



Meeting of the

# TOWER HAMLETS COUNCIL

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Wednesday, 11 June 2014 at 7.30 p.m.

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**TABLED PAPERS**

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## **VENUE**

**Council Chamber, 1<sup>st</sup> Floor,  
Town Hall, Mulberry Place,  
5 Clove Crescent,  
London E14 2BG**

### **Democratic Services Contact:**

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# **LONDON BOROUGH OF TOWER HAMLETS**

## **COUNCIL**

**WEDNESDAY, 11 JUNE 2014**

**7.30 p.m.**

### **7. COUNCIL MEMBERSHIP, REVIEW OF PROPORTIONALITY AND ESTABLISHMENT OF COMMITTEES AND PANELS**

To note the membership of the Authority following the Council elections on 22 May 2014; undertake a review of proportionality and agree the allocation of places on the committees and panels of the Council for the municipal year 2014/15.

The report of the Service Head, Democratic Services is attached.

### **8. APPOINTMENTS TO COMMITTEES AND PANELS OF THE COUNCIL**

To appoint a Chair and members to each of the committees and panels of the Council established at item 7 above, in accordance with the nominations submitted by the political groups.

### **9. CALENDAR OF MEETINGS**

To confirm the calendar of Council, committee and other meetings for the municipal year 2014/15.

The amended calendar of meetings is attached.

### **10. MAYOR'S APPOINTMENT OF EXECUTIVE MEMBERSHIP AND EXECUTIVE SCHEME OF DELEGATION**

To note the appointment by the Mayor of the Deputy Mayor and other Cabinet Appointments and to note the Executive Scheme of Delegation (to follow).

## **LONDON BOROUGH OF TOWER HAMLETS**

### **ANNUAL COUNCIL MEETING**

**WEDNESDAY, 11 JUNE 2014**

#### **AGENDA ITEM 7 – TABLED REPORT**

#### **COUNCIL MEMBERSHIP, REVIEW OF PROPORTIONALITY AND ESTABLISHMENT OF COMMITTEES AND PANELS**

#### **REPORT OF THE SERVICE HEAD, DEMOCRATIC SERVICES**

### **1. SUMMARY**

- 1.1 This report sets out the membership of the Council following the elections held on 22 May 2014 and reviews proportionality as required by section 15 of the Local Government & Housing Act 1989 ('The 1989 Act'). The report further recommends the establishment of committees and panels as set out in the Council's constitution and proposes the allocation of places on those committees and panels between the political groups represented on the Authority.
- 1.2 The nominations from the groups for membership of those committees and panels in accordance with the allocation of places; and certain other bodies not covered by the proportionality rules, will follow at the next agenda item.
- 1.3 Part 4.1 of the constitution states that the Annual Council Meeting will establish an Overview & Scrutiny Committee and such other committees/panels as it considers appropriate to deal with matters which are neither Executive Functions nor reserved to the Council. The committees, panels and other bodies appointed by the Council are listed at Part 3.3 of the constitution.

### **2. RECOMMENDATIONS**

- 2.1 That the Council note the membership of the Authority following the Council elections on 22 May 2014 as set out at Appendix A; and the review of proportionality as at section 3 of the report overleaf.
- 2.2 That committees and panels be established for the Municipal Year 2014/15, and places be allocated on those committees and panels, as set out at paragraph 4.2 overleaf.

### **3. BACKGROUND AND REVIEW OF PROPORTIONALITY**

- 3.1 The membership of Tower Hamlets Council following the local elections held on 22 May 2014 is listed at Appendix A to this report, showing for each Councillor the ward represented and the political group of which he/she is a member.
- 3.2 Section 15(1) of the 1989 Act requires the Council at, or as soon as practicable after, the Annual Meeting to carry out a review to determine the allocation to the political groups of seats on the committees/panels of the Council. The principles which must be adopted are:
- (i) that in relation to each body covered by the Act, all seats are not allocated to the same political group;
  - (ii) that where a political group has a majority of seats on the Council, the majority of seats on each body must go to that political group;
  - (iii) that subject to (i) and (ii) the number of seats on the total of all the ordinary committees/panels of the authority allocated to each group bears the same proportion as that group's proportion of the seats on the full Council; and
  - (iv) that subject to the above three principles, the number of seats on each ordinary committee/panel of the authority allocated to each political group bears the same proportion as that group's proportion of the seats on the full Council.
- 3.3 Following the Council elections on 22 May, notice has been received in accordance with the Local Government (Committees and Political Groups) Regulations 1990 that the following groups have been constituted:-

<b>Group</b>	<b>seats</b>	<b>%</b>
<b>Labour</b>	<b>20</b>	47.6%
<b>Tower Hamlets First</b>	<b>18</b>	42.8%
<b>Conservative</b>	<b>4</b>	9.5%
<b>Total</b>	<b>42</b>	

- 3.4 The remaining three places on the Council will be filled by the successful candidates in the Blackwall and Cubitt Town Ward election, which was countermanded on 22 May due to the death of a candidate and which will be held on 3 July 2014. A further review of proportionality will be conducted at the next Council Meeting in the light of the political composition of the authority at that point.

