

# GENERAL PURPOSES COMMITTEE

Tuesday, 16 June 2020 at 5.00 p.m.

Online 'Virtual' Meeting - <https://towerhamlets.public-i.tv/core/portal/home>

**This meeting is open to the public to attend.**

**Members:**

Chair: Councillor Helal Uddin

Vice-Chair: Councillor Kevin Brady

Councillor Faroque Ahmed, Councillor Asma Islam, Councillor Peter Golds, Councillor Amina Ali, Councillor Denise Jones, Councillor Rajib Ahmed and Councillor Shad Chowdhury

**Deputies:**

Councillor Andrew Wood, Councillor Asma Begum, Councillor Danny Hassell and Councillor Motin Uz-Zaman

[The quorum for this body is 3 Members]

**Contact for further enquiries:**

Simmi Yesmin, Democratic Services

1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG

Tel: 020 7364 4120

E-mail: [simmi.yesmin@towerhamlets.gov.uk](mailto:simmi.yesmin@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.

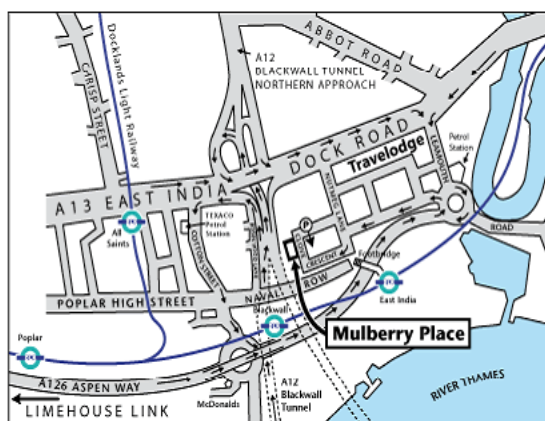
### **Audio/Visual recording of meetings.**

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 the 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](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 Officers 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](http://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 INTERESTS** **5 - 6**

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** **7 - 14**

To agree the unrestricted minutes of the General Purposes Committee meeting held on 25 February 2020.

- 3. WORK PLAN** **15 - 20**

To review the Committee's work plan for the current municipal year.

- 4. REPORTS FOR CONSIDERATION**

- 4 .1 Local Authority School Governor Appointments** **21 - 24**

- 4 .2 Update on Senior Recruitment** **25 - 28**

- 4 .3 Virtual Committee Meetings** **29 - 38**

- 4 .4 Committee and Member Appointments** **To Follow**

A report will be circulated if required.

- 5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

## 6. EXCLUSION OF THE PRESS AND PUBLIC

In view of the contents of the remaining items on the agenda the Committee is recommended to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government Act, 1972.”

### EXEMPT SECTION (Pink Papers)

The exempt committee papers in the agenda will contain information, which is commercially, legally or personally sensitive and should not be divulged to third parties. If you do not wish to retain these papers after the meeting, please hand them to the Committee Officer present.

## 7. RESTRICTED REPORTS FOR CONSIDERATION

- |     |   |         |
|-----|---|---------|
| 7.1 | Local Authority Governor Appointments - Restricted Appendices | 39 - 48 |
| 7.2 | Forthcoming Restructures                                      | 49 - 56 |

### Next Meeting of the Committee:

Tuesday, 6 October 2020 at 6.30 p.m. in Online 'Virtual' Meeting -  
<https://towerhamlets.public-i.tv/core/portal/home>

# Agenda Item 1

## DECLARATIONS OF INTERESTS AT MEETINGS ~~NOTE FROM THE~~ MONITORING OFFICER

This note is for guidance only. For further details please consult the Code of Conduct for Members at Part C, Section 31 of the Council's Constitution

### (i) Disclosable Pecuniary Interests (DPI)

You have a DPI in any item of business on the agenda where it relates to the categories listed in **Appendix A** to this guidance. Please note that a DPI includes: (i) Your own relevant interests; (ii) Those of your spouse or civil partner; (iii) A person with whom the Member is living as husband/wife/civil partners. Other individuals, e.g. Children, siblings and flatmates do not need to be considered. Failure to disclose or register a DPI (within 28 days) is a criminal offence.

Members with a DPI, (unless granted a dispensation) must not seek to improperly influence the decision, must declare the nature of the interest and leave the meeting room (including the public gallery) during the consideration and decision on the item – unless exercising their right to address the Committee.

**DPI Dispensations and Sensitive Interests.** In certain circumstances, Members may make a request to the Monitoring Officer for a DPI dispensation or for an interest to be treated as sensitive interest.

### (ii) Non - DPI Interests that the Council has decided should be registered – (Non - DPIs)

You will have 'Non DPI Interest' in any item on the agenda, where it relates to (i) the offer of gifts or hospitality, (with an estimated value of at least £25) (ii) Council Appointments or nominations to bodies (iii) Membership of any body exercising a function of a public nature, a charitable purpose or aimed at influencing public opinion.

Members must declare the nature of the interest, but may stay in the meeting room and participate in the consideration of the matter and vote on it **unless:**

- A reasonable person would think that your interest is so significant that it would be likely to impair your judgement of the public interest. **If so, you must withdraw and take no part in the consideration or discussion of the matter.**

### (iii) Declarations of Interests not included in the Register of Members' Interest.

Occasions may arise where a matter under consideration would, or would be likely to, **affect the wellbeing of you, your family, or close associate(s) more than it would anyone else living in the local area** but which is not required to be included in the Register of Members' Interests. In such matters, Members must consider the information set out in paragraph (ii) above regarding Non DPI - interests and apply the test, set out in this paragraph.

### Guidance on Predetermination and Bias

Member's attention is drawn to the guidance on predetermination and bias, particularly the need to consider the merits of the case with an open mind, as set out in the Planning and Licensing Codes of Conduct, (Part C, Section 34 and 35 of the Constitution). For further advice on the possibility of bias or predetermination, you are advised to seek advice prior to the meeting.

