of Next Scheduled Review:	31st March 2017

1. Interpretation

- 1.1 These Procedures describe the way in which hearings will be conducted under section 2 of and schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.

2. Composition of the Licensing Committee

- 2.1 The Licensing Committee will consist of fifteen (15) members and no business shall be transacted unless at least three (3) members of the Licensing Committee are present and able to form a properly constituted Licensing Committee. The Chair shall have a second or casting vote.

3. Procedure

- 3.1 The hearing shall take place in public save that the Licensing Committee may exclude the public from all or part of a hearing where it considers that, on balance, it is in the public interest to do so. The parties and any person representing them may be excluded in the same way as another member of the public. Any person so excluded may, before the end of the hearing, submit to the Licensing Committee in writing, any information which, they would have been entitled to give orally had they not been required to leave. Where there are a number of items on the agenda, the adjournment of that item for a short period, whilst another item is heard, may allow this process to be carried out effectively.
- 3.2 The Chair will begin by asking the parties to identify themselves and confirm whether or not they are represented.
- 3.3 The Licensing Committee should always satisfy itself that sufficient notice of the hearing has been given to all parties and if not satisfied, then the Licensing Committee should take such steps as it thinks fit to deal with that issue before reaching its determination and this could include adjourning that application to a later date.
- 3.4 The Chair will explain how the proceedings will be conducted, and indicate any time limits that will be imposed on the parties. In setting time limits, the Licensing Committee will take into account the importance of ensuring that all parties receive a fair hearing, and the importance of ensuring that all applications are determined expeditiously and without undue delay. Further the Licensing Committee should allow each party an equal amount of time.
- 3.5 If a party considers that any time limit is not sufficient then they should address the Licensing Committee and which will determine accordingly.
- 3.6 If any party has informed the Authority that they will not be attending or be represented at the hearing or any party does not give notice that they will not be attending but fails to attend and is not represented, the Licensing Committee may proceed in their absence or adjourn the hearing.
- 3.7 If the Licensing Committee adjourns the hearing it should specify the date, time and place to which the hearing has been adjourned.
- 3.8 If the Licensing Committee holds the hearing in the absence of a party, it will consider at the hearing the application or objection given by that party.

- 3.9 The Chair will invite an Officer of the Licensing Section to present the report by briefly summarising the application and the number and type of the representations as set out in the papers circulated. The Officer will also advise of any discussions held with the parties; any amendments made to the application; any objections withdrawn; and any agreed conditions that the Licensing Committee is being asked to consider. The Officer shall not give any opinion on the application or ask the Committee to make an inference based on such an opinion.
- 3.10 Members of the Licensing Committee can then ask questions of clarification of the Licensing Officer or seek legal advice from the Legal Adviser to the Licensing Committee if they require in respect of matters raised during the presentation by the Licensing Officer.
- 3.11 The Legal Adviser to the Licensing Committee will then give any relevant legal advice that the Licensing Committee need to take into consideration.
- 3.12 The Chair will then ask the applicant or their representative, if present, to state their case. This should avoid repetition of material already available to the Licensing Committee in the Officer's report or otherwise, and include any reasons why an exception should be made to the Sex Establishment Licensing Policy, where appropriate; address, where appropriate, the matters stated in the Sex Establishment Licensing Policy that the Licensing Committee will take into account when considering applications; and respond to the written objections received. The submission may be followed by the evidence of any person who is giving supporting evidence on behalf of the applicant or who has made a representation in favour of the application.
- 3.13 The application is to be presented within any time limit that has been set.
- 3.14 Where an applicant is unrepresented and having difficulty in presenting their application then the Legal Adviser to the Licensing Committee may ask questions of the applicant so that the relevant points are addressed and clarified for the Licensing Committee.
- 3.15 The objectors (or their representative) will be invited to question the applicant.
- 3.16 Members of the Licensing Committee may ask questions of the applicant and/ or their representative as well as any other person who has spoken in support of the application. Members can also ask questions of any other person present for the applicant who they consider can assist.
- 3.17 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.18 The Chair will then ask objectors against the application to state their case within any time limit that has been set. The objectors should not repeat what is already set out in their objections. In stating their case, the objectors should provide clarification on any points previously requested by the Council. The submission may be followed by the evidence of any person who is giving supporting evidence.
- 3.19 The applicant (or their representative) will be invited to question the objectors.
- 3.20 Members of the Licensing Committee may then ask questions of the objectors and any other person who has spoken given evidence in support. Members can also ask questions of any other person present who they consider can assist.

- 3.21 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.22 Petitions will be considered but Members should proceed with caution when relying upon petitions used as evidence due to the structure and wording used.
- 3.23 The Chair will intervene at any stage of the hearing to prevent repetitious or irrelevant points being raised.
- 3.24 The objectors (or their representative) will then be permitted to “Sum Up”.
- 3.25 The applicant (or their representative) will then be permitted to “Sum Up”.
- 3.26 The Licensing Committee will consider its decision in private save that the Legal Adviser and Democratic Services Officer will remain with them.
- 3.27 The Licensing Committee will normally return to open session to announce its decision but where they consider it appropriate for the determination to be given at a later time then the Chair will advise the parties present that the decision will not be announced then but that the determination will take place later and that written notification will be dispatched to all parties advising them of the determination.

4. Exclusions

- 4.1 In addition to any exclusion under paragraph 3.1 above, The Licensing Committee may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may refuse to permit the person to return; or allow them to return only on such conditions as Licensing Committee may specify.
- 4.2 Any person so excluded may, before the end of the hearing, submit to the Authority in writing, any information which, they would have been entitled to give orally had they not been required to leave.


DO'S AND DO NOT'S

1. Councillors must:

- (a) Attend compulsory training sessions;
- (b) Be open minded and impartial;
- (c) Declare any actual interest;
- (d) Listen to the arguments for and against;
- (e) Carefully weigh up all relevant issues;
- (f) Ask questions that relate only to licensing considerations relevant to the particular application;
- (g) Make decisions on merit and on licensing considerations only;
- (h) Respect the impartiality and integrity of the Council's officers;
- (i) Report any lobbying from applicants, agents, objectors or any other Councillor;
- (j) Promote and support the highest standards of conduct; and
- (k) Promote equality and not discriminate unlawfully against any person, and treat all people with respect.

2. Councillors must not:

- (a) Be biased or give the impression of being biased;
- (b) Improperly confer an advantage or disadvantage on any person nor seek to do so;
- (c) Act to gain a financial or other benefit for themselves, their family, friends or close associates;
- (d) Place themselves under a financial or other obligation to any individual or organisation that might seek to influence the performance of their duties as a member (e.g. by accepting gifts or hospitality from any person involved in or affected by a licensing application);
- (e) Place themselves in a position where their integrity might reasonably be questioned;
- (f) Participate in a meeting where they have a DPI;
- (g) Participate in a meeting where they have an interest which does or could be reasonably considered as giving rise to bias; and
- (h) Express opinions during any site visit to any person present, including other Members.

<p>Non-Executive Report of the: Standards (Advisory) Committee</p> <p>24th November 2016</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Graham White, Acting Corporate Director, Law, Probity and Governance</p>	<p>Classification: Unrestricted</p>
<p>Members' Attendance, Timesheets and Declaration of Interests: Monitoring Report</p>	

Originating Officer(s)	Beverley McKenzie and Matthew Mannion
Wards affected	All

Summary

This report updates the Committee on a range of matters related to Councillors' attendance at formal meetings and training events, completion of timesheets and the register of interests.

Recommendations:

The Standards (Advisory) Committee Committee is recommended to:

1. Note the information set out in Appendices 1, 2 and 3 in relation to Councillors' submission of timesheets, attendance at formal meetings and training events, and completion of the register of interests during the previous and current municipal years;
2. Note the updated position from the Governance Review Working Group with regards to the requirement for Councillors to submit monthly timesheets and confirm the ongoing requirement of the SAC for Members' to submit monthly timesheets.
3. Consider whether there is a need to ask the Chair to write to any Councillor(s) in connection with any of the monitoring information;
4. Note the recommended updates to the reporting items on the timesheet as set out in Appendix 4, and
5. Confirm the request to receive further monitoring reports at six monthly intervals.

3. BACKGROUND

- 3.1 Since April 2004 the former Standards Committee and now the Standards Advisory Committee have received regular monitoring reports on the completion of Members' timesheets and attendance by Members at Council and other formal meetings.
- 3.2 Over that period, the Committees have discussed how to build on this good practice by incorporating additional information in the reports and presenting the information in the most suitable way to enhance transparency and accountability. These agreed changes and these are incorporated in this report.

4. MEMBERS' TIMESHEETS

- 4.1 Tower Hamlets Councillors have, since April 2002, completed monthly timesheets detailing the time spent on council duties, split into categories such as surgeries, casework, attendance at meetings/external bodies etc.
- 4.2 Members' timesheets are posted on the Councillor details pages of the Council's website which also contain information on the ward represented, committee/external appointments, surgery arrangements, contact and other details. Councillors are personally responsible for the accuracy and timely submission of their timesheets.
- 4.3 Completion of timesheets is not a statutory requirement and does not affect the Basic and Special Responsibility Allowances paid to Members. However, the London Councils Independent Panel on the Remuneration of Councillors have emphasised the need for an accountable and transparent allowances scheme. In their 2001 report, the Independent Panel identified the tasks and responsibilities which they believed were the essential remit of a Councillor. In proposing a Basic Allowance to apply to all Councillors, they assumed a contribution of 40 hours per month on top of a "voluntary commitment" of 20 hours for each Member. Tower Hamlets has voluntarily developed the timesheet system to enhance transparency.
- 4.4 The Standards Advisory Committee and its predecessor Standards Committee have placed great importance on the timely and accurate completion of timesheets and the monitoring arrangements have placed Tower Hamlets at the forefront of best practice in this area as very few other local authorities have any such formal monitoring system in place. The Committee will note that new Committee software is now being used to upload the timesheets. This will have a number of benefits including a facility for direct input of timesheets by Members.

The current position – completion of timesheets

- 4.5 In relation to the submission of timesheets the current position, as at 8th November 2016 and set out in Appendix 1 attached, is that 5 Members (11.1% of the total) have completed their timesheets up to and including September 2016. Thirty-nine Councillors (86.67%) are more than three months in arrears. An updated schedule will be tabled at the meeting, if necessary.
- 4.6 At the Governance Review Working Group, the Group Leaders discussed the on-going requirement to submit timesheets. An informal agreement was reached to suspend the requirement and each group would inform their Members accordingly. Discussion arose from the Labour Group indicating the timesheets supported the transparency agenda and they wished for them to be maintained. Some Councillors have continued to submit timesheets and all timesheets received have continued to be published on the Council's web pages.