#### **4. ESTABLISHMENT OF COMMITTEES AND PANELS**

4.1 The Council is recommended to re-establish the committees and panels listed below for the municipal year 2014/15. These provide for a total of 91 committee/panel seats, which will be allocated to the political groups in proportion to their numbers on the full Council as follows:-

Labour: 43 places  
Tower Hamlets First: 39 places  
Conservative: 9 places

4.2 Applying the principles at paragraph 3.2 above as closely as is reasonably practicable the proposed allocation of places on the committees and panels covered by the requirement for proportionality for the remainder of the municipal year 2014/15 (or until the next review of proportionality, whichever is sooner) is as follows:-

<b>Committee/panel</b>	<b>Total</b>	<b>Labour</b>	<b>Tower Hamlets First</b>	<b>Conser-vative</b>
Overview & Scrutiny Committee (plus 6 co-optees)	9	4	4	1
Health Scrutiny Panel	7	4	3	-
Appeals Committee	9	4	4	1
Audit Committee	7	3	3	1
Development Committee	7	3	3	1
Strategic Development Committee	9	4	4	1
General Purposes Committee	7	3	3	1
Human Resources Committee	7	3	3	1
Licensing Committee	15	8	6	1
Pensions Committee	7	4	3	-
Standards Advisory Committee (plus 7 co-optees)	7	3	3	1

4.3 Each political group has been invited to submit nominations for the places allocated to that group. A schedule of proposed appointments will be tabled at the Annual Council Meeting.

4.4 Neither the Cabinet and any executive sub-groups of the Cabinet; nor the Tower Hamlets Health and Wellbeing Board, are covered by the requirement for proportionality.

#### **5. CONCURRENT REPORT OF THE CHIEF LEGAL OFFICER**

5.1 The legal position is set out in the main body of the report.

**6. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

6.1 There are no direct financial implications arising from this report.

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**LOCAL GOVERNMENT ACT, 1972, AS AMENDED  
LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT**

Brief description of "background paper"	Name and telephone number of holder and address where open to inspection
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None.

**APPENDIX A**

**MEMBERSHIP OF TOWER HAMLETS COUNCIL – MAY 2014**

<b>Name</b>	<b>Ward</b>	<b>Political Group</b>
Amy Whitelock Gibbs	Bethnal Green	Labour
Shafiqul Haque	Bethnal Green	Tower Hamlets First
Sirajul Islam	Bethnal Green	Labour
Vacancy	Blackwall & Cubitt Town	Countermanded Poll to be held on 3 July 2014
Vacancy	Blackwall & Cubitt Town	
Vacancy	Blackwall & Cubitt Town	
Amina Ali	Bow East	Labour
Rachel Blake	Bow East	Labour
Marc Francis	Bow East	Labour
Asma Begum	Bow West	Labour
Joshua Peck	Bow West	Labour
Khales Uddin Ahmed	Bromley North	Labour
Md. Mufti Miah	Bromley North	Tower Hamlets First
Danny Hassell	Bromley South	Labour
Helal Uddin	Bromley South	Labour
Md. Maium Miah	Canary Wharf	Tower Hamlets First
Andrew Wood	Canary Wharf	Conservative
Andrew Cregan	Island Gardens	Labour
Peter Golds	Island Gardens	Conservative
Ohid Ahmed	Lansbury	Tower Hamlets First
Rajib Ahmed	Lansbury	Labour
Shiria Khatun	Lansbury	Labour
Craig Aston	Limehouse	Conservative
Shah Alam	Mile End	Tower Hamlets First
David Edgar	Mile End	Labour
Rachael Saunders	Mile End	Labour
Gulam Kibria Choudhury	Poplar	Tower Hamlets First
Rabina Khan	Shadwell	Tower Hamlets First
Harun Miah	Shadwell	Tower Hamlets First

<b>Name</b>	<b>Ward</b>	<b>Political Group</b>
Suluk Ahmed	Spitalfields & Banglatown	Tower Hamlets First
Gulam Robbani	Spitalfields & Banglatown	Tower Hamlets First
Mahbub Alam	St Dunstan's	Tower Hamlets First
Ayas Miah	St Dunstan's	Labour
Julia Louise Dockerill	St Katharine's & Wapping	Conservative
Denise Jones	St Katharine's & Wapping	Labour
Clare Harrisson	St Peter's	Labour
Abjol Miah	St Peter's	Tower Hamlets First
Md. Ansar Mustaquim	St Peter's	Tower Hamlets First
Alibor Choudhury	Stepney Green	Tower Hamlets First
Oliur Rahman	Stepney Green	Tower Hamlets First
Abdul Chunu Mukit	Weavers	Labour
John Pierce	Weavers	Labour
Shahed Ali	Whitechapel	Tower Hamlets First
Abdul Asad	Whitechapel	Tower Hamlets First
Aminur Khan	Whitechapel	Tower Hamlets First