### **Section 106 of the Local Government Finance Act, 1992 - Declarations which restrict Members in Council Tax arrears, for at least a two months from voting**

In such circumstances the member may not vote on any reports and motions with respect to the matter.

**Further Advice** contact: Asmat Hussain, Corporate Director, Governance and Monitoring Officer, Tel: 0207 364 4800.

## 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	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	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— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
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	Any tenancy where (to the Member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (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.

**LONDON BOROUGH OF TOWER HAMLETS**

**MINUTES OF THE GENERAL PURPOSES COMMITTEE**

**HELD AT 6.30 P.M. ON TUESDAY, 25 FEBRUARY 2020**

**COMMITTEE ROOM ONE - TOWN HALL MULBERRY PLACE**

**Members Present:**

Councillor Helal Uddin (Chair)  
Councillor Kevin Brady (Vice-Chair)  
Councillor Faroque Ahmed  
Councillor Asma Islam  
Councillor Peter Golds  
Councillor Denise Jones

**Apologies:**

Councillor Amina Ali  
Councillor Rajib Ahmed  
Councillor Shad Chowdhury

**Officers Present:**

Runa Basit	– (Head of School Governance & Information)
Pat Chen	– Head of HR HAC and Children's
Janet Fasan	– (Divisional Director, Legal, Governance)
Andy Simpson	– (Head of Strategy and Policy - Place)
Adam Boey	– (Senior Strategy & Policy Manager - Corporate)
Matthew Mannion	– (Head of Democratic Services, Governance)
Simmi Yesmin	– (Democratic Services)

**1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**

No disclosable pecuniary interests were declared.

Councillor Denise Jones, declared a personal interest in relation to item 4.3 Central London Forward Membership Agreement on the basis she owned a business in the Brick Lane.

## **2. MINUTES**

The unrestricted minutes of the General Purposes Committee meeting held on 10<sup>th</sup> December 2019 were agreed as a correct record.

## **3. WORK PLAN**

The General Purposes Committee Work Plan was discussed and agreed.

## **4. REPORTS FOR CONSIDERATION**

### **4.1 Local Authority School Governor Appointments**

Runa Basit, Head of School Governance and Information, introduced the regular report on Local Authority School Governor appointments. The report contained four proposed appointments. Members noted the relevant applications set out in the exempt appendix.

Members considered the report and agreed the nominations.

### **RESOLVED**

1. To agree the nominated applicants to the positions set out for local authority governors at maintained schools in Tower Hamlets.

### **4.2 Strengthening Local Democracy**

Adam Boey, Head of Strategy and Policy, introduced the first progress update report on the delivery of the of the Council's Councillor Support Framework since the framework was approved by General Purposes Committee in June 2019. Mr Boey referred The Committee to highlights from the performance report set out in 3.5 of the report, detailing the actions that had been completed, those that were ongoing and actions that had been delayed.

The Committee discussed a number of issues and in particular the following was noted;

- That the RAG rating for actions that were ongoing/in progress and had been marked as green should be changed to amber as this often can be misled to thinking the action had been complete.
- Concerns were raised, that booking children's centres, for community events was proving difficult, as prices were too high for community groups to hire and therefore groups have had to use alternative spaces which had been hard to get to and as a result the events have had a low turnout and have been less effective. It was AGREED that the pricing structure and concessions for council spaces to be included in the next update report.



- The results of the consultation for the allocation of the CIL monies to be included in the next update report.
- That a protocol for holding Committee meetings in external venues was in place. A list of venues was to be included in the next update report. Councillors were also encouraged to suggest suitable venues to Democratic Services.
- Democratic Services to review both timing and notice of Member Learning and Development Training sessions, as they were often at short notice or clashed with Councillors who were employed full time therefore attendances were low. It was suggested that dates of training sessions should be added into diaries in advance to avoid clashes, non-attendance etc.
- Democratic Services to repeat the VWAG training as not all Councillors had attended.
- To explore ways in which training sessions can be promoted better.
- Officers to provide more information on the 'Community Driving Change' in a future update report.
- To include a new column in the Councillors Support Framework, to note the impact made and capture feedback on how effective the outcome had been.
- Concerns remained in terms of Councillors not being informed about events and information relevant to their wards. Officers together with the Communication Team are to explore ways in which Ward Councillors can be better informed and notified in advance of upcoming events and promotions in their own wards and the borough as a whole.
- Concerns relating to Members Enquiries were raised and it was noted that the Head of Democratic Services was currently in the process of liaising with members regarding these matters.
- Clarity was sought in relation to Safer Neighbourhood Panels and the inconsistency around how they operate in different wards. Officers to provide a briefing note on the governance of ward panels, how they operate, who the lead contacts were and how information is shared in order for consistency across all wards.

The Committee welcomed the report

Concluding the discussion it was noted that Members would receive regular updates every six months.

## **RESOLVED**

1. That the report be noted.

### **4.3 Central London Forward Membership Agreement**

Andy Simpson, Head of Strategy and Policy, introduced the report and referred to the report in the agenda. He explained that the Central London Forward's (CLF) purpose was to facilitate collaboration and partnership

amongst the 12 Central London boroughs and provide a collective voice for member boroughs and their residents in meeting challenges and capitalising on the opportunities which growth provides.

It was noted that one fifth of the UK's national income was generated in London and access to the opportunities generated from this growth was key to improving the lives of residents within the borough. Tower Hamlets residents have had direct access to opportunities generated via growth in affordable housing, workspace, employment, accessible infrastructure, connectivity and etc.

He explained that the proposal for this report was for The Committee to approve membership to the CLF Sub-Regional Partnership. Mr Simpson highlighted the fact as a result of the membership over the last two years, an excess of £7.5 million was secured for Tower Hamlets specific project as well as £8 million secured as part of a sub-regional consortium. He stressed that the council's success in securing funding supported through the CLF was critical in strengthening inclusive growth within the borough.