- 4.7 The Labour Group further recommended some changes to the items reported on the timesheets, as well as requesting the auto population of Council meetings. Online submission of timesheets is now available to all Members and the subjects reported have been updated to reflect the request of the Labour Group. Further discussions are ongoing with the software provider to determine the level of auto population that is available. The Committee may wish to note the changes to the timesheet as seen in Appendix 4.
- 4.8 The Committee may wish to comment on the discussion of the Members regarding the requirement to submit timesheets and the continuing requirements of the SAC.
- 4.9 The Committee may wish to follow previous practice and ask the Chair to write to those Members who are significantly in arrears and/or their political group Leaders, drawing their attention to the need to maintain an up to date record.

5. MEMBERS' ATTENDANCE AT MEETINGS

- 5.1 As with timesheets, attendance at committee/panel meetings is not a statutory requirement - the law simply says that if a Councillor fails to attend any Council or other qualifying meeting for a period of six months, he/she shall cease to be a Member of the local authority - and it is accepted that many important Council duties take place outside formal meetings. Nevertheless, attendance at meetings to which he/she has been appointed does represent a key part of a Councillor's work and the combination of attendance and timesheet monitoring information in this report provides a useful picture of a Councillor's activity for the purpose of accountability.

The current position - attendance at meetings

- 5.2 The record of attendance by Councillors at formal constitutional meetings from 1st March 2016 to 31st October 2016 is attached in Appendix 2 (a) and (b). The report lists where a Councillor was present, absent or gave apologies. In addition, where a Councillor attended a meeting of which they were not a Member either to submit comment or simply to view, this is marked as 'In Attendance'.

6. MEMBERS' DECLARATION OF INTERESTS AND ATTENDANCE AT MANDATORY TRAINING EVENTS

- 6.1 The Committee has previously requested that information be included in the report on two matters that are key to Councillor accountability and ethical governance – (i) Members' completion of the register of personal interests, and (ii) attendance at mandatory training events including seminars on the Code of Conduct and specific training for Councillors appointed to the quasi-judicial committees. This information is summarised in Appendix 3 attached and further explanatory information is below:-

Updates to the register of Members' interests Attendance at training events

- 6.2 Members are required to complete a register of their interests within 28 days of becoming a Councillor and subsequently they must notify any change to this within 28 days of becoming aware of the change. Members receive six-monthly reminders to update the

register with any changes. The attached schedule lists the date of each Councillor's latest update to their register entry and a reminder exercise is about to be undertaken.

- 6.3 As a matter of good practice and for the purpose of clarity, Members are asked to provide a nil return if there are no changes to register at the six-monthly reminder. However failure to do so would not represent a breach of the Code of Conduct.
- 6.4 The Committee has also sought assurance regarding Councillors' attendance at relevant mandatory training events such as those on the Code of Conduct and the specific sessions arranged for members of the Development, Licensing and Appeals Committees and the Appointments Sub-Committee. This information is now incorporated into the schedule at Appendix 3, together with the total number of attendances at other (non-mandatory) in-house Member seminars during the year to date.

7. OBSERVATIONS OF THE CHIEF FINANCIAL OFFICER

- 7.1 There are no financial implications associated with this report.

8. LEGAL SERVICES COMMENTS

- 8.1 The Localism Act 2011 introduced new arrangements to govern the Standards of Conduct for local authority members and co-optees. Seven guiding principles of conduct are set out:- selflessness; integrity; objectivity; accountability; openness; honesty and leadership.
- 8.2 The information in this report supports these guiding principles and, in particular, enhances performance and openness in relation to members performance of their council duties.

9. ONE TOWER HAMLETS CONSIDERTIONS

- 9.1 There are no specific implications for One Tower Hamlets arising from the proposals in this report.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 This report has no immediate implications for Crime and Disorder.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 There are no risk management implications.

12. STRATEGIC ACTION FOR A GREENER ENVIRONMENT (SAGE)

- 12.1 There are no SAGE implications arising directly from this report.

Linked Reports, Appendices and Background Documents

Linked Report

(Revised: November 2016)

- NONE.

Appendices

- NONE

Local Government Act, 1972 Section 100D (As amended)**List of “Background Papers” used in the preparation of this report**

List any background documents not already in the public domain including officer contact information.

- NONE

Officer contact details for documents:

- N/A

This page is intentionally left blank

Members' Monthly Timesheets – Summary of Returns – as of 8th November 2016
March 2016 to October 2016

Group	Name	Oct-16	Sep-16	Aug-16	Jul-16	Jun-16	May-16	Apr-16	Mar-16	Forms submitted in period
Labour	Khales Uddin Ahmed							05/05/2016		1
THIG	Ohid Ahmed									0
Labour	Rajib Ahmed								08/04/2016	1
THIG	Suluk Ahmed									0
Labour	Sabina Akhtar									0
THIG	Mahbub Alam					12/07/2016				1
Independent	Shah Alam									0
Labour	Amina Ali									0
THIG	Abdul Asad									0
Conservative	Craig Aston									0
Labour	Asma Begum									0
Labour	Rachael Blake								05/04/2016	1
Conservative	Chris Chapman									0
Labour	Dave Chesterton							12/05/2016	12/05/2016	2
THIG	Kibria Choudhury							04/05/2016	04/05/2016	2
Labour	Andrew Cregan									0
Conservative	Julia Louise Dockerill									0
Labour	David Edgar									0
Labour	Marc Francis		08/11/2016	02/09/2016	09/08/2016	06/09/2016	05/07/2016	05/07/2016	14/04/2016	7
Labour	Amy Whitelock-Gibbs			19/08/2016	19/08/2016	19/08/2016	19/08/2016	19/08/2016	19/08/2016	6
Conservative	Peter Golds									0
Independent	Shafiqul Haque									0
Labour	Clare Harrison	03/11/2016	06/10/2016	07/09/2016	22/08/2016	14/07/2016	01/07/2016	05/05/2016	11/04/2016	8
Labour	Danny Hassell		14/10/2016	06/10/2016	06/10/2016	14/07/2016	14/07/2016	12/05/2016	11/05/2016	7
Labour	Sirajul Islam					29/07/2016	29/07/2016	13/05/2016	13/05/2016	4
Labour	Denise Jones						01/07/2016	21/06/2016	05/05/2016	3
Independent	Aminur Khan								12/05/2016	1
Independent	Rabina Khan									0
Labour	Shiria Khatun		18/10/2016	25/08/2016	04/08/2016	14/07/2016	14/07/2016	10/05/2016	13/04/2016	7
Independent	Abjol Miah									0
Labour	Ayas Miah							12/05/2016	12/05/2016	2

Group	Name	Oct-16	Sep-16	Aug-16	Jul-16	Jun-16	May-16	Apr-16	Mar-16	Forms submitted in period
THIG	Harun Miah									0
THIG	MD. Maium Miah									0
Independent	Mohammed Mufti Miah									0
Labour	Abdul Chunu Mukit, MBE									0
THIG	Mohammed Mustaquim									0
Labour	Joshua Peck					25/08/2016	02/06/2016	12/05/2016	13/04/2016	4
Labour	John Pierce									0
THIG	Oliur Rahman									0
THIG	Gulam Robbani									0
Labour	Candida Ronald									0
Labour	Rachel Saunders		18/10/2016	25/08/2016	04/08/2016	29/07/2016	29/07/2016	29/07/2016	13/04/2016	7
Labour	Helal Uddin									0
Conservative	Andrew Wood									0
	forms rec'd this month	1	5	6	6	9	9	13	15	43
	submission rate	2.22%	11.11%	13.33%	13.33%	20.00%	20.00%	28.89%	33.33%	11.94%

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies
Councillor Abdul Asad	Independent Group	13	9	0	1	3
Councillor Abdul Mukit MBE	Labour	17	15	2	0	2
Councillor Abjol Miah	Independent	6	3	0	2	1
Councillor Amina Ali	Labour	19	11	1	1	7
Councillor Aminur Khan	Independent Group	8	8	0	0	0
Councillor Amy Whitelock Gibbs	Labour	22	19	5	0	3
Councillor Andrew Cregan	Labour	20	18	0	0	2
Councillor Andrew Wood	Conservative	11	11	7	0	0
Councillor Asma Begum	Labour	22	18	1	0	4
Councillor Ayas Miah	Labour	15	13	0	0	2
Councillor Candida Ronald	Labour	27	23	1	0	4
Councillor Chris Chapman	Conservative	15	13	0	0	2
Councillor Clare Harrisson	Labour	20	16	0	0	4
Councillor Craig Aston	Conservative	12	6	0	2	4
Councillor Danny Hassell	Labour	22	20	1	0	2
Councillor Dave Chesterton	Labour	21	17	4	0	4
Councillor David Edgar	Labour	24	22	6	0	2
Councillor Denise Jones	Labour	26	19	1	0	7
Councillor Gulam Kibria Choudhury	Independent Group	14	9	0	0	5
Councillor Gulam Robbani	Independent Group	14	10	0	1	3
Councillor Harun Miah	Independent Group	13	4	0	1	8
Councillor Helal Uddin	Labour	23	23	0	0	0
Councillor John Pierce	Labour	22	15	9	0	7
Councillor Joshua Peck	Labour	20	8	2	0	12
Councillor Julia Dockerill	Conservative	20	16	2	0	2
Councillor Khaless Uddin Ahmed	Labour	23	21	1	0	2
Councillor Mahbub Alam	Independent Group	18	8	0	1	9
Councillor Marc Francis	Labour	24	22	0	0	2
Councillor Md. Maum Miah	Independent Group	18	8	0	0	10
Councillor Mohammed Mufti Miah	Independent	4	4	0	0	0
Councillor Muhammad Ansar Mustaqim	Independent Group	21	19	0	0	2
Councillor Ohid Ahmed	Independent Group	10	6	0	0	4
Councillor Oliur Rahman	Independent Group	19	6	0	0	13
Councillor Peter Golds	Conservative	34	23	15	1	3
Councillor Rabina Khan	Independent Group	9	7	0	0	2
Councillor Rachael Saunders	Labour	26	23	6	0	3
Councillor Rachel Blake	Labour	14	13	2	0	1
Councillor Rajib Ahmed	Labour	21	21	0	0	0
Councillor Sabina Akhtar	Labour	26	19	1	2	4
Councillor Shafiqul Haque	Independent	5	5	0	0	0
Councillor Shah Alam	Independent	17	15	0	2	0
Councillor Shahed Ali	Independent	4	4	0	0	0
Councillor Shiria Khatun	Labour	16	13	2	0	3
Councillor Sirajul Islam	Labour	22	18	2	0	4
Councillor Suluk Ahmed	Independent Group	21	15	0	1	5
Mayor John Biggs	Labour	34	23	8	0	3