## **LONDON BOROUGH OF TOWER HAMLETS**

### **ANNUAL COUNCIL MEETING**

**WEDNESDAY 11<sup>th</sup> JUNE 2014**

#### **AGENDA ITEM 8 - APPOINTMENT TO COMMITTEES/PANELS OF THE COUNCIL**

#### **TABLED REPORT OF THE SERVICE HEAD, DEMOCRATIC SERVICES**

#### **SUMMARY**

1. A report at item 7 of the Annual Council agenda recommends the establishment of committees and panels of the Council as set out in the Constitution; and the allocation of places on those committees and panels in accordance with the proportionality rules.
2. The attached appendices set out the nominations received from political groups before the meeting for (a) chairs of the Council committees and (b) members of committees and panels in accordance with the places allocated. Any further nominations received before the meeting will be reported verbally.

#### **RECOMMENDATIONS**

3. That the Council appoint the chairs of committees for 2014/15 from amongst the nominations listed at Appendix A attached or any further nominations made at the meeting.
4. That the Council appoint members and deputy members to the committees and panels of the Council and other bodies for the municipal year 2014/15 as set out at Appendix B attached.
5. That in relation to any unfilled places within the seats allocated to a particular political group, the Council note that the Director of Law, Probity and Governance has delegated authority subsequently to agree the appointments to those places in accordance with nominations from the relevant political group.

**Appointment of Committee Chairs**

Article 8 of the Council's Constitution states that 'the Council will appoint a Member to serve as Chair of each Committee that it appoints under this Article. If the Council does not, the Committee may appoint a Chair from amongst the Members appointed to the Committee by the Council. Each Committee may appoint a Vice-Chair from amongst its Members.'

In accordance with the above, the Council is requested to appoint the Chairs of the committees listed below, to serve for the remainder of the municipal year 2014/15 or until either (i) they resign the position, (ii) are no longer a member of the Council or the Committee concerned or (iii) a successor is appointed, whichever is the sooner.

Any nominations received at the time of printing are listed below and any further nominations received subsequently will be reported verbally.

<b>Committee</b>	<b>Nominations received for Chair</b>
Overview & Scrutiny Committee	Cllr Joshua Peck (Lab)
Development/Strategic Development Committee	Cllr Sirajul Islam (Lab)
Appeals Committee	Cllr Marc Francis (Lab)
General Purposes Committee	Cllr Shiria Khatun (Lab)
Audit Committee	Cllr Amina Ali (Lab)
Pensions Committee	Cllr Rajib Ahmed (Lab)
Human Resources Committee	Cllr Clare Harrisson (Lab)
Licensing Committee	Cllr Amy Whitelock Gibbs (Lab)

**LONDON BOROUGH OF TOWER HAMLETS**  
**COMMITTEE MEMBERSHIP NOMINATIONS 2014-2015**  
**ANNUAL COUNCIL MEETING – 11<sup>th</sup> JUNE 2014**

<b>APPEALS COMMITTEE</b> (Nine members of the Council)		
<b><i>Labour Group (4)</i></b>	<b><i>Tower Hamlets First Group (4)</i></b>	<b><i>Conservative Group (1)</i></b>
<p>Cllr Marc Francis  Cllr Asma Begum  Cllr John Pierce  Cllr Helal Uddin</p> <p>Deputies:-  Cllr Ayas Miah  Cllr Abdul Chunu Mukit  Cllr Amina Ali</p>	<p>Cllr Abjol Miah  Cllr Harun Miah  Cllr Md. Maium Miah  Cllr Ansar Mustaquim</p> <p><i>(NB: Above is corrected information confirmed by the political group)</i></p>	<p>Cllr Andrew Wood</p> <p>Deputies:-  Cllr Peter Golds  Cllr Craig Aston  Cllr Julia Dockerill</p>

**AUDIT COMMITTEE**  
(Seven members of the Council)

***Labour Group (3)***

***Tower Hamlets First Group (3)***

***Conservative Group (1)***

Cllr Amina Ali  
Cllr Ayas Miah  
Cllr Rachel Blake

Cllr Alibor Choudhury  
Cllr Ohid Ahmed  
Cllr Gulam Robbani

Cllr Craig Aston

Deputies:-  
Cllr Denise Jones  
Cllr Danny Hassell  
Cllr Andrew Cregan

Deputies:-  
Cllr Peter Golds  
Cllr Andrew Wood  
Cllr Julia Dockerill

**DEVELOPMENT COMMITTEE**  
(Seven members of the Council)

<b><i>Labour Group (3)</i></b>	<b><i>Tower Hamlets First Group (3)</i></b>	<b><i>Conservative Group (1)</i></b>
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Cllr Sirajul Islam  
Cllr Marc Francis  
Cllr Shiria Khatun