The membership of the sub regional partnership was £40k for an annual subscription and it was noted that the Chief Executive and The Mayor, were in support of this proposal.

The Committee welcomed the report and following a brief discussion the following was noted;

- That a future update should include where the investments are made and how the money from the growth is allocated.
- That Tower Hamlets have been a member of the CLF Sub regional partnership since 2015. The membership needed to be renewed annually.
- The Committee agreed to approve the membership to the CLF sub-regional partnership.
- That GP Committee is to receive an annual report with an update of the successes over the course of each year.

## **RESOLVED**

1. The membership to the CLF sub-regional partnership, be approved.
2. The Corporate Director Governance to be authorised to update the relevant parts of the constitution accordingly.
3. That a regular annual update report is to be brought to the committee.

### **4.4 Pay Policy Report 2020/21**

Pat Chen, Head of HR, introduced the report on the draft Pay Policy statement 2020/21. She explained that the pay policy statement set out the

Council's current policies and practice in relation to pay for all parts of the Council's directly employed workforce. It was noted that under the Localism Act 2011, Full Council was required to adopt a pay policy statement each financial year.

Ms Chen explained that this was a draft statement and the key changes to the statement were the changes to the titles of the pay grades subject to the implementation of a revised grading structure in April 2020.

Concerns were raised about the number of consultants and temporary staff that were employed to cover vacant posts and the daily rate they were paid at. Members were assured that the HR team were working on robust recruit processes to ensure that posts were recruited to permanently.

The Committee discussed the report and agreed that it should proceed to Full Council.

## **RESOLVED**

1. That the report be noted and it was recommended that the policy be forwarded to Full Council on 11 March 2020 for adoption.
2. That the proposed changes to the Pay Policy 2020/21 that would be needed to reflect the implementation of the revised grading structure be agreed.
3. The Chief Executive, in consultation with the Divisional Director HR and Organisational Development, Chair of GP Committee and the Corporate Director of Governance and Monitoring Officer be delegated the authority to make any minor changes to the 2020/21 Pay Policy Statement.

### **4.5 Update on Senior Recruitment – February 2020**

Pat Chen, Head of Human Resources, introduced the regular update report on senior officer recruitment.

The Committee was asked to note the re-evaluation of a Corporate Director role, resulting in a grade uplift from Key Officer to Corporate Director grade. It was noted that the upgrade was aligned with duties being undertaken by post incumbent and other Corporate Director roles, The Committee was referred to the restricted information contained in Appendix A.

At the last meeting the Committee had heard updates on recruitment to the post of Divisional Director Planning and Building Control and Members were pleased to note that the post holder had commenced employment earlier this month. This meant that the Place Directorate now had a full management team in place.

The Council were now considering the how best to recruit to the posts of Divisional Director, Finance, Procurement and Audit and Divisional Director Customer Services both within the Resources Directorate. It was noted that both recruitment process would start in February. In particular Ms Chen reported that recruitment efforts in relation to the Divisional Director Finance, Procurement and Audit post had not been successful during the first recruitment process and indications were that the role required a more attractive package and therefore Officers had now appointed a new recruitment agency and were working closely with them to successfully recruit to this position.

Members agreed that whilst temporary arrangements were in place to cover the posts it was important that the process for the finance post is recruited to as soon as possible.

Members welcomed the report and were pleased to note that the recruitment process had started for the Corporate Director Children and Culture role.

#### **RESOLVED**

1. That the report be noted.
2. That the re-evaluation of a Corporate Director role resulting in a grade uplift from Key Officer to Corporate Director grade be noted.

#### **4.6 Constitution Updates including Directorate Schemes of Delegation**

Matthew Mannion, Head of Democratic Services, introduced the update report on the Council's Constitution Review. He reminded Members that Council had agreed the updated Constitution at its meeting on 17 July 2019. The one large piece of outstanding work was to complete the review of the Directorate Schemes of Delegation.

The Committee heard that some progress had been made, and since the last meeting, The Health, Adults and Community Directorate Scheme of Delegation had been completed and published. The Committee were also pleased to note that the Children and Culture Scheme was in the process of completing sign off. However the Place Scheme was still with Legal Services for review.

It was noted that explanatory paragraphs as way of introduction had been included for each directorate scheme of delegation setting out its role and authority. An updated terms of reference of the Audit Committee as attached in Appendix 1 was also put forward to The Committee to be added to the Constitution.

Mr Mannion explained that three amendments had been requested under the Council Procedure Rules, for the GP Committee to consider for inclusion in the Constitution.

Members discussed this and following a brief discussion the following was noted;

- Deadline for Amendments to the Budget

The Committee agreed to bring the deadline for amendments to the budget, forward to 5pm the Friday, before the Council Budget meeting.

- Ungrouped Members Moving Amendments to Motions and Reports

The Committee did not support the amendment to allow Ungrouped Members to submit amendments to motions and reports without a seconder.

- Change to the order of business

The Committee agreed to bring forward consideration of "Reports from Committees" ahead of "Members Questions" in the Council meeting agenda order.

## **RESOLVED**

1. That the proposed changes to the Constitution set out in relation to Schemes of Delegation (paragraphs 3.2 to 3.4 and Appendix 2), Terms of Reference (paragraphs 3.5 to 3.6 and Appendix 1) and Council Procedure Rules (paragraphs 3.7 to 3.12) be noted.
2. That any changes considered appropriate and/or relevant matters are to be put forward to Council for consideration.

## **5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

Nil items.

## **6. EXCLUSION OF THE PRESS AND PUBLIC**

### **RESOLVED**

1. That in accordance with the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the remainder of the meeting on the grounds that the remaining agenda item contained information defined as exempt or confidential in Part 1 of Schedule 12A to the Local Government Act 1972.

**7. RESTRICTED REPORTS FOR CONSIDERATION**

**7.1 Local Authority School Governor Appointments - Restricted Appendices**

The exempt appendix setting out the details of the applicants for the School Governor appointments was noted.