This page is intentionally left blank

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Abdul Asad	Independent Group	13	9		0	1	3 Council Council Council Council General Purposes Committee Health Scrutiny Sub-Committee Health Scrutiny Sub-Committee Health Scrutiny Sub-Committee Overview & Scrutiny Committee Overview & Scrutiny Committee Overview & Scrutiny Committee Overview & Scrutiny Committee Tower Hamlets Health and Wellbeing Board	23/03/2016 19:30 PM 18/05/2016 19:00 PM 20/07/2016 19:04 PM 21/09/2016 19:00 PM 16/03/2016 19:00 PM 20/04/2016 19:00 PM 28/06/2016 18:30 PM 15/09/2016 18:30 PM 07/06/2016 17:30 PM 21/07/2016 18:00 PM 01/09/2016 18:00 PM 28/09/2016 18:00 PM 18/10/2016 17:30 PM	Present, as expected Present, as expected Present, as expected Apologies Absent Present, as expected Present, as expected Apologies Present, as expected Present, as expected Present, as expected Present, as expected Apologies	
Councillor Abdul Mukit MBE	Labour	17	15		2	0	2 Commissioners' Decision Making Meeting Commissioners' Decision Making Meeting Council Council Council Council Grants Scrutiny Sub-Committee Grants Scrutiny Sub-Committee Health Scrutiny Sub-Committee Health Scrutiny Sub-Committee Housing Scrutiny Sub-Committee Housing Scrutiny Sub-Committee Overview & Scrutiny Committee Overview & Scrutiny Committee Overview & Scrutiny Committee Overview & Scrutiny Committee Pensions Committee Pensions Committee Standards (Advisory) Committee	05/07/2016 17:30 PM 27/09/2016 17:00 PM 23/03/2016 19:30 PM 18/05/2016 19:00 PM 20/07/2016 19:04 PM 21/09/2016 19:00 PM 29/06/2016 17:30 PM 20/09/2016 19:00 PM 28/06/2016 18:30 PM 15/09/2016 18:30 PM 18/07/2016 18:30 PM 10/10/2016 18:30 PM 07/06/2016 17:30 PM 21/07/2016 18:00 PM 01/09/2016 18:00 PM 28/09/2016 18:00 PM 09/03/2016 19:00 PM 30/06/2016 17:30 PM 15/03/2016 19:30 PM	In attendance In attendance Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Apologies Present, as expected Apologies	
Councillor Abjol Miah	Independent	6	3		0	2	1 Council Council Council Council General Purposes Committee Tower Hamlets Health and Wellbeing Board	23/03/2016 19:30 PM 18/05/2016 19:00 PM 20/07/2016 19:04 PM 21/09/2016 19:00 PM 16/03/2016 19:00 PM 21/06/2016 17:00 PM	Present, as expected Present, as expected Apologies Present, as expected Absent Absent	
Councillor Amina Ali	Labour	19	11		1	1	7 Overview & Scrutiny Committee Council Council Council Council Health Scrutiny Sub-Committee Health Scrutiny Sub-Committee Housing Scrutiny Sub-Committee Housing Scrutiny Sub-Committee Licensing Committee Licensing Committee Licensing Committee Licensing Committee Licensing Committee Audit Committee Overview & Scrutiny Committee Overview & Scrutiny Committee Overview & Scrutiny Committee Overview & Scrutiny Committee Overview & Scrutiny Committee	04/04/2016 19:15 PM 23/03/2016 19:30 PM 18/05/2016 19:00 PM 20/07/2016 19:04 PM 21/09/2016 19:00 PM 20/04/2016 19:00 PM 28/06/2016 18:30 PM 18/07/2016 18:30 PM 10/10/2016 18:30 PM 14/06/2016 17:30 PM 05/09/2016 14:00 PM 07/09/2016 16:00 PM 13/09/2016 19:00 PM 06/10/2016 19:00 PM 22/03/2016 19:00 PM 09/05/2016 19:15 PM 07/06/2016 17:30 PM 21/07/2016 18:00 PM 01/09/2016 18:00 PM 28/09/2016 18:00 PM	Apologies Apologies Present, as expected Present, as expected Present, as expected Present, as expected In attendance Present, as expected Present, as expected Apologies Apologies Apologies Present, as expected Absent Apologies Present, as expected Present, as expected Apologies Present, as expected Present, as expected	
Councillor Aminur Khan	Independent Group	8	8		0	0	0 Council Council Council Council General Purposes Committee General Purposes Committee General Purposes Committee General Purposes Committee	23/03/2016 19:30 PM 18/05/2016 19:00 PM 20/07/2016 19:04 PM 21/09/2016 19:00 PM 16/03/2016 19:00 PM 15/06/2016 19:00 PM 29/06/2016 19:00 PM 14/09/2016 19:00 PM	Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected Present, as expected	
Councillor Amy Whitelock Gibbs	Labour	22	19		5	0	3 King George's Field Charity Board Cabinet	26/07/2016 18:30 PM 05/04/2016 17:30 PM	Present, as expected Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Andrew Cregan	Labour	20	18	0	0	2	Best Value Programme Review Board Quarterly Meeting	19/10/2016 18:00 PM	Apologies	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	Present, as expected	
							Cabinet	26/07/2016 17:30 PM	Present, as expected	
							Cabinet	06/09/2016 17:30 PM	Present, as expected	
							Cabinet	04/10/2016 14:00 PM	Present, as expected	
							Corporate Parenting Board	21/04/2016 18:30 PM	Present, as expected	
							Corporate Parenting Board	14/07/2016 18:30 PM	Present, as expected	
							Corporate Parenting Board	06/10/2016 18:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Health Scrutiny Sub-Committee	28/06/2016 18:30 PM	In attendance	
							Health Scrutiny Sub-Committee	15/09/2016 18:30 PM	In attendance	
							Best Value Programme Review Board Quarterly Meeting	19/04/2016 18:00 PM	In attendance	
							King George's Field Charity Board	04/10/2016 15:00 PM	Present, as expected	
							Licensing Committee	08/03/2016 01:30 AM	Apologies	
							Licensing Committee	14/06/2016 17:30 PM	Apologies	
							Overview & Scrutiny Committee	07/06/2016 17:30 PM	In attendance	
							Overview & Scrutiny Committee	21/07/2016 18:00 PM	In attendance	
							Tower Hamlets Health and Wellbeing Board	15/03/2016 17:00 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	21/06/2016 17:00 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	09/08/2016 17:00 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	18/10/2016 17:30 PM	Present, as expected	
							Strategic Development Committee	12/05/2016 19:00 PM	Present, as expected	
							Audit Committee	20/09/2016 19:00 PM	Present, as expected	
							Audit Committee	29/09/2016 20:00 PM	Apologies	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Development Committee	08/06/2016 17:30 PM	Present, as expected	
							Development Committee	03/08/2016 19:00 PM	Present, as expected	
							Development Committee	31/08/2016 19:00 PM	Apologies	
							Development Committee	28/09/2016 19:00 PM	Present, as expected	
							Development Committee	26/10/2016 19:00 PM	Present, as expected	
							Employee Appeals Sub Committee	02/03/2016 18:00 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	18/07/2016 18:30 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	10/10/2016 18:30 PM	Present, as expected	
							Pensions Committee	09/03/2016 19:00 PM	Present, as expected	
							Pensions Committee	30/06/2016 17:30 PM	Present, as expected	
							Strategic Development Committee	10/03/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/04/2016 19:00 PM	Present, as expected	
							Audit Committee	28/06/2016 19:00 PM	Present, as expected	
Councillor Andrew Wood	Conservative	11	11	7	0	0	Appointments Sub Committee	11/05/2016 18:30 PM	Present, as expected	
							Appointments Sub Committee	23/05/2016 17:30 PM	Present, as expected	
							Audit Committee	22/03/2016 19:00 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	In attendance	
							Cabinet	10/05/2016 17:30 PM	In attendance	
							Cabinet	06/09/2016 17:30 PM	In attendance	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Development Committee	31/08/2016 19:00 PM	In attendance	
							Housing Scrutiny Sub-Committee	18/07/2016 18:30 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	10/10/2016 18:30 PM	Present, as expected	
							Pensions Committee	30/06/2016 17:30 PM	Present, as expected	
							Standards (Advisory) Committee	15/03/2016 19:30 PM	Present, as expected	
							Strategic Development Committee	10/03/2016 19:00 PM	In attendance	
							Strategic Development Committee	12/04/2016 19:00 PM	In attendance	
Councillor Asma Begum	Labour	22	18	1	0	4	Strategic Development Committee	12/05/2016 19:00 PM	In attendance	
							Joint Consultative & Advisory Group	29/04/2016 14:00 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	Present, as expected	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	Present, as expected	
							Cabinet	26/07/2016 17:30 PM	Apologies	
							Cabinet	06/09/2016 17:30 PM	Present, as expected	
							Cabinet	04/10/2016 14:00 PM	Present, as expected	
							Commissioners' Decision Making Meeting	08/03/2016 11:00 AM	In attendance	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Ayas Miah	Labour	15	13	0	0	2	Council	23/03/2016 19:30 PM	Present, as expected	Substituted by Councillor John Pierce
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Apologies	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Appointments Sub Committee	15/06/2016 17:00 PM	Present, as expected	
							King George's Field Charity Board	26/07/2016 18:30 PM	Apologies	
							King George's Field Charity Board	04/10/2016 15:00 PM	Present, as expected	
							Strategic Development Committee	10/03/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/04/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/05/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	16/06/2016 17:30 PM	Present, as expected	
							Strategic Development Committee	28/07/2016 19:00 PM	Apologies, sent representative	
							Strategic Development Committee	24/08/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	08/09/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	20/10/2016 19:00 PM	Present, as expected	
							Cabinet	04/10/2016 14:00 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	Present, as expected	
							Cabinet	26/07/2016 17:30 PM	Present, as expected	
							Cabinet	06/09/2016 17:30 PM	Present, as expected	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
Councillor Candida Ronald	Labour	27	23	1	0	4	Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							General Purposes Committee	16/03/2016 19:00 PM	Apologies	
							King George's Field Charity Board	26/07/2016 18:30 PM	Apologies	
							King George's Field Charity Board	04/10/2016 15:00 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	Present, as expected	
							Standards (Advisory) Committee	28/07/2016 19:30 PM	Present, as expected	
							Standards (Advisory) Committee	22/09/2016 19:30 PM	Present, as expected	
							Audit Committee	28/06/2016 19:00 PM	Present, as expected	
							Audit Committee	22/03/2016 19:00 PM	Present, as expected	
							Audit Committee	20/09/2016 19:00 PM	Present, as expected	
							Audit Committee	29/09/2016 20:00 PM	Present, as expected	
Councillor Chris Chapman	Conservative	15	13	0	0	2	Cabinet	05/04/2016 17:30 PM	In attendance	Substituted by Councillor David Edgar
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Investigation and Disciplinary Sub-Committee	27/04/2016 19:00 PM	Present, as expected	
							Investigation and Disciplinary Sub-Committee	28/07/2016 18:30 PM	Present, as expected	
							Investigation and Disciplinary Sub-Committee	19/10/2016 18:30 PM	Present, as expected	
							Licensing Committee	08/03/2016 01:30 AM	Present, as expected	
							Licensing Committee	14/06/2016 17:30 PM	Present, as expected	
							Licensing Committee	05/09/2016 14:00 PM	Apologies	
							Licensing Committee	07/09/2016 16:00 PM	Apologies	
							Licensing Committee	13/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	06/10/2016 19:00 PM	Present, as expected	
							Licensing Sub Committee	05/04/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	19/04/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	16/06/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	02/08/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	25/10/2016 18:30 PM	Present, as expected	
							Pensions Committee	09/03/2016 19:00 PM	Present, as expected	
Councillor Julia Dockerill	Conservative	15	13	0	0	2	Pensions Committee	30/06/2016 17:30 PM	Present, as expected	Substituted by Councillor Julia Dockerill
							Standards (Advisory) Committee	15/03/2016 19:30 PM	Apologies, sent representative	
							Standards (Advisory) Committee	28/07/2016 19:30 PM	Present, as expected	
							Standards (Advisory) Committee	22/09/2016 19:30 PM	Apologies due to Council Business	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Development Committee	09/03/2016 19:00 PM	Present, as expected	
							Development Committee	06/04/2016 19:00 PM	Present, as expected	
							Development Committee	27/04/2016 19:00 PM	Apologies, sent representative	
							Development Committee	08/06/2016 17:30 PM	Present, as expected	
							Development Committee	03/08/2016 19:00 PM	Present, as expected	
							Development Committee	31/08/2016 19:00 PM	Present, as expected	
							Development Committee	28/09/2016 19:00 PM	Present, as expected	
							Development Committee	26/10/2016 19:00 PM	Present, as expected	
