

**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%

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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)

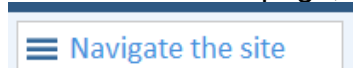
Members' Timesheets

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:

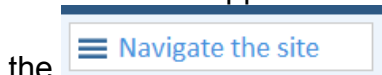
1. Sign on to the Council's network. If you are outside of Mulberry Place, this will need to be done via the VDI token.

From the intranet page, under



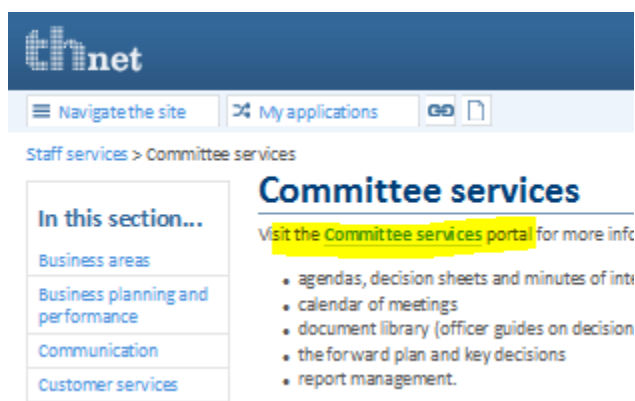
click on

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

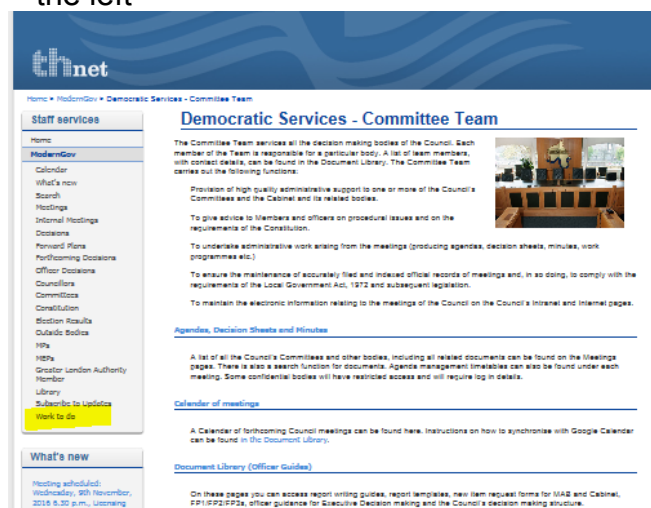


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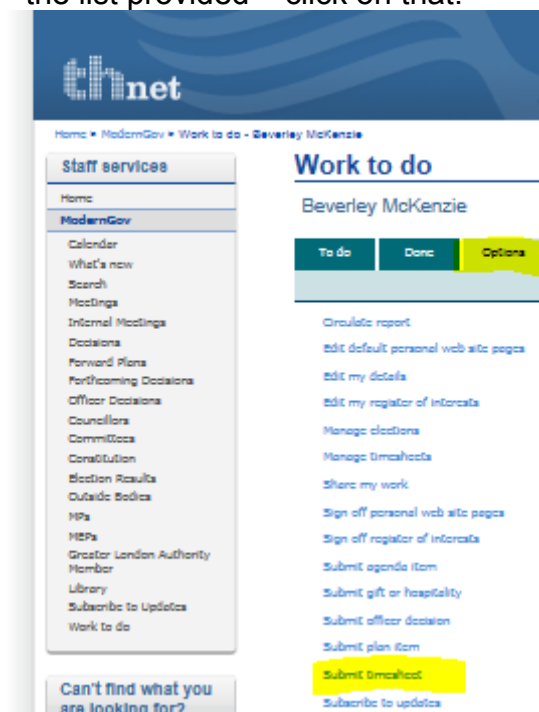
2. Then click on the Committee Service portal, in the middle of the page



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.