**7.2 Update on Senior Recruitment - February 2020 - Appendix A**

The exempt appendix setting out the grading from Key Officer grade to the Corporate Director grade was noted.

**7.3 Forthcoming Restructures**

Pat Chen, Head of Human Resources, introduced the regular report listing any potential redundancies from forthcoming restructures where the overall severance package was likely to exceed £100,000.

One role was listed in the report.

The Committee reviewed the report and agreed the requests as set out.

**RESOLVED**

1. That the dismissal set out in the report be agreed.
2. To note and approve the severance packages that apply to the dismissals arise as a result of the individual's contractual terms and conditions of employment.

The meeting ended at 7.55 p.m.

Chair, Councillor Helal Uddin  
General Purposes Committee



# **GENERAL PURPOSES COMMITTEE WORK PLAN 2020/21**

Contact Officer:	Simmi Yesmin Democratic Services
Email:	<a href="mailto:simmi.yesmin@towerhamlets.gov.uk">simmi.yesmin@towerhamlets.gov.uk</a>
Telephone:	020 7364 4120
Website:	<a href="http://www.towerhamlets.gov.uk/committee">www.towerhamlets.gov.uk/committee</a>

GP CTTEE WORK PLAN 2020/21

**16 JUNE 2020**

1. Local authority school governor appointments	To endorse or reject nominations for appointments to local authority school governor positions.	Runa Basit, Head of School Governance & Information	June 2020
2. Update on Senior Recruitment	An update on recent senior management recruitment.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020
3. Forthcoming Restructures - Staffing implications	Divisional Director, HR, to present a report seeking approval for the dismissal on the grounds of redundancy of one employee, as the severance package exceeds the £99,999 threshold.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020
4. Virtual Meeting Procedures	To review the virtual meeting procedures.	Matthew Mannion, Head of Democratic Services	June 2020



GP CTTEE WORK PLAN 2020/21

<b>06 OCTOBER 2020</b>			
1. Local authority school governor appointments	To endorse or reject nominations for appointments to local authority school governor positions.	Runa Basit, Head of School Governance & Information	June 2020
2. Update on Local authority school governor appointments - demographic breakdown	The Committee to receive an update report on the demographic breakdown of the local authority school governor appointments.	Runa Basit, Head of School Governance & Information	June 2020
3. Update on Senior Recruitment	An update on recent senior management recruitment.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020
4. Forthcoming Restructures - Staffing implications	Divisional Director, HR, to present a report seeking approval for the dismissal on the grounds of redundancy of one employee, as the severance package exceeds the £99,999 threshold.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020
5. Draft Filming Protocol	To receive a report on the draft filming protocol for meetings.	Matthew Mannion, Head of Democratic Services	June 2020
6. Financial Regulations and Procedure Rules	To note and consider the Financial Regulations and Procedure Rules.	Kevin Bartle, Divisional Director of Finance, Procurement and Audit	June 2020
7. Reviewing the names of the Borough's Wards	To receive a report on the process for reviewing the names of the Borough's Wards.	Robert Curtis, Head of Elections	June 2020
8. Strengthening Local Democracy	To receive a report on strengthening local democracy.	Afazul Haque, Head of Corporate Strategy & Policy	February 2020

**08 DECEMBER 2020**

1. Local authority school governor appointments	To endorse or reject nominations for appointments to local authority school governor positions.	Runa Basit, Head of School Governance & Information	June 2020
2. Update on Senior Recruitment	An update on recent senior management recruitment.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020
3. Forthcoming Restructures - Staffing implications	Divisional Director, HR, to present a report seeking approval for the dismissal on the grounds of redundancy of one employee, as the severance package exceeds the £99,999 threshold.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020


**23 FEBRUARY 2021**

1. Local authority school governor appointments	To endorse or reject nominations for appointments to local authority school governor positions.	Runa Basit, Head of School Governance & Information	June 2020
2. Update on Senior Recruitment	An update on recent senior management recruitment.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020
3. Forthcoming Restructures - Staffing implications	Divisional Director, HR, to present a report seeking approval for the dismissal on the grounds of redundancy of one employee, as the severance package exceeds the £99,999 threshold.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020

<b>04 MAY 2021</b>			
1. Local authority school governor appointments	To endorse or reject nominations for appointments to local authority school governor positions.	Runa Basit, Head of School Governance & Information	June 2020
2. Update on Senior Recruitment	An update on recent senior management recruitment.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020
3. Forthcoming Restructures - Staffing implications	Divisional Director, HR, to present a report seeking approval for the dismissal on the grounds of redundancy of one employee, as the severance package exceeds the £99,999 threshold.	Amanda Harcus, Divisional Director, HR & Transformation	June 2020
4. Strengthening Local Democracy	To receive a report on strengthening local democracy.	Afazul Haque, Head of Corporate Strategy & Policy	February 2020

DRAFT

This page is intentionally left blank

<p>Non-Executive Report of the:</p> <p><b>General Purposes Committee</b></p> <p>16<sup>th</sup> June 2020</p>	 <p><b>TOWER HAMLETS</b></p>
<p><b>Report of:</b> Debbie Jones, Corporate Director (Children's Services)</p>	<p><b>Classification:</b> [Unrestricted]</p>
<p><b>Local Authority Governor Application</b></p>	

<b>Originating Officer(s)</b>	Runa Basit
<b>Wards affected</b>	All wards

## Executive Summary

This report sets out for Members details of applicants who have applied to be nominated as the local authority governor at Tower Hamlets maintained schools.

## Recommendations:

The General Purposes Committee is recommended to:

1. Consider the applications and agree to nominate the applicants to the positions that are available for local authority governors at maintained schools in Tower Hamlets.