							Investigation and Disciplinary Sub-Committee	28/07/2016 18:30 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Clare Harrison	Labour	20	16	0	0	4	Standards (Advisory) Committee	28/07/2016 19:30 PM	Present, as expected	Substituted by Councillor Peter Golds
							Standards (Advisory) Committee	22/09/2016 19:30 PM	Apologies, sent representative	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Audit Committee	22/03/2016 19:00 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Appointments Sub Committee	31/03/2016 09:30 AM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Grants Scrutiny Sub-Committee	29/06/2016 17:30 PM	Present, as expected	
							Grants Scrutiny Sub-Committee	20/09/2016 19:00 PM	Present, as expected	
							Health Scrutiny Sub-Committee	28/06/2016 18:30 PM	Present, as expected	
							Health Scrutiny Sub-Committee	15/09/2016 18:30 PM	Present, as expected	
							Human Resources Committee	13/04/2016 19:00 PM	Present, as expected	
							Licensing Committee	08/03/2016 01:30 AM	Apologies	
							Overview & Scrutiny Committee	07/06/2016 17:30 PM	Present, as expected	
							Overview & Scrutiny Committee	21/07/2016 18:00 PM	Present, as expected	
							Overview & Scrutiny Committee	01/09/2016 18:00 PM	Present, as expected	
							Overview & Scrutiny Committee	28/09/2016 18:00 PM	Present, as expected	
							Pensions Committee	09/03/2016 19:00 PM	Present, as expected	
							Pensions Committee	30/06/2016 17:30 PM	Apologies	
Councillor Craig Aston	Conservative	12	6	0	2	4	Audit Committee	28/06/2016 19:00 PM	Apologies	Substituted by Councillor Andrew Wood
							Audit Committee	20/09/2016 19:00 PM	Apologies, sent representative	
							Audit Committee	29/09/2016 20:00 PM	Absent	
							Council	23/03/2016 19:30 PM	Apologies	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Apologies	
							Council	21/09/2016 19:00 PM	Present, as expected	
							General Purposes Committee	16/03/2016 19:00 PM	Present, as expected	
							General Purposes Committee	15/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	29/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	14/09/2016 19:00 PM	Present, as expected	
							Health Scrutiny Sub-Committee	20/04/2016 19:00 PM	Absent	
Councillor Danny Hassell	Labour	22	20	1	0	2	Strategic Development Committee	20/10/2016 19:00 PM	Present, as expected	Substituted by Councillor John Pierce Substituted by Councillor John Pierce
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Employee Appeals Sub Committee	05/10/2016 18:30 PM	Present, as expected	
							General Purposes Committee	15/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	29/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	14/09/2016 19:00 PM	Present, as expected	
							Investigation and Disciplinary Sub-Committee	27/04/2016 19:00 PM	Present, as expected	
							Overview & Scrutiny Committee	04/04/2016 19:15 PM	Present, as expected	
							Overview & Scrutiny Committee	09/05/2016 19:15 PM	Present, as expected	
							Strategic Development Committee	10/03/2016 19:00 PM	Apologies, sent representative	
							Strategic Development Committee	12/04/2016 19:00 PM	Apologies, sent representative	
							Strategic Development Committee	12/05/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	16/06/2016 17:30 PM	Present, as expected	
							Strategic Development Committee	28/07/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	24/08/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	08/09/2016 19:00 PM	Present, as expected	
							Best Value Programme Review Board Quarterly Meeting	19/10/2016 18:00 PM	In attendance	
							Tower Hamlets Health and Wellbeing Board	21/06/2016 17:00 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	09/08/2016 17:00 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	18/10/2016 17:30 PM	Present, as expected	
Councillor Dave Chesterton	Labour	21	17	4	0	4	Council	18/05/2016 19:00 PM	Present, as expected	Non Executive majority group councillor
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Employee Appeals Sub Committee	02/03/2016 18:00 PM	Present, as expected	
							Employee Appeals Sub Committee	29/04/2016 14:00 PM	Present, as expected	
							Health Scrutiny Sub-Committee	20/04/2016 19:00 PM	Apologies, sent representative	
							Health Scrutiny Sub-Committee	28/06/2016 18:30 PM	Present, as expected	
							Health Scrutiny Sub-Committee	15/09/2016 18:30 PM	Apologies, sent representative	
							Housing Scrutiny Sub-Committee	10/10/2016 18:30 PM	In attendance	
							Human Resources Committee	13/04/2016 19:00 PM	Present, as expected	
							Licensing Committee	14/06/2016 17:30 PM	Present, as expected	
							Licensing Committee	05/09/2016 14:00 PM	Apologies	
							Licensing Committee	07/09/2016 16:00 PM	Apologies	
							Licensing Committee	13/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	06/10/2016 19:00 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor David Edgar	Labour	24	22	6	0	2	Licensing Sub Committee	05/07/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	15/09/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	27/09/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	25/10/2016 18:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Pensions Board	07/03/2016 10:00 AM	Present, as expected	
							Pensions Board	27/06/2016 10:00 AM	Present, as expected	
							Strategic Development Committee	12/04/2016 19:00 PM	In attendance	
							Strategic Development Committee	12/05/2016 19:00 PM	In attendance	
							Strategic Development Committee	20/10/2016 19:00 PM	In attendance	
							Cabinet	14/06/2016 17:30 PM	Present, as expected	
							Best Value Programme Review Board Quarterly Meeting	12/07/2016 18:00 PM	In attendance	
							Best Value Programme Review Board Quarterly Meeting	19/10/2016 18:00 PM	In attendance	
							Cabinet	05/04/2016 17:30 PM	Present, as expected	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Best Value Programme Review Board Quarterly Meeting	19/04/2016 18:00 PM	In attendance	
							Cabinet	26/07/2016 17:30 PM	Present, as expected	
							Cabinet	06/09/2016 17:30 PM	Present, as expected	
							Cabinet	04/10/2016 14:00 PM	Present, as expected	
							Corporate Parenting Board	21/04/2016 18:30 PM	Present, as expected	
							Corporate Parenting Board	14/07/2016 18:30 PM	Present, as expected	
							Corporate Parenting Board	06/10/2016 18:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Employee Appeals Sub Committee	05/10/2016 18:30 PM	Present, as expected	
							General Purposes Committee	16/03/2016 19:00 PM	Present, as expected	
							General Purposes Committee	15/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	29/06/2016 19:00 PM	Apologies	
							General Purposes Committee	14/09/2016 19:00 PM	Present, as expected	
Councillor Denise Jones	Labour	26	19	1	0	7	King George's Field Charity Board	26/07/2016 18:30 PM	Present, as expected	
							King George's Field Charity Board	04/10/2016 15:00 PM	Present, as expected	
							Overview & Scrutiny Committee	21/07/2016 18:00 PM	In attendance	
							Overview & Scrutiny Committee	01/09/2016 18:00 PM	In attendance	
							Overview & Scrutiny Committee	28/09/2016 18:00 PM	In attendance	
							Tower Hamlets Health and Wellbeing Board	15/03/2016 17:00 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	21/06/2016 17:00 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	09/08/2016 17:00 PM	Apologies	
							Tower Hamlets Health and Wellbeing Board	18/10/2016 17:30 PM	Present, as expected	
							Strategic Development Committee	24/08/2016 19:00 PM	Apologies, sent representative	Substituted by Councillor John Pierce
							Audit Committee	20/09/2016 19:00 PM	Present, as expected	
							Audit Committee	29/09/2016 20:00 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Development Committee	28/09/2016 19:00 PM	In attendance	
							General Purposes Committee	15/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	29/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	14/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	08/03/2016 01:30 AM	Apologies	
							Licensing Committee	14/06/2016 17:30 PM	Present, as expected	
							Licensing Committee	05/09/2016 14:00 PM	Apologies	
							Licensing Committee	07/09/2016 16:00 PM	Apologies	
							Licensing Committee	13/09/2016 19:00 PM	Apologies	
							Licensing Committee	06/10/2016 19:00 PM	Apologies	
							Licensing Sub Committee	19/07/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	27/09/2016 18:30 PM	Present, as expected	
							Overview & Scrutiny Committee	04/04/2016 19:15 PM	Present, as expected	
							Overview & Scrutiny Committee	09/05/2016 19:15 PM	Present, as expected	
							Strategic Development Committee	16/06/2016 17:30 PM	Present, as expected	
							Strategic Development Committee	28/07/2016 19:00 PM	Present, as expected	
							Audit Committee	28/06/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	08/09/2016 19:00 PM	Apologies	
							Strategic Development Committee	20/10/2016 19:00 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	15/03/2016 17:00 PM	Present, as expected	
Councillor Gulam Kibria Choudhury	Independent Group	14	9	0	0	5	Development Committee	09/03/2016 19:00 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Apologies	
							Council	21/09/2016 19:00 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Gulam Robbani	Independent Group	14	10	0	1	3	Council	23/03/2016 19:30 PM	Apologies	
							Development Committee	06/04/2016 19:00 PM	Present, as expected	
							Development Committee	27/04/2016 19:00 PM	Present, as expected	
							Development Committee	08/06/2016 17:30 PM	Present, as expected	
							Development Committee	03/08/2016 19:00 PM	Present, as expected	
							Development Committee	31/08/2016 19:00 PM	Present, as expected	
							Development Committee	28/09/2016 19:00 PM	Apologies	
							Development Committee	26/10/2016 19:00 PM	Present, as expected	
							Licensing Committee	08/03/2016 01:30 AM	Apologies	
							Pensions Committee	30/06/2016 17:30 PM	Apologies	
							Strategic Development Committee	28/07/2016 19:00 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	18/07/2016 18:30 PM	Absent	
							Housing Scrutiny Sub-Committee	10/10/2016 18:30 PM	Apologies	
							Strategic Development Committee	10/03/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/04/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/05/2016 19:00 PM	Apologies	
							Strategic Development Committee	16/06/2016 17:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Apologies	
Councillor Harun Miah	Independent Group	13	4	0	1	8	Strategic Development Committee	24/08/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	08/09/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	20/10/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Audit Committee	20/09/2016 19:00 PM	Apologies	
							Audit Committee	29/09/2016 20:00 PM	Apologies	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Audit Committee	28/06/2016 19:00 PM	Apologies	
							Council	21/09/2016 19:00 PM	Present, as expected	
Councillor Helal Uddin	Labour	23	23	0	0	0	Licensing Committee	14/06/2016 17:30 PM	Apologies	
							Licensing Committee	05/09/2016 14:00 PM	Apologies	
							Licensing Committee	07/09/2016 16:00 PM	Apologies	
							Licensing Committee	13/09/2016 19:00 PM	Apologies	
							Licensing Committee	06/10/2016 19:00 PM	Absent	
							Pensions Committee	09/03/2016 19:00 PM	Apologies	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
Councillor John Pierce	Labour	22	15	9	0	7	General Purposes Committee	15/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	29/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	14/09/2016 19:00 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	18/07/2016 18:30 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	10/10/2016 18:30 PM	Present, as expected	
							Overview & Scrutiny Committee	04/04/2016 19:15 PM	Present, as expected	
							Overview & Scrutiny Committee	09/05/2016 19:15 PM	Present, as expected	
							Overview & Scrutiny Committee	07/06/2016 17:30 PM	Present, as expected	
							Overview & Scrutiny Committee	21/07/2016 18:00 PM	Present, as expected	
							Overview & Scrutiny Committee	01/09/2016 18:00 PM	Present, as expected	
							Overview & Scrutiny Committee	28/09/2016 18:00 PM	Present, as expected	
							Strategic Development Committee	10/03/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/04/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/05/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	16/06/2016 17:30 PM	Present, as expected	