Cllr Gulam Kibriya  
Cllr Suluk Ahmed  
Cllr Shah Alam

Cllr Andrew Wood

Deputies:-  
Cllr Asma Begum  
Cllr Rajib Ahmed  
Cllr Andrew Cregan

Deputies:-  
Cllr Peter Golds  
Cllr Craig Aston  
Cllr Julia Dockerill

**STRATEGIC DEVELOPMENT COMMITTEE**  
(Nine members of the Council)

<b><i>Labour Group (4)</i></b>	<b><i>Tower Hamlets First Group (4)</i></b>	<b><i>Conservative Group (1)</i></b>
<p>Cllr Sirajul Islam Cllr Danny Hassell Cllr Amina Ali Cllr Amy Whitelock Gibbs</p> <p>Deputies:- Cllr Joshua Peck Cllr Khaled Uddin Ahmed Cllr Denise Jones</p>	<p>Cllr Maium Miah Cllr Ansar Mustaqim Cllr Suluk Ahmed Cllr Mahbub Alam</p>	<p>Cllr Julia Dockerill</p> <p>Deputies:- Cllr Peter Golds Cllr Craig Aston Cllr Andrew Wood</p>

**GENERAL PURPOSES COMMITTEE**  
(Seven members of the Council)

<b><i>Labour Group (3)</i></b>	<b><i>Tower Hamlets First Group (3)</i></b>	<b><i>Conservative Group (1)</i></b>
<p>Cllr Shiria Khatun Cllr Rajib Ahmed Cllr David Edgar</p> <p>Deputies:- Cllr Asma Begum Cllr Danny Hassell Cllr Marc Francis</p>	<p>Cllr Alibor Choudhury Cllr Oliur Rahman Cllr Aminur Khan</p>	<p>Cllr Craig Aston</p> <p>Deputies:- Cllr Peter Golds Cllr Andrew Wood Cllr Julia Dockerill</p>

**HUMAN RESOURCES COMMITTEE**  
(Seven members of the Council)

<b><i>Labour Group (3)</i></b>	<b><i>Tower Hamlets First Group (3)</i></b>	<b><i>Conservative Group (1)</i></b>
<p>Cllr Clare Harrisson Cllr Khaled Uddin Ahmed Cllr Rachel Blake</p> <p>Deputies:- Cllr Rachael Saunders Cllr Shiria Khatun Cllr John Pierce</p>	<p>Cllr Alibor Choudhury Cllr Gulam Robanni Cllr Oliur Rahman</p>	<p>Cllr Julia Dockerill</p> <p>Deputies:- Cllr Peter Golds Cllr Andrew Wood Cllr Craig Aston</p>



**LICENSING COMMITTEE**  
**(Fifteen Members of the Council) (No Deputies permitted)**

<b><i>Labour Group (8)</i></b>	<b><i>Tower Hamlets First Group (6)</i></b>	<b><i>Conservative Group (1)</i></b>
Cllr Amy Whitelock Gibbs Cllr Rajib Ahmed Cllr Khales Uddin Ahmed Cllr Amina Ali Cllr Rachel Blake Cllr Andrew Cregan Cllr Clare Harrisson Cllr Helal Uddin	Cllr Mufti Miah Cllr Mahbub Alam Cllr Shah Alam Cllr Gulam Kibriya Cllr Suluk Ahmed Cllr Ansar Mustaquim	Cllr Peter Golds

**OVERVIEW AND SCRUTINY COMMITTEE**  
 (Nine members of the Council plus six co-opted members)

<b>Labour Group (4)</b>	<b>Tower Hamlets First Group (4)</b>	<b>Conservative Group (1)</b>	<b>Co-opted Members (for information – to be appointed by Overview &amp; Scrutiny Committee)</b>
<p>Cllr Joshua Peck            Cllr Asma Begum            Cllr Denise Jones            Cllr John Pierce</p> <p>Deputies:-            Cllr Rachael Saunders            Cllr Khaled Uddin Ahmed            Cllr Sirajul Islam</p>	<p>Cllr Maium Miah            Cllr Mahbub Alam            Cllr Abjol Miah            Cllr Suluk Ahmed</p>	<p>Cllr Peter Golds</p> <p>Deputies:-            Cllr Craig Aston            Cllr Julia Dockerill            Cllr Andrew Wood</p>	<p>Mr Mushfique Uddin – Muslim Community representative</p> <p>Vacancy – Roman Catholic Diocese of Westminster representative</p> <p>Dr Phillip Rice - Church of England Diocese representative</p> <p>Parent Governor representatives:-</p> <ul style="list-style-type: none"> <li>• Memory Kampiyamo</li> <li>• Nozrul Mustafa</li> <li>• Revd James Olanipekun</li> </ul>

**HEALTH SCRUTINY PANEL**  
**(Nominations for information - Panel to be appointed by Overview & Scrutiny Committee)**  
**(Seven members of the Council)**