## 1. REASONS FOR THE DECISIONS

- 1.1 The School Governance (Constitution) (England) Regulations 2012 set out the process for the appointment of local authority governors to maintained schools. The Regulations allow for the local authority to nominate a person to fill the position of local authority governor. It is for the governing body to appoint that person if the governing body considers the person meets any eligibility criteria that it has set.
- 1.2 The governor nominations in this report are to fill the current LA governor vacancies

## 2. ALTERNATIVE OPTIONS

- 2.1 To improve the efficiency for appointing local authority governors to school vacancies, the General Purposes Committee at a meeting held on Wednesday 15 February 2006 made the decision to delegate authority to the Corporate Director (Children, Schools & Families) to appoint and revoke the appointment of local authority governors, except where there was a dispute about an appointment or there was more than one applicant for a post in

which case the Committee would decide the appointment.

2.2 At a meeting on 29 November 2011, the Council resolved to amend the constitution and the terms of reference of the General Purposes Committee were amended. The committee is now responsible for the appointment and revocation of local authority school governors.

2.3 As this is a function of the local authority there is no alternative option.

### **3. DETAILS OF THE REPORT**

3.1 Applications to be nominated as the Local Authority governor to 4 schools are attached as Appendices to this report in the restricted area of the agenda.

#### **3.2 APPLICATIONS**

##### **Re-appointments**

- a) The Chair and Headteacher of Langdon Park are in support of the appointment of Paul Bargery. Paul Bargery's application is enclosed at **Appendix 1.**
- b) The Headteacher of Morpeth School is in support of the appointment of Rob Crothers. Rob Crothers' application is enclosed at **Appendix 2.**
- c) The Chair of Cyril Jackson Primary School is in support of the appointment of Darren Milgate. Darren Milgate's application is enclosed in **Appendix 3.**

##### **New Appointments**

- d) The Chair and Headteacher of Stephen Hawking Special School are in support of the appointment of Dr Arrash Yassaee. Dr Arrash Yassaee's application is enclosed at **Appendix 4.**

### **4. EQUALITIES IMPLICATIONS**

4.1 Local Authority Governors are drawn from all sectors of the community. There is a mechanism in place to ensure, as far as possible, that the composition of governing bodies reflects the makeup of the school and wider community.

### **5. OTHER STATUTORY IMPLICATIONS**

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,

- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.

5.2 There are no further specific statutory implications arising from the report.

## **6. COMMENTS OF THE CHIEF FINANCE OFFICER**

6.1 There are no financial implications arising from the recommendations in this report.

## **7. COMMENTS OF LEGAL SERVICES**

7.1 Section 19 of the Education Act 2002 requires each maintained school to have a governing body, which is a body corporate constituted in accordance with the Regulations. Each maintained school is required to have an instrument of government, which specifies the membership of the governing body. Regulations require a governing body to include person appointed as a local authority governor and for a number of associated matters.

7.2 The 2012 Regulations detail the composition of the governing body and the appointment of governors, including local authority governors. The 2012 Regulations provide that there can be only one local authority nominated governor. A local authority governor is a person who is nominated by the local authority and is appointed by the governing body after being satisfied that the person meets any eligibility criteria set by the governing body. It is for the governing body to decide whether the Local Authority nominee has the skills to contribute to the effective governance and success of the school and meets any eligibility criteria they have set. If the governing body has set eligibility criteria, then these should be notified at the meeting, so the Committee can consider them before making a nomination.

7.3 Schedule 4 to the 2012 Regulations set out the circumstances in which a person is qualified or disqualified from holding or continuing in office as a governor, details of which are as follows –

- A person who is a registered pupil at a school is disqualified from holding office as a governor of the school.
- A person must be aged 18 or over at the date of appointment to be qualified to be a governor.
- A person cannot hold more than one governor post at the same school at the same time.
- A governor who fails to attend meetings for six months without the consent of the governing body becomes disqualified from continuing to hold office.
- A person is disqualified from holding or continuing in office if: (1) his or her estate is sequestered (under bankruptcy) or the person is subject to a bankruptcy restrictions order or an interim order; (2) he or she is, broadly speaking, disqualified from being a company director; (3) he or she has been removed from office as trustee of a charity; (4) he or she has a criminal

conviction of a specified kind within a specified time period; (5) he or she is subject to a specified prohibition or restriction on employment, such as being barred from 'regulated activity' relating to children under the Safeguarding of Vulnerable Groups Act 2006; or (6) he or she refuses to apply for a criminal records certificate when requested to do so by the clerk to the governing body.

- A person is disqualified from appointment as a local authority governor if he or she is eligible to be a staff governor.

7.4 Once appointed, a governor will hold office for a fixed period of four years from the date of appointment, except in a limited number of circumstances. This does not prevent a governor from being elected for a further term. A governor may resign, be removed or be disqualified from holding office in the circumstances specified in the relevant Regulations.

7.5 In determining whether to appoint an authority governor, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't. The Committee will wish to be satisfied that the process of selection is fair, open and consistent with furtherance of these equality objectives.

7.6 The Council's Constitution gives the General Purposes Committee responsibility for appointment of local authority school governors.

---

## **Linked Reports, Appendices and Background Documents**

### **Linked Report**

- NONE

### **Appendices**

- Appendices 1 – 4 [EXEMPT] LA Governor Application Forms

### **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:**

Runa Basit



Non-Executive Report of the:  <b>General Purposes Committee</b>  16 June 2020	 <b>TOWER HAMLETS</b>
<b>Report of: Corporate Director of Resources</b>	<b>Classification:</b> Unrestricted
<b>Update on Senior Recruitment – June 2020</b>	

<b>Originating Officer(s)</b>	Catriona Hunt, Head of HR –Resources and Place Directorates
<b>Wards affected</b>	All wards or state wards

**Executive Summary**

This report updates Members on senior posts and recent recruitment activity

**Recommendations:**

The General Purposes Committee is recommended to:

1. Note the current position on the recruitment to senior management vacancies in the Council structure

**1. REASONS FOR THE DECISIONS**

- 1.1 General Purposes Committee has responsibility for the appointment to Chief/Deputy Chief Officer posts. It is usual practice for the Committee to establish Appointment Sub-Committees to fulfil the recruitment process and to receive regular progress reports.
- 1.2 Statutory guidance issued by the Secretary of State under section 40 of the Localism Act 2011 is taken account within the Council’s Pay Policy Statement (which was considered at Full Council on 21 March 2018) and employees being offered a salary package on appointment of over £99,999 per annum are subject to the approval of the General Purposes Committee.
- 1.3 Section 5.2 of the Officer Employment Procedure Rules says the engagement of Chief Officers, to permanent positions or interim positions of over three (3) months, will be through the normal recruitment process overseen by the HR (now the General Purposes) Committee.