							Strategic Development Committee	28/07/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	24/08/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	08/09/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	20/10/2016 19:00 PM	Present, as expected	
							Overview & Scrutiny Committee	09/05/2016 19:15 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	In attendance	
							Cabinet	26/07/2016 17:30 PM	In attendance	
							Cabinet	06/09/2016 17:30 PM	In attendance	
							Cabinet	04/10/2016 14:00 PM	In attendance	
							Commissioners' Decision Making Meeting	12/04/2016 17:00 PM	In attendance	
							Commissioners' Decision Making Meeting	24/05/2016 18:30 PM	In attendance	
							Commissioners' Decision Making Meeting	14/06/2016 18:30 PM	In attendance	
							Commissioners' Decision Making Meeting	05/07/2016 17:30 PM	In attendance	
							Council	23/03/2016 19:30 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Joshua Peck	Labour	20	8	2	0	12	Council	18/05/2016 19:00 PM	Present, as expected	Substituted by Councillor Candida Ronald
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Apologies	
							Development Committee	08/06/2016 17:30 PM	Apologies	
							Development Committee	03/08/2016 19:00 PM	Present, as expected	
							Development Committee	31/08/2016 19:00 PM	Present, as expected	
							Development Committee	28/09/2016 19:00 PM	Apologies, sent representative	Substituted by Councillor Candida Ronald
							Development Committee	26/10/2016 19:00 PM	Apologies, sent representative	
							Grants Scrutiny Sub-Committee	29/06/2016 17:30 PM	Apologies, sent representative	
							Grants Scrutiny Sub-Committee	20/09/2016 19:00 PM	Apologies	
							Health Scrutiny Sub-Committee	20/04/2016 19:00 PM	Apologies	
							Overview & Scrutiny Committee	04/04/2016 19:15 PM	Present, as expected	
							Cabinet	10/05/2016 17:30 PM	In attendance	
							Overview & Scrutiny Committee	07/06/2016 17:30 PM	Present, as expected	
							Overview & Scrutiny Committee	21/07/2016 18:00 PM	Present, as expected	
							Overview & Scrutiny Committee	01/09/2016 18:00 PM	Present, as expected	
							Overview & Scrutiny Committee	28/09/2016 18:00 PM	Present, as expected	
							Strategic Development Committee	10/03/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/04/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	28/07/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	24/08/2016 19:00 PM	Present, as expected	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	Apologies	
							Cabinet	26/07/2016 17:30 PM	Apologies	
							Cabinet	06/09/2016 17:30 PM	Present, as expected	
							Cabinet	04/10/2016 14:00 PM	Apologies	
							Commissioners' Decision Making Meeting	08/03/2016 11:00 AM	In attendance	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Apologies	
							Council	20/07/2016 19:04 PM	Apologies	
							Council	21/09/2016 19:00 PM	Present, as expected	
							King George's Field Charity Board	26/07/2016 18:30 PM	Apologies	
							King George's Field Charity Board	04/10/2016 15:00 PM	Apologies	
							Licensing Committee	08/03/2016 01:30 AM	Present, as expected	
							Licensing Committee	14/06/2016 17:30 PM	Apologies	
							Licensing Committee	05/09/2016 14:00 PM	Apologies	
							Licensing Committee	07/09/2016 16:00 PM	Apologies	
							Licensing Committee	13/09/2016 19:00 PM	Apologies	
							Licensing Committee	06/10/2016 19:00 PM	Apologies	
							Licensing Sub Committee	19/07/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	30/08/2016 18:30 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	Present, as expected	
							Overview & Scrutiny Committee	01/09/2016 18:00 PM	In attendance	
Councillor Julia Dockerill	Conservative	20	16	2	0	2	Council	23/03/2016 19:30 PM	Present, as expected	Substituted by Councillor Chris Chapman
							Development Committee	28/09/2016 19:00 PM	In attendance	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Appointments Sub Committee	15/06/2016 17:00 PM	Apologies	
							Human Resources Committee	13/04/2016 19:00 PM	Present, as expected	
							Overview & Scrutiny Committee	09/05/2016 19:15 PM	In attendance	
							Overview & Scrutiny Committee	07/06/2016 17:30 PM	Present, as expected	
							Overview & Scrutiny Committee	21/07/2016 18:00 PM	Present, as expected	
							Overview & Scrutiny Committee	01/09/2016 18:00 PM	Present, as expected	
							Overview & Scrutiny Committee	28/09/2016 18:00 PM	Present, as expected	
							Strategic Development Committee	10/03/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/04/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/05/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	16/06/2016 17:30 PM	Apologies, sent representative	
							Strategic Development Committee	28/07/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	24/08/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	08/09/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	20/10/2016 19:00 PM	Present, as expected	
Councillor Khales Uddin Ahmed	Labour	23	21	1	0	2	Licensing Sub Committee	17/06/2016 16:00 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							General Purposes Committee	16/03/2016 19:00 PM	Present, as expected	
							General Purposes Committee	15/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	29/06/2016 19:00 PM	Apologies	
							General Purposes Committee	14/09/2016 19:00 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Mahbub Alam	Independent Group	18	8	0	1	9	Licensing Committee	08/03/2016 01:30 AM	Present, as expected	
							Licensing Committee	14/06/2016 17:30 PM	Present, as expected	
							Licensing Committee	05/09/2016 14:00 PM	Present, as expected	
							Licensing Committee	07/09/2016 16:00 PM	Present, as expected	
							Licensing Committee	13/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	06/10/2016 19:00 PM	Apologies	
							Licensing Sub Committee	10/03/2016 14:00 PM	Present, as expected	
							Licensing Sub Committee	12/05/2016 14:00 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Licensing Sub Committee	05/07/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	19/07/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	02/08/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	08/08/2016 14:00 PM	Present, as expected	
							Licensing Sub Committee	30/08/2016 18:30 PM	Present, as expected	
							Appointments Sub Committee	15/06/2016 17:00 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	In attendance	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Apologies	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Appointments Sub Committee	31/03/2016 09:30 AM	Apologies, sent representative	
							Licensing Committee	08/03/2016 01:30 AM	Apologies	
							Licensing Committee	14/06/2016 17:30 PM	Present, as expected	
							Licensing Committee	05/09/2016 14:00 PM	Apologies	
							Licensing Committee	07/09/2016 16:00 PM	Apologies	
							Licensing Committee	13/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	06/10/2016 19:00 PM	Absent	
							Licensing Sub Committee	22/03/2016 18:30 PM	Present, as expected	
							Overview & Scrutiny Committee	04/04/2016 19:15 PM	Present, as expected	
							Overview & Scrutiny Committee	09/05/2016 19:15 PM	Apologies	
							Overview & Scrutiny Committee	07/06/2016 17:30 PM	Present, as expected	
							Overview & Scrutiny Committee	21/07/2016 18:00 PM	Apologies	
							Overview & Scrutiny Committee	01/09/2016 18:00 PM	Apologies, sent representative	
							Overview & Scrutiny Committee	28/09/2016 18:00 PM	Apologies, sent representative	
Councillor Marc Francis	Labour	24	22	0	0	2	Strategic Development Committee	10/03/2016 19:00 PM	Present, as expected	
							Standards (Advisory) Committee	28/07/2016 19:30 PM	Apologies due to Council Business	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Development Committee	09/03/2016 19:00 PM	Present, as expected	
							Development Committee	06/04/2016 19:00 PM	Present, as expected	
							Development Committee	27/04/2016 19:00 PM	Present, as expected	
							Development Committee	08/06/2016 17:30 PM	Present, as expected	
							Development Committee	03/08/2016 19:00 PM	Present, as expected	
							Development Committee	31/08/2016 19:00 PM	Present, as expected	
							Development Committee	28/09/2016 19:00 PM	Present, as expected	
							Development Committee	26/10/2016 19:00 PM	Present, as expected	
							Investigation and Disciplinary Sub-Committee	19/10/2016 18:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Standards (Advisory) Committee	15/03/2016 19:30 PM	Apologies, sent representative	Substituted by Councillor Danny Hassell
							Council	20/07/2016 19:04 PM	Present, as expected	
							Standards (Advisory) Committee	22/09/2016 19:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Strategic Development Committee	12/04/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/05/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	16/06/2016 17:30 PM	Present, as expected	
							Strategic Development Committee	28/07/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	24/08/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	08/09/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	20/10/2016 19:00 PM	Present, as expected	
Councillor Md. Maium Miah	Independent Group	18	8	0	0	10	Strategic Development Committee	24/08/2016 19:00 PM	Apologies, sent representative	Substituted by Councillor Muhammad Ansar Mustaqim
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Apologies	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	08/03/2016 01:30 AM	Apologies	
							Licensing Committee	14/06/2016 17:30 PM	Apologies	
							Licensing Committee	05/09/2016 14:00 PM	Apologies	
							Licensing Committee	07/09/2016 16:00 PM	Apologies	
							Licensing Committee	13/09/2016 19:00 PM	Apologies	
							Licensing Committee	06/10/2016 19:00 PM	Apologies	
							Overview & Scrutiny Committee	04/04/2016 19:15 PM	Present, as expected	
							Overview & Scrutiny Committee	09/05/2016 19:15 PM	Apologies	
							Pensions Committee	30/06/2016 17:30 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Mohammed Mufti Miah	Independent	4	4	0	0	0	Strategic Development Committee	16/06/2016 17:30 PM	Present, as expected	Substituted by Councillor Muhammad Ansar Mustaqim
							Strategic Development Committee	28/07/2016 19:00 PM	Apologies, sent representative	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Strategic Development Committee	08/09/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	20/10/2016 19:00 PM	Present, as expected	
Councillor Muhammad Ansar Mustaqim	Independent Group	21	19	0	0	2	Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Standards (Advisory) Committee	28/07/2016 19:30 PM	Apologies due to Council Business	
Councillor Ohid Ahmed	Independent Group	10	6	0	0	4	Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							General Purposes Committee	15/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	29/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	14/09/2016 19:00 PM	Apologies	
							Health Scrutiny Sub-Committee	28/06/2016 18:30 PM	Present, as expected	
							Health Scrutiny Sub-Committee	15/09/2016 18:30 PM	Present, as expected	
							Investigation and Disciplinary Sub-Committee	28/07/2016 18:30 PM	Present, as expected	
							Licensing Committee	08/03/2016 01:30 AM	Present, as expected	
							Licensing Sub Committee	05/04/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	19/04/2016 18:30 PM	Present, as expected	
							Appointments Sub Committee	15/06/2016 17:00 PM	Present, as expected	
							Standards (Advisory) Committee	22/09/2016 19:30 PM	Present, as expected	
							Strategic Development Committee	10/03/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/04/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	12/05/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	28/07/2016 19:00 PM	Present, as expected	
							Strategic Development Committee	24/08/2016 19:00 PM	Present, as expected	
Councillor Oliur Rahman	Independent Group	19	6	0	0	13	Audit Committee	28/06/2016 19:00 PM	Apologies	
							Audit Committee	20/09/2016 19:00 PM	Apologies	
							Audit Committee	29/09/2016 20:00 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Apologies	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Investigation and Disciplinary Sub-Committee	19/10/2016 18:30 PM	Present, as expected	
							Standards (Advisory) Committee	28/07/2016 19:30 PM	Apologies due to Council Business	
							Standards (Advisory) Committee	22/09/2016 19:30 PM	Present, as expected	
							Grants Scrutiny Sub-Committee	29/06/2016 17:30 PM	Apologies	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
Councillor Peter Golds	Conservative	34	23	15	1	3	Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Licensing Sub Committee	22/03/2016 18:30 PM	Present, as expected	