<b><i>Labour Group (4)</i></b>	<b><i>Tower Hamlets First Group (3)</i></b>	<b><i>Conservative Group (0)</i></b>
<p>Cllr Asma Begum  Cllr David Edgar  Cllr Danny Hassell  Cllr Denise Jones</p> <p>Deputies:-  Cllr Abdul Chunu Mukit  Cllr Sirajul Islam  Cllr Rachael Saunders</p>	<p>Cllr Mahbub Alam  Cllr Maium Miah  Cllr Suluk Ahmed</p>	<p>n/a</p> <hr/> <p><b>Co-opted Members:-</b>  To be appointed by the Overview &amp; Scrutiny Committee</p>

**PENSIONS COMMITTEE**  
(Seven members of the Council)

<b><i>Labour Group (4)</i></b>	<b><i>Tower Hamlets First Group (3)</i></b>	<b><i>Conservative Group (0)</i></b>
<p>Cllr Rajib Ahmed Cllr Andrew Cregan Cllr Ayas Miah Cllr Clare Harrisson</p> <p>Deputies:- Cllr Abdul Chunu Mukit Cllr Amy Whitelock Gibbs Cllr John Pierce</p>	<p>Cllr Abdul Asad Cllr Shafiqul Haque Cllr Harun Miah</p>	<p>n/a</p>

**STANDARDS ADVISORY COMMITTEE**

**(Seven Members of the Council (who may not include the Mayor or more than one other Cabinet Member) - plus up to seven co-opted members, one of whom shall chair the Committee)**

<i>Labour Group (3)</i>	<i>Tower Hamlets First Group (3)</i>	<i>Conservative Group (1)</i>	<i>Co-opted Members</i>
<p>Cllr Joshua Peck Cllr Amy Whitelock Gibbs Cllr Danny Hassell</p> <p>Deputies:- Cllr Rachael Saunders Cllr Amina Ali Cllr Marc Francis</p>	<p>Cllr Abjol Miah Cllr Gulam Kibriya Cllr Mufti Miah</p>	<p>Cllr Craig Aston</p> <p>Deputies:- Cllr Peter Golds Cllr Julia Dockerill Cllr Andrew Wood</p>	<p>Mr Matthew Rowe Mr Eric Pemberton Mr John Pulford MBE Mr Patrick (Barry) O'Connor Ms Salina Bagum Mr Barry Lowe Mr Denzil Johnson</p>

**HEALTH AND WELLBEING BOARD**

**(The Mayor, Councillors, Local Authority Officers, Healthwatch and NHS Commissioners. In addition, non-voting co-opted members including NHS Providers, Housing Forum representative, Chair of the Integrated care Board and the Young Mayor.**

***Ex-officio Elected Members***

***Non-Executive Councillor nominee***

The Mayor (Chair of the Health & Wellbeing Board)  
Cabinet Members for Health and Wellbeing, Children's Services and Resources  
Executive Advisor on Adult Social Care

Cllr Denise Jones (Labour)

**ADOPTION PANEL**

(To comprise two Social Workers, one elected Member, three Independent Persons and to include one man and one woman, up to a maximum of ten persons)

<i>Labour Group</i>	<i>Tower Hamlets First Group</i>	<i>Conservative Group</i>
Cllr John Pierce	Cllr Gulam Robbani	

**FOSTERING PANEL**

(To comprise two Social Workers, one elected Member and four Independent Persons, up to a maximum of ten persons)

<i>Labour Group</i>	<i>Tower Hamlets First Group</i>	<i>Conservative Group</i>
	Cllr Abdul Asad	

**CORPORATE PARENTING STEERING GROUP**

**(Cabinet Member for Children's Services, other Councillor(s), a Corporate Director and two Young People's Representatives)**

<i>Labour Group</i>	<i>Tower Hamlets First Group</i>	<i>Conservative Group</i>
Cllr David Edgar	Cllr Gulam Robbani	

**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)**

**(To comprise members appointed by the LEA)**

<i>Labour Group</i>	<i>Tower Hamlets First Group</i>	<i>Conservative Group</i>
Cllr Amina Ali	Cllr Mufti Miah	Cllr Peter Golds



**TO NOTE POLITICAL GROUP APPOINTMENTS**

- |                           |   |  |   |                             |
|---------------------------|---|--|---|-----------------------------|
| Labour Group              | - | Leader of the Labour Group                     | - | Councillor Rachael Saunders |
|                           |   | Deputy Leader of the Labour Group              | - | Councillor Shiria Khatun    |
| Tower Hamlets First Group | - | Leader of the Tower Hamlets First Group        | - | Mayor Lutfur Rahman         |
|                           |   | Deputy Leader of the Tower Hamlets First Group | - | t.b.c.                      |
| Conservative Group        | - | Leader of the Conservative Group               | - | Councillor Peter Golds      |
|                           |   | Deputy Leader of the Conservative Group        | - | Councillor Craig Aston      |

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**CALENDAR OF MEETINGS FOR THE 2014/2015 MUNICIPAL YEAR**  
 (Bold larger dates have changed – Cabinet - 9 July, OSC – 8 July & SDC 21 July)

Committee	Usual Meeting Day	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>Audit Committee</b>	7.00 pm Tuesday	30 (Mon)			16			16			17			
<b>Cabinet</b>	5.30 pm Wednesday		<b>9</b> , 23		3	1	5	3	7	4	4	8	13	3*
<b>Council</b>	7.30 pm Wednesday	11	30		10		26		21	25	5 (Thu)%	15	20	
<b>Development Committee</b>	7.00 pm Wednesday	25	24 (Thu)	20	15 (Mon)	15	19	17	14	11	11	9 (Thu)	14 (Thu)	4 (Thu)*
<b>Appeals / Appeals Sub Committee</b>	6.30 pm Monday	30	14	11	15	13	17	15	12	16	16	13	11	
<b>General Purposes Committee</b>	7.00 pm Wednesday		2		9 (Tue)			10			25			
<b>Health Scrutiny Panel</b>	6.30 pm Tuesday		15		16		18		27		24			
<b>Human Resources Committee</b>	7.30 pm Wednesday		9			22			28		25			
<b>King George's Field Charity Board</b>	6.30 pm Wednesday		16			15			14		18			
<b>Licensing Committee</b>	7.00 pm Tuesday		15			14		9			10			

Committee	Usual Meeting Day	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Licensing Sub Committee	6.30 pm Tuesday	26 (Thu)	8 22	5 19	2 16 30	7 21	4 18	2 16	8 (Thu) 20	3 17	3 17 31	14 28	12 26*	9*
Overview & Scrutiny Committee	7.00 pm Tuesday		8, 22 (5.30 pm)		2 30		4	2	6 19 (Mon)^	3 10^	3	7	12	2*
Pensions Committee	7.30 pm Tuesday		16 (Wed)		17 (Wed)		19 (Wed)			24				
Standards (Advisory) Committee	7.30 pm Tuesday		15			21			13			14		
Strategic Development Committee	7.00 pm Thursday		21	14	25		6	18	29		12	23		4*
Tower Hamlets Health and Wellbeing Board	5.00 pm Tuesday		8		9		25		13		10			

### Key to Symbols

\* These dates are provisional after the 2015 Annual Meeting

^ Additional Overview and Scrutiny Meeting specifically to consider the draft budget proposals

% Provisional second budget Council date if budget not agreed at first meeting

### NOTES:

- OTHER MEETINGS including Appointments Sub-Committee arranged on an ad hoc basis as required. Investment Panel meetings will be scheduled on the same day as Pensions Committee (after Pensions Committee on 16 July and before it on the other dates)
- BUDGET & COUNCIL TAX SETTING: Statutory deadline 10<sup>th</sup> March. Date of meeting set to enable receipt of GLA precept information.
- ELECTIONS: Local Government Elections – 22<sup>nd</sup> May 2014. General Election 7<sup>th</sup> May 2015.
- RAMADAN provisional dates: 29<sup>th</sup> June – 28<sup>th</sup> July 2014 (to be confirmed) and 18<sup>th</sup> June – 17<sup>th</sup> July 2015 (to be confirmed)
- ROSH HASHANAH - 18<sup>th</sup> & 19<sup>th</sup> September 2013; YOM KIPPUR – 26<sup>th</sup> September 2013
- EID-UL-ADHA provisional date: 4<sup>th</sup> October 2012, ASHURA: 3<sup>th</sup> November 2012
- EASTER 2015: Good Friday 3<sup>rd</sup> April 2015, Easter Monday 6<sup>th</sup> April 2015.

## LONDON BOROUGH OF TOWER HAMLETS

### ANNUAL COUNCIL MEETING

WEDNESDAY 11<sup>th</sup> JUNE 2014

### AGENDA ITEM 11 – TABLED REPORT

### MAYOR'S EXECUTIVE SCHEME OF DELEGATION

#### 1. INTRODUCTION

- 1.1 The Executive Procedure Rules at Part 4.4 of the Council's Constitution provide for the Mayor to delegate specific executive functions to:-
- the Executive as a whole (the Cabinet);
  - a committee of the Executive or an individual member of the Executive;
  - an officer;
  - an area committee;
  - a ward councillor (only in accordance with s.236 of the Local Government and Public Involvement in Health Act 2007);
  - joint arrangements; or
  - another local authority.
- 1.2 The Mayor may amend or revoke any delegation of an executive function at any time.
- 1.3 The Mayor is required to present to the Annual Council Meeting, and if delegations are made or varied between Annual Meetings to present to the Monitoring Officer, a written record of delegations made by him ('the Executive Scheme of Delegation'). This document must contain the following information in so far as it relates to executive functions:
- (a) The extent of any authority delegated to any individual Executive Member or ward councillor including details of the limitation on their authority;
  - (b) The terms of reference and constitution of such Executive Committees as the Mayor appoints and the names of Executive Members appointed to them;
  - (c) The nature and extent of any delegation of executive functions to area Committees, any other authority or any joint arrangements and the names of those Executive Members appointed to any joint Committee for the coming year; and

- (d) The nature and extent of any delegation of executive functions to officers not already specified in Part 3 of the Constitution, with details of any limitation on that delegation and the title of the officer to whom the delegation is made.

- 1.4 In accordance with the above requirements the Executive Scheme of Delegation agreed by the Mayor to apply with effect from 11<sup>th</sup> June 2014 is set out below.

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## **PART A - EXECUTIVE SCHEME OF DELEGATION**

### **1. PURPOSE**

- 1.1 The purpose of this Executive Scheme of Delegation is to:-
- be clear about who can make which executive decisions including Key Decisions;
  - facilitate the smooth running of Council business;
  - ensure that the Mayor is able to provide effective strategic leadership for the overall policy direction of the Council and to promote partnership working with other agencies; and that officers take responsibility for operational matters and policy implementation

### **2. THE CONSTITUTION**

- 2.1 Once presented by the Mayor to the Annual Council Meeting or to the Monitoring Officer, this Executive Scheme of Delegation will form part of the Council's Constitution and will be appended to it. Its provisions apply alongside the Rules of Procedure and Access to Information provisions included in the Constitution.

### **3. AMENDMENTS TO THE EXECUTIVE SCHEME OF DELEGATION**

- 3.1 This Scheme of Delegation remains in force for the term of office of the Mayor unless and until it is amended or revoked by the Mayor in accordance with Part 4.4 of the Constitution.

### **4. NON-EXECUTIVE DECISIONS**

- 4.1 No delegated power in this Executive Scheme of Delegation applies to any decision that relates to a matter that is not an Executive function either by law or by the allocation of local choice functions under the Council's Constitution.

## 5. THE COMPOSITION OF THE EXECUTIVE

- 5.1 The Executive shall consist of ten people, namely the Mayor and nine Councillors as set out below:-

<b>Name</b>	<b>Portfolio</b>
Mayor Lutfur Rahman	Mayor
Councillor Oliur Rahman	Deputy Mayor and Cabinet Member for Economic Development (Jobs, Skills & Enterprise)
Councillor Ohid Ahmed	Cabinet Member for Community Safety
Councillor Abdul Asad	Cabinet Member for Adult Services
Councillor Gulam Robbani	Cabinet Member for Children's Services
Councillor Alibor Choudhury	Cabinet Member for Resources
Councillor Rabina Khan	Cabinet Member for Housing & Development
Councillor Shahed Ali	Cabinet Member for Clean & Green
Councillor Shafiqul Haque	Cabinet Member for Culture
Councillor Aminur Khan	Cabinet Member for Policy, Strategy & Performance

## 6. DELEGATIONS TO THE EXECUTIVE

- 6.1 The Mayor has not delegated any decision-making powers to the Executive acting collectively.
- 6.2 The Mayor may, in accordance with Part 4.4 of the Council's Constitution, appoint such committees of the Executive as he considers appropriate from time to time, but he does not appoint any such committees at this time.

- 6.3 Subject to the Mayor's prerogative to make decisions on all matters relating to all his statutory powers, the Mayor delegates to each Cabinet Member individually the power to make decisions on matters within their portfolio after consultation with the Mayor and subject to the Mayor raising no objection to the proposed decision. Any such decision by a cabinet member will be subject to a written report and the same procedure as applies to mayoral executive decisions.
- 6.4 In accordance with section 14 (6) of the Local Government Act 2000 (as amended) any arrangements made by the Mayor for the discharge of an executive function by an executive member, committee or officer are not to prevent the Mayor from exercising that function.

## **7. DELEGATIONS TO OFFICERS**

- 7.1 The Mayor has delegated to officers decision making powers in relation to Executive functions as set out at Parts 3 and 8 of the Council's Constitution.

## **8. OTHER DELEGATIONS**

- 8.1 The Mayor has not delegated any powers to any area committee, or to any ward Councillor in accordance with s.236 of the Local Government and Public Involvement in Health Act 2007.
- 8.2 The Mayor has delegated powers to joint arrangements with other local authorities as set out in Article 11 of the Council's Constitution
- 8.3 Subject to 8.2 above, the Mayor has not delegated any powers to any other local authority.

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## **PART B - PROCESS FOR EXECUTIVE DECISION MAKING BY THE MAYOR OR A CABINET MEMBER**

1. Where an Executive decision, including a Key Decision, falls to be made and either:-
- (i) authority to make that decision has not been delegated by the Mayor under this Executive Scheme of Delegation; or
  - (ii) authority has been delegated but the person or body with delegated powers declines to exercise those powers; or
  - (iii) authority has been delegated but the Mayor nevertheless decides to take the decision himself,



the decision shall be made by the Mayor individually, after consultation with the Monitoring Officer, the Chief Finance Officer and such other Corporate Director(s), the Head of Paid Service or Cabinet Member(s) as required.

2. Executive decisions (including Key Decisions) to be taken by the Mayor in accordance with paragraph 1 above shall either be taken:-
  - (a) at a formal meeting of the Executive, notice of which has been given in accordance with Part 4.4 of the Constitution and to which the Access to Information Rules at Part 4.2 of the Constitution shall apply; or
  - (b) in accordance with the procedure at 5 below.
3. In the case of a decision taken at a formal meeting of the Executive, the Mayor will take the decision having received written and oral advice from appropriate officers and consulted those members of the Executive present. In the event that a meeting of the Executive is not quorate, the Mayor may still take any necessary decisions having consulted any Executive members present. All Mayoral decisions taken at a formal meeting of the Executive shall be recorded in the minutes of the meeting.
4. The Cabinet Meeting is not authorised to exercise the Mayor's powers in the absence of the Mayor. If the Mayor is unable to act for any reason, and only in those circumstances, the Deputy Mayor is authorised to exercise the Mayor's powers.
5. The Mayor may at his discretion make a decision in relation to an Executive function, including a Key Decision, alone and outside the context of a meeting of the Executive. In relation to any decision made by the Mayor under this provision:-
  - (i) The decision may only be made following consideration by the Mayor of a full report by the relevant officer(s) containing all relevant information, options and recommendations in the same format as would be required if the decision were to be taken at a meeting of the Executive;
  - (ii) The provisions of the Overview and Scrutiny Procedure Rules in relation to call-in, including the rules regarding urgent decisions, shall apply;
  - (iii) In the case of a Key Decision as defined in Article 13 of the Constitution, the provisions of the Access to Information Procedure Rules in relation to prior publication on the Forward Plan shall apply; and
  - (iv) The decision shall not be made until the Mayor has confirmed his agreement by signing a Mayoral Decision Proforma (example attached) which has first been completed with all relevant information and signed by the relevant Chief Officers.

6. All Mayoral decisions taken in accordance with paragraph 5 above shall be:-

- (i) Recorded in a log held by the Service Head, Democratic Services and available for public inspection; and
- (ii) Published on the Council's website;

save that no information that in the opinion of the Director of Law, Probity and Governance is 'exempt' or 'confidential' as defined in the Council's Access to Information Procedure Rules shall be published, included in the decision notice or available for public inspection.

7. Any decision taken by an individual Cabinet Member in relation to any matter delegated to him/her in accordance with section 6 of the Mayor's Executive Scheme of Delegation shall:-

- (i) be subject to the same process and rules as a Mayoral decision in accordance with paragraphs 5 and 6 above; and
- (ii) not be made until the Mayor has confirmed in writing that he has no objection to the decision.


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**LOCAL GOVERNMENT ACT, 1972 SECTION 100D (AS AMENDED)**

**LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT**

<b>Brief description of background papers:</b>	<b>Name and telephone number of holder and address where open to inspection</b>
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- None

<b>Individual Mayoral Decision Proforma</b>	 <b>TOWER HAMLETS</b>
Decision Log No: (To be inserted by Democratic Services)	
<b>Report of:</b> [Insert name and title of corporate director]	<b>Classification:</b> [Unrestricted or Exempt]
[Insert title here]	

<b>Is this a Key Decision?</b>	<b>Yes / No</b> (Report author to delete as applicable)
<b>Decision Notice Publication Date:</b>	(Report author to state date of decision notice – either individual notice or within the Forward Plan)
<b>General Exception or Urgency Notice published?</b>	<b>Yes</b> (give details) / <b>Not required</b> (Report author to delete as applicable)
<b>Restrictions:</b>	(If restricted state which of the exempt/confidential criteria applies)

**EXECUTIVE SUMMARY**

*(To be completed by Chief Officer seeking the decision)*

.....  
 .....

Full details of the decision sought, including reasons for the recommendations and (where applicable) each of the options put forward; other options considered; background information; the comments of the Chief Finance Officer; the concurrent report of the Director of Law, Probity and Governance; implications for One Tower Hamlets; Risk Assessment; Background Documents; and other relevant matters are set out in the attached report.

**DECISION**

*(Proposed decision to be entered here)*

.....  
 .....

**APPROVALS**

**1. (If applicable) Corporate Director proposing the decision or his/her deputy**

I approve the attached report and proposed decision above for submission to the Mayor.

Signed ..... Date .....

**2. Chief Finance Officer or his/her deputy**

I have been consulted on the content of the attached report which includes my comments.

Signed ..... Date .....

**3. Monitoring Officer or his/her deputy**

I have been consulted on the content of the attached report which includes my comments.

(For Key Decision only – delete as applicable)

I confirm that this decision:-

(a) has been published in advance on the Council’s Forward Plan OR

(b) is urgent and subject to the ‘General Exception’ or ‘Special Urgency’ provision at paragraph 18 or 19 respectively of the Access to Information Procedure Rules.

Signed ..... Date .....

**4. (If the proposed decision relates to matters for which the Head of Paid Service has responsibility) Head of Paid Service**

I have been consulted on the content of the attached report which includes my comments where necessary.

Signed ..... Date .....

**5. Mayor**

I agree the decision proposed at ..... above for the reasons set out in paragraph ..... of the attached report.

Signed ..... Date .....