## **2. DETAILS OF THE REPORT**

### **2.1 Background**

General Purposes Committee received a report in February 2020 which provided an update on the recruitment to the posts established in the corporate restructure in September 2016. This report sets out the current status of recruitment to senior roles in the corporate structure.

### **2.2 Senior Management vacancies and progress of recruitment**

Detail of the progress on the recruitment to senior roles is set out in the tables below. This also includes the interim arrangements.

#### **2.2.1 Posts appointed to since previous update**

Corporate Director Children and Culture	Post holder starting on 6 July 2020
---	-------------------------------------

#### **2.2.2 Posts to be recruited to in the next 3 months**

<b>Job title</b>	<b>Current arrangements</b>	<b>Comments</b>
Divisional Director Finance, Procurement and Audit, Resources Directorate	This role is being covered on an interim basis.	Recruitment process starting in June.
Divisional Director Customer Services, Resources Directorate	Interim arrangements have been put in place.	Recruitment process starting in September.

## **3. EQUALITIES IMPLICATIONS**

The Council is committed to equalities and such considerations will be part of the recruitment process and informs the procurement process. All posts are recruited to on merit. Recruitment to the vacancies has been carried out in accordance with the Council's procedures.

## **4. OTHER STATUTORY IMPLICATIONS**

- 4.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:
- Best Value Implications,
  - Consultations,
  - Environmental (including air quality),
  - Risk Management,
  - Crime Reduction,
  - Safeguarding.
- 4.2 Recruitment to the senior management structure enables the Council to deliver excellent services for residents and deliver the associated financial saving.
- 4.3 Risks associated with recruitment have been mitigated by the engagement of specialised recruitment adviser(s).
- 4.4 There are no other specific implications arising from this report.

## **5. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 5.1 The posts are part of the core management team structure agreed and sufficient base budget funding has been set aside to meet the cost associated with those posts.

## **6. COMMENTS OF LEGAL SERVICES**

- 6.1 This report provides an update on Chief Officer and Deputy Chief Officer Recruitment Activity and extensions to interim appointments and there are no legal implications in relation to this.

---

### **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:**

- Catriona Hunt 0207 364 4522

<p>Non-Executive Report of the:</p> <p><b>General Purposes Committee</b></p> <p>Tuesday, 16 June 2020</p>	 <p><b>TOWER HAMLETS</b></p>
<p><b>Report of:</b> Asmat Hussain, Corporate Director, Governance and Monitoring Officer</p>	<p><b>Classification:</b> Open (Unrestricted)</p>
<p><b>Virtual Committee Meetings</b></p>	

<b>Originating Officer(s)</b>	Matthew Mannion, Head of Democratic Services
<b>Wards affected</b>	(All Wards);

## Executive Summary

This report provides the General Purposes Committee with an update on the Council's response to the requirement to operate Council meetings 'virtually' through online meeting tools during the current pandemic crisis.

The report also asks the Committee to agree a set of Virtual Meeting procedures for the Council's constitution.

## Recommendations:

The General Purposes Committee is recommended to:

1. Endorse the Council's response to the requirement to hold Committee meetings 'virtually'.
2. Agree the proposed Virtual Meetings procedures set out at Appendix 1 to this report for inclusion in the Council's Constitution.

## 1. REASONS FOR THE DECISIONS

- 1.1 Sound Council governance arrangements must continue and decision-making meet constitutional requirements to ensure good governance even in pandemic periods.
- 1.2 The General Purposes Committee has responsibility for oversight of the Council's Constitution and, in the absence of a meeting of Council, is the appropriate body to consider these amendments to the Constitution.
- 1.3 Formal Member endorsement of the Council's new procedures is important in providing confidence in the Council's decision-making arrangements.

## **2. ALTERNATIVE OPTIONS**

- 2.1 Members can propose amendments to the procedures set out. They could also decide not to agree any procedures, however that is not recommended as clear procedures are seen as important in providing confidence in how the Council operates its formal decision-making bodies.

## **3. DETAILS OF THE REPORT**

- 3.1 Despite operating in a pandemic setting, the Council's formal decision-making and delegation rules and procedures still apply. Procedures in place must meet existing governance requirements or else governance changes must be formally agreed and published.
- 3.2 Physical committee meetings are not currently possible and so the government enacted a new Statutory Instrument (The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Policy and Crime Panel Meetings)(England and Wales) Regulations 2020) (referred to as 'the regulations' in this report) (see below) to allow meetings to take place virtually.
- 3.3 The Regulations set out specific requirements for virtual meetings (for example that the public must be able to view a live stream of the meeting) and also state that they override any existing Council Standing Orders which would conflict with the new requirements.