							Commissioners' Decision Making Meeting	12/04/2016 17:00 PM	In attendance	
							Cabinet	14/06/2016 17:30 PM	In attendance	
							Cabinet	26/07/2016 17:30 PM	In attendance	
							Cabinet	06/09/2016 17:30 PM	In attendance	
							Commissioners' Decision Making Meeting	01/03/2016 16:00 PM	In attendance	
							Commissioners' Decision Making Meeting	08/03/2016 11:00 AM	In attendance	
							Cabinet	10/05/2016 17:30 PM	In attendance	
							Commissioners' Decision Making Meeting	14/06/2016 18:30 PM	In attendance	
							Commissioners' Decision Making Meeting	05/07/2016 17:30 PM	In attendance	
							Commissioners' Decision Making Meeting	27/09/2016 17:00 PM	In attendance	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Rabina Khan	Independent Group	9	7	0	0	2	Best Value Programme Review Board Quarterly Meeting	19/10/2016 18:00 PM	In attendance	
							Development Committee	08/06/2016 17:30 PM	In attendance	
							Grants Scrutiny Sub-Committee	29/06/2016 17:30 PM	Apologies	
							Grants Scrutiny Sub-Committee	20/09/2016 19:00 PM	Apologies	
							Health Scrutiny Sub-Committee	28/06/2016 18:30 PM	Absent	
							Health Scrutiny Sub-Committee	15/09/2016 18:30 PM	Apologies	
							Licensing Committee	08/03/2016 01:30 AM	Present, as expected	
							Licensing Committee	14/06/2016 17:30 PM	Present, as expected	
							Licensing Committee	05/09/2016 14:00 PM	Present, as expected	
							Licensing Committee	07/09/2016 16:00 PM	Present, as expected	
							Licensing Committee	13/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	06/10/2016 19:00 PM	Present, as expected	
							Licensing Sub Committee	10/03/2016 14:00 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	In attendance	
							Licensing Sub Committee	05/04/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	12/05/2016 14:00 PM	Present, as expected	
							Licensing Sub Committee	31/05/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	17/06/2016 16:00 PM	Present, as expected	
							Licensing Sub Committee	05/07/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	08/08/2016 14:00 PM	Present, as expected	
							Licensing Sub Committee	30/08/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	27/09/2016 18:30 PM	Present, as expected	
							Appointments Sub Committee	31/03/2016 09:30 AM	Present, as expected	
							Best Value Programme Review Board Quarterly Meeting	19/04/2016 18:00 PM	In attendance	
							Overview & Scrutiny Committee	09/05/2016 19:15 PM	Present, as expected	
							Overview & Scrutiny Committee	07/06/2016 17:30 PM	In attendance	
							Appointments Sub Committee	23/05/2016 17:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Apologies	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	18/07/2016 18:30 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	10/10/2016 18:30 PM	Present, as expected	
							Human Resources Committee	13/04/2016 19:00 PM	Apologies	
							Appointments Sub Committee	11/05/2016 18:30 PM	Present, as expected	
Councillor Rachael Saunders	Labour	26	23	6	0	3	Tower Hamlets Health and Wellbeing Board	09/08/2016 17:00 PM	Present, as expected	
							Best Value Programme Review Board Quarterly Meeting	19/04/2016 18:00 PM	In attendance	
							Cabinet	04/10/2016 14:00 PM	Apologies	
							Corporate Parenting Board	06/10/2016 18:30 PM	Present, as expected	
							Best Value Programme Review Board Quarterly Meeting	12/07/2016 18:00 PM	In attendance	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Cabinet	26/07/2016 17:30 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	Present, as expected	
							Commissioners' Decision Making Meeting	01/03/2016 16:00 PM	In attendance	
							Commissioners' Decision Making Meeting	12/04/2016 17:00 PM	In attendance	
							Commissioners' Decision Making Meeting	24/05/2016 18:30 PM	Present, as expected	
							Commissioners' Decision Making Meeting	14/06/2016 18:30 PM	Present, as expected	
							Commissioners' Decision Making Meeting	27/09/2016 17:00 PM	Present, as expected	
							Corporate Parenting Board	21/04/2016 18:30 PM	Present, as expected	
							Corporate Parenting Board	14/07/2016 18:30 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Cabinet	06/09/2016 17:30 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							King George's Field Charity Board	26/07/2016 18:30 PM	Present, as expected	
							King George's Field Charity Board	04/10/2016 15:00 PM	Apologies	
							Licensing Committee	08/03/2016 01:30 AM	Apologies	
							Licensing Sub Committee	22/03/2016 18:30 PM	Present, as expected	
							Appointments Sub Committee	23/05/2016 17:30 PM	Present, as expected	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Overview & Scrutiny Committee	09/05/2016 19:15 PM	In attendance	
							Overview & Scrutiny Committee	21/07/2016 18:00 PM	In attendance	
							Tower Hamlets Health and Wellbeing Board	15/03/2016 17:00 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	21/06/2016 17:00 PM	Present, as expected	
							Appointments Sub Committee	11/05/2016 18:30 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	18/10/2016 17:30 PM	Present, as expected	
Councillor Rachel Blake	Labour	14	13	2	0	1	Cabinet	14/06/2016 17:30 PM	Present, as expected	
							Cabinet	26/07/2016 17:30 PM	Present, as expected	
							Cabinet	06/09/2016 17:30 PM	Present, as expected	
							Cabinet	04/10/2016 14:00 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Rajib Ahmed	Labour	21	21	0	0	0	Commissioners' Decision Making Meeting	12/04/2016 17:00 PM	In attendance	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	10/10/2016 18:30 PM	In attendance	
							Human Resources Committee	13/04/2016 19:00 PM	Present, as expected	
							King George's Field Charity Board	26/07/2016 18:30 PM	Present, as expected	
							King George's Field Charity Board	04/10/2016 15:00 PM	Present, as expected	
							Best Value Programme Review Board Quarterly Meeting	19/10/2016 18:00 PM	Apologies	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Development Committee	09/03/2016 19:00 PM	Present, as expected	
							Development Committee	06/04/2016 19:00 PM	Present, as expected	
							Development Committee	27/04/2016 19:00 PM	Present, as expected	
							Employee Appeals Sub Committee	29/04/2016 14:00 PM	Present, as expected	
							Licensing Committee	08/03/2016 01:30 AM	Present, as expected	
							Licensing Committee	14/06/2016 17:30 PM	Present, as expected	
							Licensing Committee	05/09/2016 14:00 PM	Present, as expected	
							Licensing Committee	07/09/2016 16:00 PM	Present, as expected	
							Licensing Committee	13/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	06/10/2016 19:00 PM	Present, as expected	
Councillor Sabina Akhtar	Labour	26	19	1	2	4	Licensing Sub Committee	10/03/2016 14:00 PM	Present, as expected	
							Licensing Sub Committee	12/05/2016 14:00 PM	Present, as expected	
							Licensing Sub Committee	31/05/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	17/06/2016 16:00 PM	Present, as expected	
							Licensing Sub Committee	02/08/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	08/08/2016 14:00 PM	Present, as expected	
							Licensing Sub Committee	25/10/2016 18:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Audit Committee	28/06/2016 19:00 PM	Apologies	
							Audit Committee	20/09/2016 19:00 PM	Absent	
							Audit Committee	29/09/2016 20:00 PM	Present, as expected	
							Best Value Programme Review Board Quarterly Meeting	19/10/2016 18:00 PM	In attendance	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Development Committee	09/03/2016 19:00 PM	Present, as expected	
							Development Committee	06/04/2016 19:00 PM	Absent	
							Development Committee	27/04/2016 19:00 PM	Present, as expected	
							Development Committee	08/06/2016 17:30 PM	Present, as expected	
							Development Committee	03/08/2016 19:00 PM	Present, as expected	
							Development Committee	31/08/2016 19:00 PM	Present, as expected	
							Development Committee	28/09/2016 19:00 PM	Present, as expected	
							Development Committee	26/10/2016 19:00 PM	Present, as expected	
Councillor Shafiquel Haque	Independent	5	5	0	0	0	Employee Appeals Sub Committee	02/03/2016 18:00 PM	Present, as expected	
							Employee Appeals Sub Committee	29/04/2016 14:00 PM	Present, as expected	
							General Purposes Committee	16/03/2016 19:00 PM	Present, as expected	
							Health Scrutiny Sub-Committee	20/04/2016 19:00 PM	Apologies	
							Health Scrutiny Sub-Committee	28/06/2016 18:30 PM	Present, as expected	
							Health Scrutiny Sub-Committee	15/09/2016 18:30 PM	Present, as expected	
							Investigation and Disciplinary Sub-Committee	28/07/2016 18:30 PM	Present, as expected	
							Audit Committee	22/03/2016 19:00 PM	Apologies due to Council Business	
							Standards (Advisory) Committee	28/07/2016 19:30 PM	Apologies due to Council Business	
							Standards (Advisory) Committee	22/09/2016 19:30 PM	Present, as expected	
Councillor Shah Alam	Independent	17	15	0	2	0	Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Human Resources Committee	13/04/2016 19:00 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Employee Appeals Sub Committee	05/10/2016 18:30 PM	Present, as expected	
							General Purposes Committee	15/06/2016 19:00 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Councillor Shahed Ali	Independent	4	4	0	0	0	General Purposes Committee	29/06/2016 19:00 PM	Present, as expected	
							General Purposes Committee	14/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	08/03/2016 01:30 AM	Present, as expected	
							Licensing Committee	14/06/2016 17:30 PM	Present, as expected	
							Licensing Committee	05/09/2016 14:00 PM	Present, as expected	
							Licensing Committee	07/09/2016 16:00 PM	Present, as expected	
							Licensing Committee	13/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	06/10/2016 19:00 PM	Absent	
							Licensing Sub Committee	19/04/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	16/06/2016 18:30 PM	Present, as expected	
Councillor Shiria Khatun	Labour	16	13	2	0	3	Standards (Advisory) Committee	15/03/2016 19:30 PM	Absent	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	Present, as expected	
							Appointments Sub Committee	31/03/2016 09:30 AM	Present, as expected	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	Present, as expected	
							Cabinet	26/07/2016 17:30 PM	Present, as expected	
Councillor Sirajul Islam	Labour	22	18	2	0	4	Cabinet	06/09/2016 17:30 PM	Present, as expected	
							Council	04/10/2016 14:00 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							Housing Scrutiny Sub-Committee	18/07/2016 18:30 PM	In attendance	
							Housing Scrutiny Sub-Committee	10/10/2016 18:30 PM	In attendance	
							Human Resources Committee	13/04/2016 19:00 PM	Present, as expected	
							King George's Field Charity Board	26/07/2016 18:30 PM	Present, as expected	
Councillor Suluk Ahmed	Independent Group	21	15	0	1	5	King George's Field Charity Board	04/10/2016 15:00 PM	Present, as expected	
							Licensing Committee	05/09/2016 14:00 PM	Apologies	
							Licensing Committee	07/09/2016 16:00 PM	Apologies	
							Licensing Committee	13/09/2016 19:00 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	Present, as expected	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Appointments Sub Committee	11/05/2016 18:30 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	Present, as expected	
							Cabinet	26/07/2016 17:30 PM	Present, as expected	
							Appointments Sub Committee	23/05/2016 17:30 PM	Present, as expected	
Councillor Mahub Alam	Independent Group	21	15	0	1	5	Standards (Advisory) Committee	15/03/2016 19:30 PM	Present, as expected	
							Tower Hamlets Health and Wellbeing Board	09/08/2016 17:00 PM	Apologies	
							Tower Hamlets Health and Wellbeing Board	18/10/2016 17:30 PM	Present, as expected	
							Development Committee	27/04/2016 19:00 PM	Present, as expected	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Apologies	
							Development Committee	09/03/2016 19:00 PM	Present, as expected	
							Development Committee	06/04/2016 19:00 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
Councillor Mahub Alam	Independent Group	21	15	0	1	5	Development Committee	08/06/2016 17:30 PM	Present, as expected	
							Council	03/08/2016 19:00 PM	Present, as expected	
							Development Committee	31/08/2016 19:00 PM	Apologies, sent representative	Substituted by Councillor Mahub Alam
							Development Committee	28/09/2016 19:00 PM	Present, as expected	
							Development Committee	26/10/2016 19:00 PM	Present, as expected	
							Licensing Committee	14/06/2016 17:30 PM	Present, as expected	

Username	Political Party	Total Expected	Present	In Attendance	Absent	Apologies	Committees	Meeting Date	Attendance	Comment
Mayor John Biggs	Labour	34	23	8	0	3	Licensing Committee	05/09/2016 14:00 PM	Apologies	
							Licensing Committee	07/09/2016 16:00 PM	Apologies	
							Licensing Committee	13/09/2016 19:00 PM	Present, as expected	
							Licensing Committee	06/10/2016 19:00 PM	Absent	
							Licensing Sub Committee	31/05/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	16/06/2016 18:30 PM	Present, as expected	
							Licensing Sub Committee	15/09/2016 18:30 PM	Present, as expected	
							Pensions Committee	09/03/2016 19:00 PM	Apologies	
							Cabinet	04/10/2016 14:00 PM	Present, as expected	
							Commissioners' Decision Making Meeting	27/09/2016 17:00 PM	Present, as expected	
							Appointments Sub Committee	31/03/2016 09:30 AM	Present, as expected	
							Appointments Sub Committee	15/06/2016 17:00 PM	Present, as expected	
							Cabinet	05/04/2016 17:30 PM	Present, as expected	
							Overview & Scrutiny Committee	07/06/2016 17:30 PM	In attendance	
							Council	18/05/2016 19:00 PM	Present, as expected	
							Cabinet	10/05/2016 17:30 PM	Present, as expected	
							Cabinet	14/06/2016 17:30 PM	Present, as expected	
							Cabinet	26/07/2016 17:30 PM	Present, as expected	
							Cabinet	06/09/2016 17:30 PM	Present, as expected	
							Commissioners' Decision Making Meeting	01/03/2016 16:00 PM	In attendance	
							Commissioners' Decision Making Meeting	12/04/2016 17:00 PM	In attendance	
							Commissioners' Decision Making Meeting	24/05/2016 18:30 PM	Present, as expected	
							Commissioners' Decision Making Meeting	14/06/2016 18:30 PM	Present, as expected	
							Commissioners' Decision Making Meeting	05/07/2016 17:30 PM	Present, as expected	
							Appointments Sub Committee	11/05/2016 18:30 PM	Present, as expected	
							Council	23/03/2016 19:30 PM	Present, as expected	
							Best Value Programme Review Board Quarterly Meeting	19/10/2016 18:00 PM	Apologies, sent representative	Substituted by Councillor Rachael Saunders
							Council	20/07/2016 19:04 PM	Present, as expected	
							Council	21/09/2016 19:00 PM	Present, as expected	
							General Purposes Committee	15/06/2016 19:00 PM	In attendance	
							General Purposes Committee	14/09/2016 19:00 PM	In attendance	
							Best Value Programme Review Board Quarterly Meeting	19/04/2016 18:00 PM	Present, as expected	
							Joint Consultative & Advisory Group	29/04/2016 14:00 PM	Present, as expected	
							King George's Field Charity Board	26/07/2016 18:30 PM	Present, as expected	
							King George's Field Charity Board	04/10/2016 15:00 PM	Present, as expected	
							Appointments Sub Committee	23/05/2016 17:30 PM	Present, as expected	
							Overview & Scrutiny Committee	04/04/2016 19:15 PM	In attendance	
							Best Value Programme Review Board Quarterly Meeting	12/07/2016 18:00 PM	Present, as expected	
							Overview & Scrutiny Committee	21/07/2016 18:00 PM	In attendance	
							Overview & Scrutiny Committee	28/09/2016 18:00 PM	In attendance	
							Tower Hamlets Health and Wellbeing Board	15/03/2016 17:00 PM	Apologies due to Council Business	
							Tower Hamlets Health and Wellbeing Board	21/06/2016 17:00 PM	Apologies	