### Experience of Virtual Meetings

- 3.4 When the pandemic initially hit the Council decided the appropriate course of action was to pause all meetings and formal Member-level decision making until such time as it could be conducted effectively.
- 3.5 The exception was decisions which were required urgently, usually in response to the pandemic which the Mayor took as Individual Mayoral Decisions, webcast for transparency.
- 3.6 Following publication of the above mentioned regulations allowing virtual meetings to take place, the Council worked to test and introduce virtual meetings software solutions. These were first operated for a Licensing Sub-Committee on 28 April 2020 and rolled out from there.
- 3.7 The Council has now successfully held a number of virtual Committee meetings including for:
- Audit Committee
  - Cabinet
  - Development Committee
  - Licensing Sub-Committee
  - Overview and Scrutiny Committee

- Strategic Development Committee

- 3.8 These included a wide range of officers, Members and public participants. The support of Members in particular has been extremely valuable in testing and feedback for the new ways of working.
- 3.9 There have been challenges to face in making these changes but feedback from participants has been that they have been able to follow the discussions, participate as required and consider that their decision-making has been sound.
- 3.10 The intention through June and July is to operate a full range of meetings to allow decision making and scrutiny to continue in an effective and efficient manner. However, where a meeting has a light agenda, consideration will be given in consultation with officers and Members to postponing the meeting until such time as it proves necessary.
- 3.11 It is also proposed that the Council's Annual Meeting will be postponed until at least September so that at least some Members will be able to be physically present and so to better manage a meeting with a large number of participants. This also will allow the new Speaker to be inducted with due ceremony.
- 3.12 The intention at present is that all meetings up to the end of July will be held virtually or partly virtually.

#### Procedures

- 3.13 The regulation changes were written in such a way as to automatically override any Council Procedure Rules that would unnecessarily restrict the operation of virtual meetings whilst also setting out clear minimum requirements for such meetings. Legally therefore, decision making taken on that basis is entirely sound.
- 3.14 However, best practice would indicate that the Council should adopt procedure rules into its constitution to govern how it intends to operate such meetings. This report therefore proposes draft procedure rules for consideration and agreement. These are set out at Appendix 1.
- 3.15 A significant change to the constitution such as this would normally be presented to Council for agreement, but in the absence of Council, the General Purposes Committee is asked to use its powers to agree to the adoption of the procedure rules and for their inclusion in the Constitution.

#### **4. EQUALITIES IMPLICATIONS**

- 4.1 Access to decision making committee meetings is an important aspect of the Council's governance and democratic engagement. Many Members of the public will benefit from the new ability to engage with meetings without having to physically attend at the Town Hall.

- 4.2 To date all participants have been able to participate to date but officers are aware that some residents may find it challenging to participate in virtual meetings especially if they do not have the necessary equipment or are not confident using online software.
- 4.3 A variety of options are available and will be used to support residents including offering test meetings to check connections, looking at audio access via home telephones, and the ability to submit written statements amongst others.

## **5. OTHER STATUTORY IMPLICATIONS**

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment.

5.2 Having agreed procedures for holding virtual meetings reduces the risk of challenge to the Council's decision making and also supports the best value requirements in terms of having prompt and transparent decision making.

## **6. COMMENTS OF THE CHIEF FINANCE OFFICER**

6.1 There are no specific financial implications from the endorsement of the proposed Virtual Meetings procedures.

6.2 Any increased cost due to the increase in webcasting Council meetings will be managed within the existing budget resource.

## **7. COMMENTS OF LEGAL SERVICES**

7.1 The [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) came into force on 4<sup>th</sup> April 2020 as a result of the lockdown to ensure council business could be continued. Reg.5(1) ensures that meeting locations includes electronic, digital and virtual locations. The set of procedure rules for virtual meetings follows *Reg.5(6)* of these regulations, allowing a local authority to make any rules governing remote attendance of meetings. There is no single model for virtual meetings prescribed by legislation. However any procedure rules agreed must still strike a fair balance



between openness and orderly conduct. *S.100A Local Government Act 1972* still applies (local authority meetings to be open to the public).

- 7.2 Under Reg.5(3) of the new Regulations, participants of a meeting must be heard. It is advisable that they are seen. However this is not essential (in the event the participant has technical issues).
- 7.3 In terms of the *Equality Act 2010*, consideration must be given to ensure that the procedure rules for virtual meetings do not negatively impact those with protected characteristics (particular consideration to age and disability) and do not make it more difficult to attend a meeting virtually.

---

## **Linked Reports, Appendices and Background Documents**

### **Linked Report**

- None.

### **Appendices**

- Appendix 1 – Proposed Virtual Committee Meeting Procedure Rules

### **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

# 26a Council Procedure Rules – ‘Virtual Meeting’ Addendum

## CONTENTS

Rule	Subject
25	Introduction
26	Circulation of Papers and Access to Information
27	Executive Decision Making
28	Meeting Participation and Attendance
29	At the meeting
30	Voting
31	Technical and other issues
32	Standards and Code of Conduct

### Introduction

- 25.1 The [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) make provision for remote attendance at, and remote access to, council meetings **held on or before 7 May 2021**.
- 25.2 The regulations enable the council to hold meetings without all, or any, of the members being physically present in a room. This allows for remote meetings through electronic, digital, virtual locations, live webcast, live interactive streaming, video and telephone conferencing or a combination of the above.
- 25.3 The ‘place’ at which the meeting is held may be a council building, or where the organiser of the meeting is located, or an electronic, digital or virtual location, a web address, or a conference call telephone number.
- 25.4 In order for members to be able to attend meetings of the council remotely, they need not be physically present, but must be able to hear and be heard (and, where possible, see and be seen by) other councillors and members of the public attending remotely or in person.
- 25.5 The procedure rules in this Constitution apply to remote meetings in the same way as they do for other meetings of the council except where they conflict, in which case this procedure rule takes precedence over other procedure rules in relation to the governance of remote meetings.
- 25.6 Where there is conflict with previous Regulations or with the Council’s Procedure Rules, the new Regulations take precedence.