This page is intentionally left blank

**Completion of Declaration of Interest Forms and
Attendance at Training Events – 1st April 2016 – 8th November 2016**

			Mandatory Training for 2016/17						Seminars		
Group	Name	DOI updated	Appoint-ments	Grants	OSC Grants	Licensing	Pensions	Strategi c Dev./ Dev.	Attended	Possible	Attendan ce %
Labour	Khales Uddin Ahmed	15-May-14				yes			0	2	0.00%
Labour	Rajib Ahmed	03-May-16				yes			0	2	0.00%
Labour	Sabina Akhtar	16-Jun-15						yes	1	2	50.00%
Labour	Amina Ali	10-May-16	yes	yes				yes	1	2	50.00%
Labour	Asma Begum	29-Apr-16						yes	0	3	0.00%
Labour	John Biggs	12-Oct-16							1	3	33.33%
Labour	Rachel Blake	26-Apr-16							0	3	0.00%
Labour	Dave Chesterton	06-May-16				yes			1	2	50.00%
Labour	Andrew Cregan	10-May-16					yes	yes	0	2	0.00%
Labour	David Edgar	18-May-16							3	3	100.00%
Labour	Marc Francis	11-Jun-14						yes	1	2	50.00%
Labour	Amy Whitelock-Gibbs	10-May-16				yes			1	3	33.33%
Labour	Clare Harrisson	10-May-16		yes			yes		0	2	0.00%
Labour	Danny Hassell	25-Aug-16						yes	0	2	0.00%
Labour	Sirajul Islam	26-Apr-16							1	3	33.33%
Labour	Denise Jones	08-May-16				yes			0	2	0.00%
Labour	Shiria Khatun	06-May-16	yes						0	3	0.00%
Labour	Ayas Miah	10-May-16							0	3	0.00%
Labour	Abdul Chunu Mukit, MBE	10-May-16		yes					0	2	0.00%
Labour	Joshua Peck	10-May-16				yes		yes	0	3	0.00%
Labour	John Pierce	10-May-16		yes					1	2	50.00%
Labour	Candida Ronald	10-May-16				yes	yes	yes	1	2	50.00%
Labour	Rachael Saunders	10-May-16							1	3	33.33%
Labour	Helal Uddin	25-Apr-16		yes				yes	0	2	0.00%
THIG	Suluk Ahmed	28-May-14						yes	1	2	50.00%
THIG	Mahbub Alam	28-May-14						yes	0	2	0.00%
THIG	Shah Alam	11-Jun-14							1	2	50.00%
THIG	Abdul Asad	05-Jun-16							0	2	0.00%
THIG	Kibria Choudhury	10-Jun-14						yes	0	2	0.00%
THIG	Harun Miah	28-Apr-16							0	2	0.00%
THIG	MD. Maium Miah	11-Feb-15						yes	0	2	0.00%
THIG	Mohammed Mustaquim	26-Apr-16							1	2	50.00%
THIG	Oliur Rahman	20-Jun-14							0	2	0.00%
THIG	Gulam Robbani	28-May-14						yes	0	2	0.00%
CON	Craig Aston	12-Aug-16							0	2	0.00%
CON	Chris Chapman	09-Jul-14							0	2	0.00%
CON	Julia Louise Dockerill	22-Apr-16						yes	1	2	50.00%

**Completion of Declaration of Interest Forms and
Attendance at Training Events – 1st April 2016 – 8th November 2016**

			Mandatory Training for 2016/17						Seminars		
Group	Name	DOI updated	Appoint-ments	Grants	OSC Grants	Licensing	Pensions	Strategi c Dev./ Dev.	Attended	Possible	Attendan ce %
CON	Peter Golds	21-Apr-16		yes		yes			0	2	50.00%
CON	Andrew Wood	28-May-14					yes	yes	2	2	100.00%
THIG	Ohid Ahmed	18-Oct-16							0	2	0.00%
IND	Shafiqul Haque	28-May-14							0	2	0.00%
IND	Aminur Khan	28-Apr-16							1	2	50.00%
IND	Rabina Khan	08-Jun-16							0	2	0.00%
IND	Mohammed Mufti Miah	19-Oct-16							1	2	50.00%
IND	Abjol Miah	22-Jun-14							0	2	0.00%

MEMBER TIMESHEET

MEMBER'S NAME:	
Month/Year	
Number of Surgeries Held	
Number of Cases Raised	
Days Holiday/Annual leave	
Days Sick leave	
COUNCIL MEETINGS ATTENDED	TIME SPENT
EXTERNAL BODIES MEETINGS	TIME SPENT
OTHER	TIME SPENT
<i>(Please enter total time spent on any of the following – you do not need to enter the number of meetings)</i>	
Civic Activities (Citizenship Ceremonies, Receptions, Events)	
Community Events	
Mayor's Advisory Board Meetings	
Meeting with Council Officer(s)	
Meeting with other organisations	
Meetings with Councillor(s)/Mayor	
Meetings with MP/MEP/GLA	
Members Learning & Development	
Paperwork, Reading & Telephone Calls	
Political Group Meetings	
Site Visits	
Tenants/Residents Meeting	
Time Spent on Surgery, Casework & Home visits	

Please return completed timesheet to Members' Support/Cabinet PA each month.

Members may also submit their timesheet online at:

<http://democracy-internal.towerhamlets.gov.uk/uuCoverPage.aspx?bcr=1>

(Revised: November 2016)

Members' Timesheets

The Members' timesheet system has had further developments over recent months. We are now able to offer Members the ability to complete their time sheet online and submit it for approval.

How to input your timesheet:

1. Sign on to the Council's network. If you are outside of Mulberry Place, this will need to be done via the VDI token.

From the intranet page, under

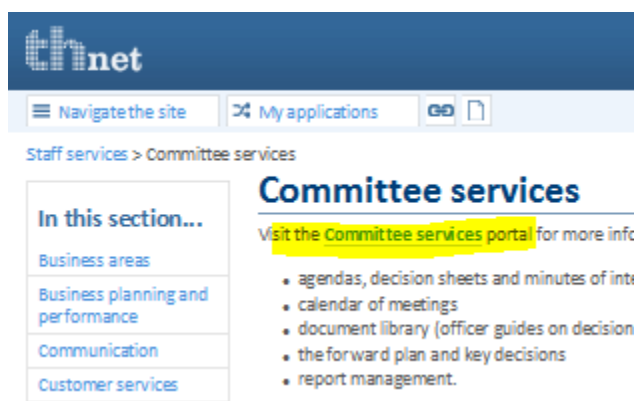
 [Navigate the site](#)

click on

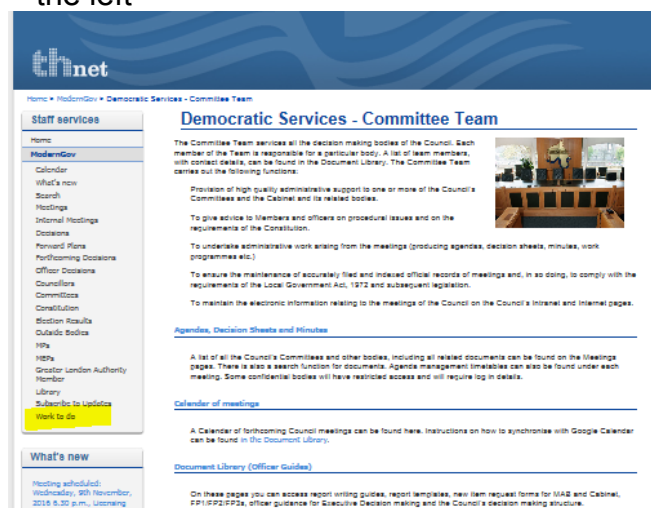
COMMITTEE services – it is at the bottom of the list that appears when you toggle over

the  [Navigate the site](#)

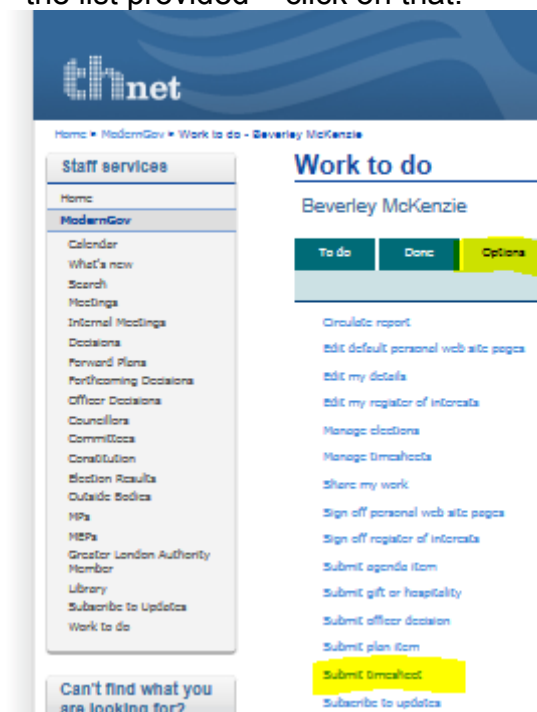
2. Then click on the Committee Service portal, in the middle of the page



3. On the next page, click on “Work to Do” – which is the bottom option in the menu on the left



4. In the middle of the screen look for the tab called “Options”, click on that and you will see the option “Manage Timesheets” in the list provided – click on that.



5. You will then be able to select the month that you wish to report on and click “create new” or “edit” (for previously submitted timesheets) – to add in the case details/surgeries held. Below the header section, you can click on “Add” to record the various activities you have done over the month.
6. Once you have completed the information, click on Submit and Sign Off.
7. The Councillor Support Team/Cabinet PA will then be notified that the timesheet is available for publication to the internet and will be able to process it.

This page is intentionally left blank