### Circulation of Papers and Access to Information

- 26.1 Standard Access to Information rules set out in Section 27 of the Constitution apply to ‘virtual’ meetings including around publication of agendas and reports and access to meetings, except that:

- 26.2 Meeting locations/arrangements may need to be altered after the agenda has been published including but not limited to; use of different online meetings tools, delays to meeting start times, changes of location for any 'physical' or 'virtual' element of the meeting.
- 26.3 Paper copies of agendas and notices will not be provided at the Town Hall. Electronic papers will be made available on the Council's website.
- 26.4 Physical access may not be possible to meetings and details of web viewing will be provided as an alternative.
- 26.5 Where possible, any late changes made to meeting details will be advertised on the Council's website including (where relevant) being published as part of an updated agenda. However, Council Procedure Rule 8.2 is disapplied to allow meetings to begin a short time after their published start time in the event of technical or other difficulties.
- 26.6 Urgency procedures as set out in the Constitution (for example to set up Committee meetings with less than 5 days' notice) still apply.

#### Calendar of Meetings

- 26.7 Where changes are required to agreed meeting dates these must be agreed by the Monitoring Officer (or other relevant officer) under delegated authority.
- 26.8 Expected meeting start times may vary from those set out in the Calendar of Meetings but the revised start time will be published.

#### **Executive Decision Making**

- 27.1 Existing requirements in relation to Executive Decisions, including to;
- To publish a Forward Plan of Key Decisions,
  - To adhere to urgency provisions of notification/approval processes with the Chair of Overview and Scrutiny,
  - To operate the Call-in Process,

remain in force.

#### **Meeting Participation and Attendance**

- 28.1 Virtual meetings will usually only involve:
- 28.2 The Councillors, Co-optees and Independent members serving on the Committee;
- 28.3 The Council officers supporting the Committee; and
- 28.4 Other Councillors or members of the public (including applicants) who have the Chair's explicit advance permission to speak.

- 28.5 Note - It will not usually be possible to arrange for additional speaking or participation rights for those making a late request and previous deadlines for registering to speak may be brought forward where this is necessary. Revised deadlines will be published. In particular, it is unlikely that new requests to participate can be accepted during, or shortly before, a meeting.
- 28.6 Where a meeting currently allows public participation, this will extend to virtual meetings. The exact arrangements may vary from previous practice. Each Committee may publish its own public engagement protocols and these will be set out in the agenda. The Committee must provide reasonable adjustments to allow public participation and make allowances for those who are not able to access digital meetings.
- 28.7 Where a member of the public sets out in advance of the meeting that they are not able to participate through audio or video tools they will be offered the opportunity of making a written submission. It may also be possible for them to be represented by their Ward Councillor.
- 28.8 Members will be counted as 'present' for attendance purposes if they can hear all other participants and they can be heard by all other participants.
- 28.9 Where a Member declares a Disclosable Pecuniary Interest they must leave the virtual meeting completely for the duration of the item concerned. Members must also refrain from using the chat function or communicating with the meeting participants during the relevant items.

#### Admission of the Press and Public

- 28.10 All meetings which would normally be open to the public will be broadcast for public access.
- 28.11 This will be through any suitable means but will normally be through the Council's existing webcasting portal.
- 28.12 Paragraph 26.1 sets out how meetings will be publicised.

#### **At the meeting**

- 29.1 All participants are expected to log in to the meeting in advance of the start time as required by the Democratic Services Officer.
- 29.2 The meeting only begins when the Chair formally opens the meeting.
- 29.3 The Chair will introduce themselves and every participant (for the benefit of other attendees and those watching from home) and set out expected meeting etiquette, including that:
- a) All participants microphones must be muted when not speaking.
  - b) Where necessary participants may switch off their cameras when not speaking to save bandwidth.
  - c) How to indicate a wish to speak.

- d) Only speak when invited to do so by the Chair.
- e) When speaking state their full name before making a comment
- f) If referring to a specific page of the agenda pack, mention the page number.

29.4 In terms of general meeting protocols, the Chair must set these out (for example in terms of public participation) and in particular should explain how these vary from existing protocols.

29.5 At some meetings the 'Chat' function may prove useful to participants. However, this does not form part of the formal record of the meeting and is not, on its own, a method for taking decisions.

### **Voting**

30.1 Before a vote takes place the Chair will set out the recommendations/decisions being voted on.

30.2 The Chair will then conduct a roll-call vote whereby they read out each Member's name and they indicate their vote (for, against, abstain).

30.3 Other voting methods may be used at the Chair's discretion including using a 'show of hands' vote where all Members can be visible on screen at the same time.

30.4 The Democratic Services Officer will record the votes and confirm the vote result to the Chair.

30.5 A Chair's casting vote is available if required.

### **Technical and Other Issues**

31.1 Virtual meetings rely on stable ICT infrastructure linked to every participant.

31.2 Should a participant experience technical difficulties they must alert the Chair/Democratic Services Officer as quickly as possible.

31.3 The Chair and Democratic Services Officer must also monitor the attendance of key participants.

31.4 Where it becomes apparent a key participant (as defined in paragraph 31.6) is no longer connected the meeting will be adjourned until such time as they are able to re-connect.

31.5 Where re-connection is not possible the Chair will determine whether it is possible to continue with the item/meeting and where necessary defer an item to later or adjourn a meeting to a future date.

31.6 A key participant is defined as a participant whose continuing contribution to the meeting is vital to allow a decision to be made. For example, an applicant or objector at a Strategic Development Committee meeting before they have made their submission.

- 31.7 Normal quoracy rules apply to virtual meetings and if disconnections cause Member attendance to drop below quorum levels then the Chair will also adjourn the meeting.
- 31.8 Where the live webcast stream for public viewing is interrupted, a meeting must be temporarily adjourned whilst this is fixed, or adjourned to another date if this is not possible.
- 31.9 Should a participant need to leave the meeting for any reason this must be made clear to those participating. Where possible the meeting will continue and the participant may re-join at a later time.
- 31.10 The Chair, following consultation with the Democratic Services Officer, may adjourn a virtual meeting for any reason should they consider that it is not appropriate to proceed.

### **Standards and Code of Conduct**

- 32.1 The provisions of the Member and Officers' Code of Conduct apply to virtual meetings of the Council in the same way as they do to physical meetings of the Council.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank