

General Purposes Committee



Thursday, 24 June 2021 at 6.00 p.m.

Committee Room One - Town Hall Mulberry Place

Agenda

Chair: Councillor Helal Uddin

Members

Vice-Chair: To be appointed.

Councillor Asma Islam, Councillor Peter Golds, Councillor Amina Ali, Councillor Denise Jones, Councillor Danny Hassell, Councillor Motin Uz-Zaman, Councillor Tarik Khan and Councillor Zenith Rahman

Substitutes:

Councillor Andrew Wood, Councillor Faroque Ahmed, Councillor Rajib Ahmed and Councillor Val Whitehead

[The quorum for the General Purposes Committee is 3 Members]

Further Information

Reports for consideration, meeting contact details, public participation and more information is available on the following pages.



Public Information

Viewing or Participating in Committee Meetings

The meeting will be broadcast live on the Council's website. A link to the website is detailed below. The press and public are encouraged to watch this meeting on line.

Please note: Whilst the meeting is open to the public, the public seating in the meeting room for observers will be extremely limited due to the Covid 19 pandemic restrictions. You must contact the Democratic Services Officer to reserve a place, this will be allocated on a first come first served basis. No one will be admitted unless they have registered in advance.

Meeting Webcast

The meeting is being webcast for viewing through the Council's webcast system.

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General Purposes Committee

Thursday, 24 June 2021

6.00 p.m.

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NUMBER(S)

APOLOGIES FOR ABSENCE

1. ELECTION OF VICE-CHAIR

To receive nominations for election of Vice-Chair.

2. DECLARATIONS OF INTERESTS

7 - 8

Members are reminded to consider the categories of interest in the Code of Conduct for Members to determine whether they have an interest in any agenda item and any action they should take. For further details, please see the attached note from the Monitoring Officer.

Members are reminded to declare the nature of the interest and the agenda item it relates to. Please note that ultimately it's the Members' responsibility to declare any interests and to update their register of interest form as required by the Code.

If in doubt as to the nature of your interest, you are advised to seek advice prior to the meeting by contacting the Monitoring Officer or Democratic Services

3. MINUTES

9 - 18

To agree the unrestricted minutes of the General Purposes Committee meeting held on 23 February 2021.

4. WORK PLAN

19 - 26

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

5. REPORTS FOR CONSIDERATION

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6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

7. 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.

8. EXEMPT REPORTS

- | | | |
|-------------|--|------------------|
| 8 .1 | Local Authority Governor Report - Restricted Appendices | 159 - 176 |
| 8 .2 | Annual Report on Redundancy Departures | 177 - 180 |
| 8 .3 | Forthcoming Restructures - Staffing Implications | 181 - 186 |

Next Meeting of the Committee:

Tuesday, 5 October 2021 at 6.00 p.m. to be held in the Committee Room One - Town Hall Mulberry Place

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Agenda Item 2

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 dispensation or for an interest to be treated as sensitive.

(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: Janet Fasan, 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 5.30 P.M. ON TUESDAY, 23 FEBRUARY 2021

ONLINE 'VIRTUAL' MEETING - [HTTPS://TOWERHAMLETS.PUBLIC-I.TV/CORE/PORTAL/HOME](https://towerhamlets.public-i.tv/core/portal/home)

Members Present:

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

Apologies:

Councillor Amina Ali

Others Present:

John McLoughlin – (Trade Union - UNISON)

Officers Present:

Runa Basit	(Head of School Governance & Information)
Robert Curtis	(Head of Electoral Services)
Janet Fasan	(Director of Legal)
Amanda Harcus	(Divisional Director of HR)
Matthew Mannion	(Head of Democratic Services, Governance)
Simmi Yesmin	– (Democratic Services Officer, Committees, Governance)

1. DECLARATIONS OF INTERESTS

Councillor Denise Jones declared a personal interest on item 4.1, Local Authority Governor Application, on the basis that one of the applicants, Ms Kathleen Darby was known to her.

2. MINUTES

RESOLVED

That the unrestricted minutes of the General Purposes Committee meeting held on 8 December and 21 December 2020 be agreed.

3. WORK PLAN

The General Purposes Committee Work Plan was discussed, and the following was noted;

Action List

Action Point 2 - A report on Members Enquires Process had been scheduled for General Purposes Committee on 04 May 2021.

23 February 2021 Meeting

The report on Communication Strategy for Elections 2021 is to be removed from the workplan because the Communication Strategy is still in working progress and will be circulated to Members of GPC once it has been approved.

The report on Financial Regulations and Procedure Rules is to be removed from the workplan, as the Interim Corporate Director, Resources, has reviewed the Financial Regulations and Procedures rules and is content they do not require any changes and if there are any minor changes to be made these can be included in the regular constitution update report.

04 May 2021 Meeting

Democratic Services Officer to rearrange the meeting date to a suitable date after the 06 May 2021 Elections.

RESOLVED

That the Work Plan be noted

4. REPORTS FOR CONSIDERATION

The order of business was varied at the meeting, the minutes are set out in the agenda format for ease of reference.

4.1 LA Governor Appointment Report

Runa Basit, Head of School Governance and Information, introduced the regular report on Local Authority School Governor appointments. The report contained one re-appointment and two new proposed appointments. Members noted the information set out in the exempt appendices.

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 Elections Polls Update - Thursday 6 May 2021

Robert Curtis, Head of Elections, introduced the report which set out the administrative progress and preparation being undertaken for the Polls to be held on Thursday 6 May 2021.

Mr Curtis referred to the report and highlighted the following;

- The hierarchy for the Polls remained the same as previously reported at the last Committee meeting.
- There would be three GLA elections and two referendums.
- That the prescribed questions on the ballot paper for the Governance Referendum and the Neighbourhood Planning Referendum had been set and detailed in the report.
- Administrative preparations had started and was moving at a fast pace and all liaison with stakeholders, internally and externally have continued to take place.
- The count venue had been confirmed as the Excel Centre for all Polls.
- The count for the referendums will be held on a separate day to the count for the GLA elections. Currently waiting for confirmation of date, in order to recruit staff.
- All polling places had been booked, of the 75 places booked, 44 places were schools, the legal ability to require schools to provide space continued to be in force.
- Due to the supplier no longer having units available, two portacabin polling places have been reassigned to Mulberry Place and Marriot Hotel. The changes will be subject to additional communications, and signage set up at the old locations redirecting to new locations.
- In conjunction with the NHS, 25,000 people have been sent out postal vote applications, these were people living in the borough who were sent shielding letters from the NHS. However, it was unclear how many of those people were on the electoral register and eligible for postal votes.
- PPE had been ordered for all staff working on the election and will be provided for free.
- That the Council would also be eligible for a £20k in funding that government will be providing for neighbourhood planning referendums which would be claimed by Planning and be offset against the expenses made.
- Communications Team working on a communication strategy which would be in place shortly.

Members welcomed the report and thanked Mr Curtis for the update. Members raised a general concern around the need for extra security at polling stations in order to prevent a repeat of past elections, it was noted that

there would be an additional challenge at this election as social distancing would be in place. Members were also assured that Will Tuckley, Chief Executive and Borough Returning Officer was eager to speak to the Metropolitan Police about security at polling stations and would be looking into this as a priority.

Accordingly, the General Purposes Committee;

RESOLVED

1. The report be noted.

4.3 Localism Act 2011 – Pay Policy Statement 2021/22

Amanda Harcus, Divisional Director of HR, introduced the report explaining that under section 38(1) of the Localism Act 2011, the Full Council is required to adopt a Pay Policy Statement for each financial year. She detailed the proposed 2021/22 Pay Policy statement in Appendix 1 of the report and highlighted that this would be going to Full council on 4th March 2021 and would need to be agreed and adopted by 31 March 2021.

It was noted that the London Living Wage (LLW) was set at £10.85 per hour and the lowest paid staff in the Council were currently paid on spinal column point 1 which equates to £11.95 which was already above the new LLW rate.

Ms Harcus briefly highlighted the changes proposed for the Pay Policy 2021/22 statement in relation to starting salaries, salary progression and other amendments to include other payments for recruitment and retention purposes and market supplements.

It was noted that following the public sector exit payment regulations 2020, which had come into force on 4th November 2020 and introduced a £95k cap on the total value of exit payments, an extensive review of the application of the cap was undertaken. Subsequently, the Government concluded that the cap may have had unintended consequences and the Regulations were revoked on 12 February 2021 and therefore be treated as if the regulation was never applied.

In response to questions the following was noted;

- That Members were pleased to note that LBTH was a London Living Wage employer.
- That any redundancies that took place during the period when the cap was in force would be reviewed and action taken to rectify them if required.
- That the Local Government Pension Scheme (LGPS) (Transitional Provisions, Savings and Amendment) Regulations 2014 amended access to the LGPS for Councillors in England. From 1 April 2014, Councillors in England were unable to join the LGPS. Those Councillor Members in England who were in the Scheme on 31 March 2014 could remain in the Scheme until the end of the term of office they were

serving on 31 March 2014. Councillors in England are not able to re-join the LGPS in any subsequent term of office.

- That a detailed analysis on redundancies, would be brought to the next GP Committee.

Accordingly, the General Purposes Committee;

RESOLVED

1. Agreed to recommend the 2021/2022 Pay Policy Statement for adoption by Full Council on 4th March 2021.
2. The Chief Executive in consultation with the Divisional Director of HR, Chair of GP Committee and Monitoring Officer be delegated to make minor changes to the 2021-22 pay policy statement.
3. The amendments to the Council's Constitution in relation to the terms of reference for the General Purposes Committee be agreed.

4.4 Alternative Models of Employee Appeals Sub-Committee

Amanda Marcus, Divisional Director of HR, introduced the report by explaining that the report was asking Members to change the constitutional arrangements for the Employee Appeals Committee to refer dismissal appeals to an Officer panel as set out in the report.

Ms Marcus highlighted the increasing importance that was needed to be given to performance management and to individual senior officers taking accountability for their actions and in this regard it was being suggested that senior officers should be expected to hear final appeals in all staffing matters and take account of their decision-making and that includes explaining that rationale for either overturning a dismissal or for upholding a dismissal in full. It was noted that the current practise was for elected members to consider appeals for staff dismissals and this was thought to sometimes create a misperception between the role of members and role of officers.

It was noted that there were different practises across the London boroughs and, LBTH was only one of 13 boroughs that continues to have Members involved in dismissal appeals, whereas 20 other boroughs had removed Members from their appeal processes.

Ms Marcus briefly explained alternative models for the appeals process; Senior Management Panels, where a Member is invited to participate in an advisory capacity to oversee and scrutinise and be supported by the management panel; inviting a member of the Trade Union as an observer, however it was noted that Tower Hamlets trade unions had indicated they were not in favour of this option as Trade Union staff may be perceived as being bias towards management if a desired outcome is not reached.

Ms Marcus stated that having consulted with the Trade Unions on these changes, it was reasonable to say that the Trade Unions main concerns were around ensuring things were fair and whether management had followed due process internally. It was believed that the Council operates much more transparently than perhaps the organisation had historically done and was of the view that all staff are treated fairly and consistently, when it comes to managing grievances hearing disciplinaries or managing capability.

At the request of the Chair, Mr John McLoughlin, speaking on behalf of the Joint Trade Unions addressed the Committee and explained that the report recommended a change to the constitution in regards to staff working for the council and this matter was regarded as very important. He then highlighted the following;

- Strongly believed that Councillors had a relatively small but important role in staffing issues, because the role of the Councillors was not just to set policies but also to have some oversight of how those policies work in practice.
- That there been a small number of dismissals appeals that have been referred to Members, a total of 23 in the last 3 years. The vast majority of dismissals are due to redundancy and redeployment which are excluded from the Members appeals process.
- There were concerns over the lack of equalities, as a widespread perception and a concern that where you have managers overseeing decisions over managers there's an inbuilt institutional bias and people feel sometimes that works against certain sections of the workforce and often from experiences, BAME staff are represented in gross misconduct hearings and female staff are disproportionately subject to dismissal under the sickness management process.
- It was the Trade Unions' view that institutional bias is likely to lead to less willingness to overturn management decisions to dismiss.
- That Councillors had an important role in making sure that the Council operates in the way it should operate, notwithstanding the role of the Head of Paid Service who remains in charge of most of the HR procedures.
- He acknowledged the excellent work done by the Chairs and Members over the years, which was highly valued by staff.

Mr McLoughlin concluded by stating that it was a very small number of appeals that come through to Members appeals and even a smaller number that go on to a tribunal. It was acknowledged that the appeals process requires a degree of resources and high level of training, but this was a proportionate level to have in a Council of this size. Mr McLoughlin therefore urged Members to consider retaining the appeals process as it is and if necessary to take it to the Full council for consideration as it proposes a change to the Constitution and matters for staff who work for the Council.

Following a detailed discussion, the following points were noted;

- It was important that the employee appeals process does an effective job and follows a fair process.
- There were concerns that Members of the Employees Appeals Sub Committee are empowered with a very broad capacity to reinstate staff and it is in practise very difficult to stick to the terms of reference of the committee and can often mean that cases are effectively reheard which is outside the remit of the Sub-Committee.
- There has been a lack of adequate and sufficient training given to Members to understand the complexities of Employment Law.
- That Members would like to see a role for Councillors in the appeals process.
- That the 12 other London boroughs who still retain Member appeals panels had mixed processes i.e. some had full Member panels same as LBTH, some had joint panels where Management chair and Councillors are represented and a couple who have proposed Trade Unions being part of the panel as observers.
- Members suggested that officers look at models where there is more than one Councillor on any panel.
- It was noted that legally it was not possible to have a Joint Officer and Member Panel, it could either be an officer led panel or officer led panel with Members in an advisory capacity or Members only panel.
- It was agreed that a future report to the Committee includes a table detailing the alternative models the 12 other London boroughs who continued to have members on the panel are following.
- It was agreed that officers revisit this piece of work and explore options where Councillors can be involved in the appeals process rather than just having an oversight.

Accordingly, the General Purposes Committee;

Resolved

1. Officers to reflect on the comments made and report back to a future Committee meeting with proposals/options for hybrid panels as an alternative model for Employee Appeals Committee.

4.5 Update on Senior Recruitment – February 2021

Amanda Harcus, Divisional Director, Human Resources and Organisational Development, briefly updated the Committee on the recent senior recruitment activity.

The Committee noted:

- That recruitment to the post for the Corporate Director Resources and Governance would commence in April 2021.
- Chief Finance Officer (CFO), - recruitment process was ongoing with Longlisting to take place in February and final interviews to be held in March 2021.

- Director of Customer Services, - recruitment process ongoing with Longlisting to take place in February and final interviews to be held in March 2021.
- Director Education, - recruitment process ongoing with shortlisting in February and final interviews to be held in March 2021.
- That interim arrangements were in place for all the above posts whilst the recruitment process was underway.

Accordingly, the General Purposes Committee;

RESOLVED

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

4.6 Updates to the Council's Constitution

Matthew Mannion, Head of Democratic Services, introduced the report and briefly highlighted the changes detailed in the report including in relation to the Cabinet portfolios and the minor amendments to the Human Resources section. It was noted that the changes brought about by the Senior Leadership Structure would be brought to a later meeting once all positions had been recruited to.

The Committee noted and agreed the changes set out.

Accordingly, the Chair Moved and it was:-

RESOLVED

1. The amendments set out in Appendix 1 of the report be noted and agreed.

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. EXEMPT MINUTES

The exempt minutes of the General Purposes Committee meeting held on 21 December 2020 were agreed as a correct record.

8. RESTRICTED REPORTS FOR CONSIDERATION

8.1 Local Authority Governor Report - Restricted Appendices

The exempt appendices setting out the details of the applicants for the school Governor appointments were noted.

The meeting ended at 7.00 p.m.

Chair, Councillor Helal Uddin
General Purposes Committee

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GENERAL PURPOSES COMMITTEE WORK PLAN and ACTION LIST 2021/22

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Agenda Item 4

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ACTIONS LIST

Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
1.	Feedback and clarity on the processes for raising Members Enquires and efficient ways to get in touch with Tower Hamlets Homes contact centres,	Ruth Dowden , Head of Information Governance	GPC 06/10/20 Item 5.6	Report expected – 24 June 21 meeting GPC – 04 May 2021 – deferred
2.	The Constitution to includes an explicit statement that under the new structure the Monitoring Officer and Chief Finance Officer will have direct access to the CE.	Matthew Mannion , Head of Democratic Services	GPC 21/12/20	Matthew to include this in the Constitution report at the GPC meeting in June 2021.

N.B. once concluded - actions should remain on the list marked 'complete' for the remainder of the municipal year.

GENERAL PURPOSES COMMITTEE WORK PLAN 2021/22

24 JUNE 2021			
REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
1. Terms of Reference Reports	To note the terms of references	Matthew Mannion, Head of Democratic Services	
2. 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	
3. Update on Senior Recruitment	An update on recent senior management recruitment.	Amanda Harcus, Divisional Director, HR & Transformation	
4. Alternative Arrangement to Appeals Sub-Committee	To receive an update on the alternative arrangement to Appeals Sub Committee	Amanda Harcus, Divisional Director, HR & Transformation	
5. Employee Relations Casework Policy Quarterly Update Report	To receive an update on the Employee Relations Casework Policy.	Amanda Harcus, Divisional Director, HR & Transformation	
6. Constitution Update	To review amendments to the Constitution.	Matthew Mannion, Head of Democratic Services	
7. Annual update on the number of redundancies	To receive an annual update on the number of redundancies packages approved over the past year.	Amanda Harcus, Divisional Director, HR & Transformation	
8. Forthcoming Restructures – Staffing Implications	An update on forthcoming restructures.	Amanda Harcus, Divisional Director, HR & Transformation	
9. Renaming the Borough Wards	To receive the results of the consultation on the renaming of the Borough Wards.	Robert Curtis, Head of Elections	Council (July 21)
10. Elections Update 2021	To receive an update on the Elections 2021	Robert Curtis, Head of Elections	
11. Members Enquiry Process	To review the Members Enquiry Process.	Ruth Dowden, Head of Information Governance	

GENERAL PURPOSES COMMITTEE WORK PLAN 2021/22

12. Nominations to LGA General Assembly 2021	To agree the nominations to LGA General Assembly	Matthew Mannion, Head of Democratic Services	
13. Virtual/Hybrid/Physical Meetings	To discuss future meeting options	Matthew Mannion, Head of Democratic Services	

GENERAL PURPOSES COMMITTEE WORK PLAN 2021/22

05 OCTOBER 2021			
REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
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	
2. Update on Senior Recruitment	An update on recent senior management recruitment.	Amanda Harcus, Divisional Director, HR & Transformation	
3. Constitution Review Update	To review any updates or changes to the Constitution	Matthew Mannion, Head of Democratic Services	
4. 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	
5. Forthcoming Restructures – Staffing Implications	An update on forthcoming restructures.	Amanda Harcus, Divisional Director, HR & Transformation	
6. Employee Relations Casework Policy Quarterly Update Report Q1	To receive a quarterly update on the Employee Relations Casework Policy.	Amanda Harcus, Divisional Director, HR & Transformation	
7. London Councils report on bye-laws	A report about applying to London Councils for them to approve use of fixed penalty notices for breaches of bye-laws	Denise Radley, Corporate Director, Health, Adults & Community Services	

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GENERAL PURPOSES COMMITTEE WORK PLAN 2021/22

18 JANUARY 2022			
REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
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	
2. Update on Senior Recruitment	An update on recent senior management recruitment.	Amanda Harcus, Divisional Director, HR & Transformation	
3. Constitution Review Update	To review any updates or changes to the Constitution	Matthew Mannion, Head of Democratic Services	
4. Forthcoming Restructures – Staffing Implications	An update on forthcoming restructures.	Amanda Harcus, Divisional Director, HR & Transformation	
5. Employee Relations Casework Policy Quarterly Update Report Q2	To receive a quarterly update on the Employee Relations Casework Policy.	Amanda Harcus, Divisional Director, HR & Transformation	

GENERAL PURPOSES COMMITTEE WORK PLAN 2021/22

22 MARCH 2022			
REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
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	
2. Update on Senior Recruitment	An update on recent senior management recruitment.	Amanda Harcus, Divisional Director, HR & Transformation	
3. Constitution Review Update	To review any updates or changes to the Constitution	Matthew Mannion, Head of Democratic Services	
4. Forthcoming Restructures – Staffing Implications	An update on forthcoming restructures.	Amanda Harcus, Divisional Director, HR & Transformation	
5. Employee Relations Casework Policy Quarterly Update Report Q3	To receive a quarterly update on the Employee Relations Casework Policy.	Amanda Harcus, Divisional Director, HR & Transformation	

<p>Non-Executive Report of the:</p> <p>General Purposes Committee</p> <p>Thursday, 24 June 2021</p>	
<p>Report of: Head of Democratic Services</p>	<p>Classification: Open</p>
<p>General Purposes Committee, Terms of Reference 2021/22</p>	

<p>Originating Officer(s)</p>	<p>Simmi Yesmin, Democratic Services</p>
<p>Wards affected</p>	<p>(All Wards);</p>

Executive Summary

All Committees of Council receive a terms of reference report annually asking them to consider and note their terms of reference and delegated powers.

Recommendations:

The General Purposes Committee is recommended to:

1. Note its Terms of Reference, Quorum, Membership and Dates of future meetings as set out in Appendices 1, 2 and 3 to this report.

1. REASONS FOR THE DECISIONS

- 1.1 This report is for the information of the Committee and no specific decisions are required.

2. ALTERNATIVE OPTIONS

- 2.1 No alternative practice in respect of this report occurs in the Authority.

3. DETAILS OF THE REPORT

- 3.1 At the Annual Meeting of the Full Council to be held on 19 May 2021, Council re-established the General Purposes Committee and will have delegated to this body, a range of duties and responsibilities in accordance with the Constitution.
- 3.2 Following the Annual Meeting of the Council, the various committees established will note their Terms of Reference, quorum and membership for the forthcoming Municipal Year. These are set out in the appendices to the report.
- 3.3 The Committee's meetings for the remainder of the year, as agreed at the Annual Meeting of the Council, are as set out in the appendices to this report.
- 3.4 In accordance with the agreed calendar, meetings are scheduled to take place at 6.30pm.

4. EQUALITIES IMPLICATIONS

- 4.1 When the calendar of meetings was set up consideration was given to avoiding school holidays and known religious holidays and other important dates where at all possible.

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 There are no specific statutory implications arising from this noting report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

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

(Last year's comment)

7. COMMENTS OF LEGAL SERVICES

7.1 The terms of reference for the General Purposes Committee are as set out in the Council's Constitution agreed by Council.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

- Appendix 1 – Committee Terms of Reference
- Appendix 2 – Membership of the Committee in 2021/22
- Appendix 3 – Dates of scheduled meetings of the Committee in 2021/22

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.

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9. General Purposes Committee

Summary Description: The Committee is responsible for a range of non-executive functions including matters such as; electoral matters, personnel issues and byelaws, that have not been delegated to other Committees.	
Membership: 9 Councillors	
Functions	Delegation of Functions
This Committee is responsible for a range of non-executive functions, including electoral matters, personnel issues and appeals. It also has responsibility for considering and making recommendations to Full Council on the introduction, amendment or revocation of new byelaws and can consider and make non-material changes to the Council's Constitution	-
1. To exercise powers in relation to the holding of elections and the maintenance of the electoral register including: (a) the provision of assistance at European Parliamentary elections; (b) power to make submissions to the Local Government Commission in relation to the boundaries of the borough or ward boundaries; and (c) the appointment of a proper officer for the purposes of giving various notices in relation to elections and referenda (e.g. in relation to the verification number for petitions for a referendum under Local Government Act 2000).	None
2. Appointments of officers, Members or other persons to external bodies on behalf of the Council, where the appointment is not the responsibility of the Mayor	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee appointments in accordance with Section 24 of this Constitution
3. To recommend to Council the introduction, amendment or revocation of byelaws	None
4. Appointment and revocation of local authority school governors	None
5. To make changes to the membership and substitute membership of committees appointed by the Council and their subordinate bodies, consistent with the proportionality rules	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee

	appointments in accordance with Section 24 of this Constitution
6. To consider and make changes to the Council's Constitution upon the recommendation of the Monitoring Officer	
7. To determine major policy on the terms and conditions on which staff hold office within allocated resources	
8. To agree any negotiated settlement, in relation to a senior executive in circumstances which do not amount to a dismissal that may be proposed in accordance with the Council's Pay Policy Statement	
9. To determine the criteria for the appointment of the Head of Paid Service and other statutory and non-statutory chief officers and deputy chief officers and to establish Appointments Sub-Committees to consider such appointments	The Monitoring Officer and the Divisional Director, Human Resources are authorised to appoint members to Appointment Sub-Committees in line with the Governance Directorate Scheme of Delegation in Part D of the Constitution
10. To make recommendations to Full Council on the appointment of the Head of Paid Service	
11. To establish a Sub-Committee to consider any proposal to discipline and/or dismiss the Head of the Paid Service, the Monitoring Officer or the Chief Financial Officer in accordance with the Officer Employment Procedure Rules set out in Part 4 of this Constitution and to appoint a minimum of two (2) 'Independent Persons' to such Sub-Committee	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee/ Panel appointments in accordance with Section 24 of this Constitution.
12. To consider and determine any appeal in respect of any function for which the Council is responsible (except where statutory arrangements exist or where the appeal function is delegated elsewhere in the Constitution) including: (a) Education awards appeals; (b) Appeals by governing bodies; (c) Appeals by employees under human resources procedures requiring a Member level decision; and	

<p>13. Appeals in respect of refusals to register premises under the Marriage Act 1994 or the attachment of any condition to an approval</p>	
<p>14. To establish Employee Appeals Sub-Committees and other Appeals Sub-Committees as appropriate to be convened by the Corporate Director, Law, Probity and Governance for determination of the above appeals referred to in paragraph 12 above. Such Sub-Committees to comprise a maximum of five (5) Members of the Council with a quorum of three (3) and as far as possible to reflect ethnicity and gender balance</p>	<p>The Monitoring Officer is authorised to make or amend Committee/ Sub-committee appointments in accordance with Section 24 of this Constitution.</p> <p>The Divisional Director of Human Resources is authorised to appoint Members to Employee Appeals Sub-Committees in line with the Governance Directorate Scheme of Delegation as set out in Part D of the Constitution</p>
<p>15. Any other functions which under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, may not be the responsibility of the Executive and which are not delegated elsewhere under this Constitution</p> <ul style="list-style-type: none"> • 	<p>None</p>
<p>16. In cases of emergency or extreme urgency any non-executive function delegated under this Constitution whether or not reserved to the Council and where the Chief Executive does not consider it appropriate to exercise his/ her power in relation to such decisions under Part B Section 24 of this Constitution</p>	<p>None</p>
<p>Quorum: 3 Members of the Committee</p>	

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5. Appointments Sub-Committee

Summary Description: Ad-hoc Sub-Committee of the General Purposes Committee which meets to determine senior officer appointments.	
Membership: Membership will be selected afresh for each appointment process and will consist of (i) Four Members selected by the Leader of the Labour Group, at least one of whom must be the Mayor or member of the Executive and (ii) One Member selected by the Leader of the Conservative Group.	
Functions	Delegation of Functions
<ol style="list-style-type: none"> 1. To determine Chief Officer and Deputy Chief Officer appointments. <ul style="list-style-type: none"> • 	None
Quorum: Any three Members of the Sub-Committee	

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8. Employee Appeals Sub-Committee

Summary Description: An Ad-hoc Sub-Committee of the General Purposes Committee which meets to determine appeals by employees under human resources procedures requiring a member level decision such as appeals against dismissal.

Membership: A panel of three members will be appointed on an ad-hoc basis for each employee appeal from a pool of all Members and Substitutes of the General Purposes Committee.

Functions	Delegation of Functions
<ol style="list-style-type: none"> 1. To determine appeals by employees requiring a Member level decision. <ul style="list-style-type: none"> • 	None

Quorum: Any three Members of the Sub-Committee

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GENERAL PURPOSES COMMITTEE (Nine members of the Council)		
<i>Labour Group (8)</i>	<i>Conservative Group (1)</i>	<i>Ungrouped (0)</i>
Cllr Amina Ali Cllr Asma Islam Cllr Danny Hassell Cllr Denise Jones Cllr Helal Uddin Cllr Motin uz-Zaman Cllr Tarik Khan Cllr Zenith Rahman Substitutes:- Cllr Rajib Ahmed Cllr Faroque Ahmed Cllr Val Whitehead	Cllr Peter Golds Substitutes:- Cllr Andrew Wood	N/A

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GENERAL PURPOSES COMMITTEE

SCHEDULE OF MEETINGS 2021/22

1. 24 June 2021
2. 05 October 2021
3. 18 January 2022
4. 22 March 2022

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<p>Non-Executive Report of the:</p> <p>General Purposes Committee</p> <p>Thursday, 24 June 2021</p>	
<p>Report of: Matthew Mannion, Head of Democratic Services</p>	<p>Classification: Unrestricted</p>
<p>Establishment of (Employee) Appeals Sub-Committee</p>	

Originating Officer(s)	Simmi Yesmin, Democratic Services
Wards affected	(All Wards);

Executive Summary

The terms of reference of the General Purposes Committee include the determination of employees' appeals against dismissal. Appeals Sub-Committees are established as required to consider these appeals.

This report recommends the establishment of the Appeals Sub-Committee for the current municipal year 2021/22.

Recommendations:

The General Purposes Committee is recommended to:

1. To establish the Employee Appeals Sub Committee for the municipal year 2021/22 with the attached terms of reference (Appendix 1) and hearing structure (Appendix 2).

1. REASONS FOR THE DECISIONS

- 1.1 The Constitution requires that employee appeals against dismissal be determined at Member level.

2. ALTERNATIVE OPTIONS

- 2.1 There are no alternative options, if the Sub-Committees are not set up then the Council will not be able to discharge this function.

3. DETAILS OF THE REPORT

- 3.1 The Council's Constitution (Part B - Responsibility for Functions), makes provision for the General Purposes Committee to consider and determine appeals by employees under human resources procedures requiring a Member level decision and to establish Employee Appeals Sub-Committees to determine such appeals. The Corporate Director, Governance is authorised to convene meetings of the Sub-Committees.

- 3.2 For appeals by employees under human resources procedures that require a Member-level decision, the Employee Appeals Sub-Committee comprises of an ad hoc panel for each appeal dependent on availability. This panel will include in each case a Chair and two other Councillors drawn from the Committee Members and their appointed substitutes. Once appointed for a particular appeal, the membership of the Sub-Committee must remain the same throughout all stages of that appeal.

- 3.3 Members can only sit on an Appeals Sub-Committee if they have received annual training at this Council on policies and procedures relevant to the consideration and determination of the appeal which the sub – committee is charged.

- 3.3 The terms of reference and membership arrangements for the Employee Appeals Sub-Committee are attached at Appendix A. Also attached is the Appeals hearing structure (Appendix B).

- 3.4 Meetings are scheduled to take place at 6.30pm in accordance with the programme of meetings for principal meetings.

- 3.5 A separate paper will be brought to the Committee setting out options for introducing a new process for future Employee Appeals Sub Committees for the Committees consideration, this will include responsibilities set to the Chief Executive in his capacity as Head of the Paid Service to form an Officer Panel to consider dismissal appeals.

- 3.6 The paper proposes an option for a model that enables members to participate in dismissal appeals in an advisory capacity only and to provide an independent overview and scrutiny of the decision-making processes. The

proposal supports in building the foundation of an improved culture for our organisation and to strengthen the requirement for stronger performance management and accountability across the Council. Further details of the proposals will be set out in the report for Alternative models for Employee Appeals Sub Committees.

4. EQUALITIES IMPLICATIONS

- 4.1 It is essential that in relation to appeals by employees under the authority's human resources procedures that best practice is adhered to in terms of equalities. As far as possible panels are appointed that are representative of gender and ethnic diversity; and Members must be fully equipped and trained to ensure that all relevant issues are given proper consideration.

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 Agreeing appropriate procedures for the appointment of senior officers is important in ensuring the Council recruits the best leadership team available to support the Best Value obligations.
- 5.3 There are no direct implications on sustainable action for a greener environment.
- 5.4 The proposals seek to minimise the risk to the authority both of any possible safeguarding failure in relation to children or vulnerable adults; and of adverse Employment Tribunal findings should the process for employee appeals not be sufficiently robust.
- 5.5 There are no direct implications on crime and disorder reduction.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 There are no direct financial implications arising from this report. The costs of administering the Employee Appeals Sub-Committee and related training requirements will continue to be contained within existing budgets.

7. COMMENTS OF LEGAL SERVICES

7.1 As the Sub-Committee acts in a quasi-judicial capacity it is imperative that all its proceedings are conducted strictly in accordance with the provisions of the law and the Council's Constitution in order to obviate any procedural challenge in the courts.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

- Appendix 1 – Terms of Reference
- Appendix 2 – Hearing Structure

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

List of "Background Papers" used in the preparation of this report

- NONE.

EMPLOYEE APPEALS SUB-COMMITTEE

Terms of reference:

1. That the General Purposes Committee establish an Employee Appeals Sub-Committee with the following terms of reference:-
 - To consider and determine appeals by employees under human resources procedures requiring a member level decision.

Membership:

2. That the membership of the Employee Appeals Sub-Committee comprise:-
 - 2.1 A panel of **three members** to be appointed by the Corporate Director, Governance on an ad hoc basis for each employee appeal from a pool of all Members and Substitutes of the General Purposes Committee.
 - 2.2 The first item of business at each Employee Appeals Sub-Committee shall be to appoint, from amongst the Sub-Committee Members, a Chair for the appeal hearing.
 - 2.3 The quorum for the Employee Appeals Sub-Committee shall be three Members.
 - 2.4 Members may serve on an Employee Appeals Sub-Committee panel only after they have received annual training at this Council on policies and procedures relevant to the consideration and determination of the appeal with which the Sub-Committee is charged.
 - 2.5 In the case of an appeal which gives rise to any issues relating to safeguarding of adults or children, no Member may sit on the Employee Appeals Sub-Committee to consider that appeal unless they have previously received training in safeguarding matters to the satisfaction of the Corporate Director, Governance and the Corporate Director, Children's or the Corporate Director, Health, Adults and Community as appropriate.
 - 2.6 The Corporate Director, Governance shall be authorised to convene meetings of the Employee Appeals Sub-Committee, established by the Appeals Committee, to discharge functions on its behalf, subject to the criteria set out in paragraphs 2.1 to 2.5 above.

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APPEAL HEARING STRUCTURE

1. **Introduction of parties and explanation of structure.**
 - In attendance:
 - Members hearing the Appeal
 - Human Resources Adviser
 - Legal adviser to the Panel
 - Committee Clerk or other note taker
 - Manager presenting case.
 - Appellant
 - Appellant's Representative (only one representative will be allowed to attend the hearing and this may be a Trade Union Representative or a work colleague.
2. **APPELLANT'S CASE** will be put first using supportive evidence, documentation and witnesses.
3. **MEMBERS HEARING THE APPEAL** will ask any points regarding the Appellant's case, including questions to witnesses.
4. **THE MANAGER PRESENTING THE CASE may ask** points of clarification only of Appellant or witnesses. If either side does not wish to check any points with the witnesses, they may leave the hearing at this stage.
5. **THE MANAGER** will then present his / her case, explaining why the original decision was considered appropriate.
6. **MEMBERS HEARING THE APPEAL MAY ASK** questions of the Manager and his / her witnesses.
7. **THE APPELLANT** (or his / her representative) **may ask** points of clarification only from the Manager or his / her witnesses.
8. **APPELLANT'S CONCLUDING REMARKS** (if any)
9. **MANAGER'S CONCLUDING REMARKS** (if any)
10. **AFTER AN ADJOURNMENT** if the Members are able to come to a decision within a reasonable timescale the Chair of the Sub Committee hearing the Appeal will give the decision. If the decision is likely to take some time the parties will be offered the option of being notified of the decision the following working day by the Human Resources Adviser. The decision will be confirmed in writing to the Appellant.

APPEALS UNDER THE DISCIPLINARY PROCEDURE

1. The function of the Appeal is to consider the evidence in the light of the submissions made by the Appellant, together with the Council's response and to decide upon the fairness and reasonableness of the decision. It is not a rehearing. It is a review process.
2. In reaching a decision, the Panel of Members should consider the following: -
 - (i) Has any new evidence been presented which was not heard by the Chair of the original Panel? New evidence will only be considered if it was not available to the deciding officer and is relevant to the matter.
 - (ii) Was the decision procedurally correct.
3. If the Appeal grounds are on procedural irregularities, the Panel must decide whether there were any such irregularities and, if so, whether these prejudiced the disciplinary decision to such an extent that a fair hearing was not possible.
4. Appeals against disciplinary action will only be considered on one or more of the following reasons:
 1. The PROCEDURE, - the grounds of appeal should detail how procedural irregularities prejudiced the disciplinary decision.
 2. The FACTS, - Failure to take account of material evidence.
 3. The DECISION, The decision did not justify the level of disciplinary sanction imposed. The Panel will decide if the decision was a decision a reasonable employer could reasonable make.

APPEALS UNDER THE SICKNESS PROCEDURE

APPEALS AGAINST DISMISSAL UNDER THE SICKNESS PROCEDURE:

THE STRUCTURE OF THE HEARING FOLLOWS THE DISCIPLINARY CODE.

THE GROUNDS FOR APPEAL ARE: -

1. That the medical opinion was wrong
2. That redeployment was a viable option
3. That having regard to operational requirements, financial constraints and personal circumstances, it would have been reasonable to allow a longer period to recover before a final decision was made.
4. That there were procedural irregularities by the Council in the operation of the scheme, and these irregularities prejudiced the case to such an extent that a fair hearing was not possible.

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Non-Executive Report of the: General Purposes Committee Thursday, 24 June 2021	 TOWER HAMLETS
Report of: Matthew Mannion, Head of Democratic Services	Classification: Open
Establishment of Appointments Sub-Committee	

Originating Officer(s)	Simmi Yesmin, Democratic Services
Wards affected	(All Wards);

Executive Summary

The terms of reference of the General Purposes Committee include the determination of criteria for the Appointments Sub-Committees established from time to time to consider the appointment of statutory and non-statutory Chief Officers and Deputy Chief Officers.

This report recommends the establishment of the Appointments Sub-Committee for the current municipal year and the process for Chief Officer/Deputy CO appointments and proposes criteria for membership of the Sub-Committee in accordance with the Constitution and agreed procedures.

Recommendations:

The General Purposes Committee is recommended to:

1. Agree the terms of reference for Appointments Sub-Committees for the remainder of the municipal year 2021/22 as set out at paragraph 4.1 below;
2. That the arrangements for nominating Councillors to serve on an Appointments Sub-Committee be agreed as set out at paragraph 4.2 below and the Divisional Director, HR (or their respective nominee) be authorised to agree the dates of Appointments Sub-Committee meetings and the membership of the Sub-Committee for each appointment that is required in accordance with nominations from the Opposition Group Leader and the Mayor; and
3. That the Committee note the process for appointment to Chief Officer and Deputy Chief Officer posts as set out at paragraph 5 below.

1. REASONS FOR THE DECISIONS

- 1.1 The Constitution requires that the General Purposes Committee sets up Appointment Sub-Committees to determine senior officer appointments.

2. ALTERNATIVE OPTIONS

- 2.1 There are no alternative options, if the Appointment Sub-Committees are not set up then the Council will not be able to proceed with appointments to senior officer posts.

3. DETAILS OF THE REPORT

- 3.1 Under the Officer Employment Procedure Rules at Part C of the Council's Constitution, the Appointments Sub-Committee will be established on criteria approved by the General Purposes Committee comprising relevant Councillors to make appointments to Chief Officer and Deputy Chief Officer posts.
- 3.2 The criteria and an appointment process designed to meet the requirements of the Constitution, to be clear and transparent for Councillors and officers, and to follow recruitment best practice resulting in a successful and fair appointments process have previously been agreed.
- 3.3 This report sets out the process for Chief Officers and Deputy Chief Officers. The process for the appointment of a Chief Executive is agreed separately.

4. APPOINTMENTS SUB-COMMITTEE

Terms of reference

- 4.1 It is proposed that in accordance with the Council's Constitution, the Committee establish an Appointments Sub-Committee with the following terms of reference:- "To make appointments to Chief Officer and Deputy Chief Officer posts in accordance with the Council's Constitution and the agreed Recruitment and Selection Procedures."

Membership

- 4.2 In accordance with the proportionality rules for all Council Committees, it is proposed that the following arrangements, should apply;
- a) For a **Chief Officer** (Corporate Director level) and **Deputy Chief Officer** (Divisional Director level) appointment, the Appointments Sub-Committee shall comprise of **five Councillors** as follows:-

- Four Members nominated by the Leader of the Labour Group, at least one of whom must either be the Mayor or a member of the Executive; and
 - One Councillor nominated by the Leader of the Opposition Group.
- b) The Divisional Director, HR (or their respective nominee) to liaise with the Mayor and Group Leaders to receive their nominations, in accordance with the above allocation of places, and to agree the date of the first Sub Committee in each Chief Officer/ Deputy CO appointment cycle.
- c) The Mayor and political groups are expected to assist in achieving a Sub-Committee whose overall composition is diverse in terms of gender and ethnicity wherever possible. In the event that the initial nominations do not produce such a Sub-Committee, the Divisional Director Legal or the Head of Governance and Democratic Services (or their respective nominee) after consultation with the Divisional Director HR & Transformation will discuss with the respective group leaders and the Mayor options for amending one or more of those nominations as necessary to achieve sufficient diversity.
- d) Members can only sit on an Appointments Sub-Committee if they have received training at this Council on recruitment and selection.
- e) The quorum for the Appointments Sub-Committee shall be at least three members.

5. PROCESS FOR APPOINTMENT OF CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS

- 5.1 The rules governing the appointment of Chief Officers/Deputy Chief Officers are set out in the Council's Officer Employment Procedure Rules (Part 4.9 of the Constitution), which are in turn substantially derived from statutory provisions (primarily the Local Authorities (Standing Orders) (England) Regulations 2001). In practical terms the following is an outline of the process. This may be abbreviated or some elements of the process may not be required in the case of an internal-only recruitment or interim appointment.

Advertisement and longlisting

- 5.2 The Council may use recruitment consultants to assist with senior appointments. The Divisional Director HR & Transformation will work with the recruitment consultants and the Head of Paid Service or the relevant Corporate Director to establish a timeline for the recruitment process and agree any advertisements in accordance with Council policy.
- 5.3 Following advertisement, the Divisional Director HR & Transformation, the recruitment consultants and the Head of Paid Service or relevant Corporate Director will agree a long-list of candidates and details of the process to follow

this may include information visits, the use of assessment tools such as in-tray and other testing. Long-listed candidates will then undergo an assessment process.

Shortlisting and interviews

- 5.4 If necessary, the Appointments Sub-Committee may then meet to consider the results of the long-list process and the recruitment consultants' and officers' recommendations; and agree a shortlist of candidates for interview.
- 5.5 The Appointments Sub-Committee will then meet again to interview the shortlisted candidates. The officers will table suggestions for questions at the start of the meeting. References for candidates will be available for consideration but will only be considered once the ASC has decided who to appoint.

Appointment

- 5.6 If the Appointments Sub-Committee agrees on a candidate suitable for the post of Chief Officer/Deputy Chief Officer, it must inform the Mayor and each member of the Executive of its 'provisional intention to make an offer' to the preferred candidate. The Mayor and Executive members then have a two day period in which they may notify any objection to the making of the appointment. If no such objection is received within that period, a firm offer will be made. Should an objection be received the Appointments Sub-Committee would be required to reconvene to consider any objection and make a determination.

Note: Sub-Committee membership throughout the appointment process must remain the same

- 5.7 The Committee has previously agreed that the membership of the ASC must remain the same throughout the process for an appointment and there can be no substitutions once the process has commenced for a particular appointment. A member of the ASC who ceases his/her participation after the Sub-Committee has started to meet may not be replaced. Rather the Sub-Committee would continue with a reduced number of members, subject to remaining quorate. Equally, a member of the ASC who does not participate in a stage of the process (e.g. shortlisting) may not then take part in a subsequent stage (e.g. interviews).
- 5.8 These provisions represent good recruitment practice. However, there may be occasions when their strict application could work against other aspects of best practice - for example by reducing the diversity of the Sub-Committee in terms of gender or ethnicity. In such exceptional circumstances the Divisional Director HR & Transformation may waive the requirement at 5.7 above in order to ensure a sufficiently diverse membership of the Sub-Committee, provided that consistency is maintained within each distinct stage of the appointment process.

6. EQUALITIES IMPLICATIONS

- 6.1 The recruitment process will follow equalities best practice to ensure a diverse range of potential candidates. Members of the Appointments Sub-Committee will be trained on appointments and on equalities practices.

7. OTHER STATUTORY IMPLICATIONS

- 7.1 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.

- 7.2 Agreeing appropriate procedures for the appointment of senior officers is important in ensuring the Council recruits the best leadership team available to support the Best Value obligations.

- 7.3 There are no direct implications on sustainable action for a greener environment.

- 7.4 There is a risk that the Council will not be successful in securing the best staff and its reputation will suffer if the recruitment and selection process for senior staff does not operate smoothly and effectively. The recommendations detailed above will ensure the Council complies with the statutory requirements for the appointment of Chief Officers and Deputy Chief Officers.

- 7.5 There are no direct implications on crime and disorder reduction.

8. COMMENTS OF THE CHIEF FINANCE OFFICER

- 8.1 The costs of senior officer recruitment and the associated administering of the Appointments Sub-Committee will be contained within existing budget allocations for Human Resources and Workforce Development and related functions.

9. COMMENTS OF LEGAL SERVICES

- 9.1 Under the Council's Constitution it is for the General Purposes Committee to determine criteria for the appointment of statutory and non-statutory Chief

Officers and Deputy Chief Officers and to establish Appointments Sub-Committees from time to time to consider such appointments.

- 9.2 The Local Authorities (Standing Orders) (England) Regulations 2001 require that an Appointments Sub-Committee include at least one member of the Executive. The regulations also set out a statutory 'objection' procedure under which an appointment may only be confirmed if there is no well-founded objection to the proposed appointment by the Mayor or a member of the Executive.
- 9.3 When considering the criteria for Appointments Sub Committees, 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 public sector equality duty). There is information in section 6 above relevant to these considerations.

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

- NONE.

Non-Executive Report of the: General Purposes Committee 24 th June 2021	
Report of James Thomas, Corporate Director (Children's Services)	Classification: [Unrestricted]
Local Authority Governor Application	

Originating Officer(s)	Runa Basit
Wards affected	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 8 schools are attached as Appendices to this report in the restricted area of the agenda.

3.2 APPLICATIONS

Re-appointments

- a) The Headteacher of Kobi Nazrul is in support of the appointment of Avril Newman. Avril Newman's application is enclosed at **Appendix 1**.
- b) The Chair and Headteacher of Beatrice Tate School are in support of the appointment of Isobel Cattermole. Isobel Cattermole's application is enclosed at **Appendix 2**.
- c) The Chair and Headteacher of Chisenhale are in support of the appointment of Jennifer Lowe. Jennifer Lowe's application is enclosed in **Appendix 3**.
- d) The Headteacher of Globe is in support of the appointment of John Edwards. John Edwards' application is enclosed in **Appendix 4**.
- e) The Chair and Headteacher of Ben Johnson are in support of the appointment of Rich Clensy. Rich Clensy's application is enclosed in **Appendix 5**.
- f) The Chair and Headteacher of Canon Barnet are in support of the appointment of Rose Johnson. Rose Johnson's application is enclosed in **Appendix 6**.

New Appointments

- g) The Chair and Headteacher of are in support of the appointment of Mark Butcher as the LA governor on the Temporary Governing Body of Cubitt Town Schools. Mark Butcher's application is enclosed at **Appendix 7**.
- h) The Chair and Headteacher are in support of the appointment of Ros Cofe. Rose Cofe's application is enclosed in **Appendix 8**.

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 – 8 [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:

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Agenda Item 5.5

<p>Non-Executive Report of the:</p> <p>General Purposes Committee</p>	 <p>TOWER HAMLETS</p>
<p>Report of Janet Fasan, Divisional Director Legal Services and Interim Monitoring Officer.</p>	<p>Classification: [Unrestricted]</p>
<p>Elections/Polls update – Thursday 6 May 2021</p>	

<p>Originating Officer(s)</p>	<p>Robert Curtis, Head of Electoral Services</p>
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Summary

This information report summarises observations following the polls undertaken on Thursday 6th May 2021 namely the Greater London Authority (GLA) elections, the Borough Governance Referendum and the Neighbourhood Planning Referendum held on Thursday 6 May 2021

Recommendations:

This report is an information item with no recommendations for the committee.

1. **REASONS FOR THE DECISIONS**

1.1. This report is an information item

2. **ALTERNATIVE OPTIONS**

2.1 None.

3. **DETAILS OF REPORT**

3.1 This report updates GPC following the delivery of the Greater London Authority (GLA) elections, the Borough Governance Referendum and the Isle of Dogs Neighbourhood Planning Referendum held on Thursday 6 May 2021

3.2 There were three different 'contests' for the GLA with three different ballot papers for voters with three different counting methods as detailed in the report to GPC on 8 December 2020.

These were for:

- the Mayor of London (Supplementary Vote System)
- the 14 Members of the London Assembly that represent London's 14 Constituencies (First past the post)
- the 11 London Wide Assembly Members that represent the whole of London (The modified d'Hondt formula – proportional representation)

3.3 The two referendums were based on specific questions prescribed in the legislation. These polls were run on a local government franchise, a first past the post count with no specified minimum turnout.

3.4 The GLA elections were in the main managed by the Greater London Returning Officer (GLRO) working closely with all 33 London Authorities to ensure consistency of approach with risk assessments and project planning reflecting the considerable work undertaken prior to the suspension of the polls in 2020, through to May 2021.

3.5 Tower Hamlets was also part of the City & East Constituency, with Newham the lead authority and a Memorandum of Understanding was agreed for the CEO in his capacity as the Borough Returning Officer to work with Newham for the GLA elections, this ensuring from the very outset a consistency of approach. This collaborative approach was also extremely important with Newham also holding a Governance referendum on the same polling day.

3.5 The two Tower Hamlets Referendums were the personal responsibility of the CEO in an independent statutory role as Counting Officer and these polls were subject to similar statutory timetables, risk assessment and project planning.

4. **Acknowledgement**

- 4.1 The objectives of the polls was to ensure that the electorate were able to exercise their right to vote, be that through absent voting or through attendance at a polling place securely and effectively and ultimately, with precautionary measures having to be in place because of Covid, safely.
- 4.2 This was undoubtedly a uniquely challenging and significant exercise for all involved and, whilst lessons can always be learnt after every poll, the consensus appears to be one of successful polls having been delivered, this endorsed immediately after polling day by the Minister Cloe Smith in a letter to all Returning Officers who praised everyone involved in “successfully delivering an effective set of elections under the most challenging of circumstances”
- 4.3 The letter received from the Minister is attached at Appendix A
- 4.4 This acknowledgement is a credit to all the staff who embraced the unique challenges here in Tower Hamlets.

5 **Administration**

- 5.1 The administration of all polls in Tower Hamlets commence with an Elections Project Board, chaired by the CEO Will Tuckley in his independent statutory roles e.g. Borough Returning Officer for the GLA and Counting Officer for the Referendums, and was convened for the first time, after the initial postponement, on 18 December 2020 and met regularly as polling day approached. The project board was made up of representatives from the Electoral Services Team, the Police, Legal, the Electoral Commission, IT, Facilities, Comms and Corporate Health and Safety.
- 5.2 The meetings were formally minuted, action points assessed, and feedback received from each organisation and/or department.
- 5.3 Following the decision by Government to postpone all polls until 2021 this allowed for a longer lead in time for the May 2021 polls but the addition of the two Referendums, particularly the Borough Wide Governance Referendum, confirmed on Wednesday 18 November 2020, added considerably to the overall administration.
- 5.4 It is acknowledged everyone charged with delivering the polls were faced with a significant logistical exercise dominated by the precautionary measures that had to be implemented because of the Covid pandemic. Unfortunately, due the ever changing circumstances, with infections rates variable across London, this inevitably led to delays in definitive decisions at critical times and pushed preparations closer to polling day than would ordinarily be expected.
- 5.5 Following the decision to hold the Referendums on the same date as the GLA elections it was identified from the very outset that there were differences in the legislation, which did not mirror the familiar election practices that campaigners were used to, and this would be difficult to manage. Examples of this were the provision of electoral registers to campaign groups is not permitted, there is no requirement to submit election expenses plus many other examples and this led to a degree of frustration from campaigners and added to the overall workloads.
- 5.6 Given the identified differences between the elections and Referendums rules, Referendums guidance documents were prepared and distributed highlighting where the rules were different, and a suite of forms compiled to enable campaigners to appoint appropriate agents and the merits of registering with the Counting Officer explained.

- 5.7 Campaigners at Referendums do not have to register with the Electoral Commission, as a political party would at a normal election, and did not have to register with the Counting Officer unless they did so voluntarily and this meant in the initial stages that no briefing or advice could be provided to specific individuals to explain what the stages of the polls were and the methodology that would be adopted. However, for the Governance referendum two campaign groups did eventually register namely the Yes for Mayor and Leading Together with named contacts provided to enable communications to be provided throughout the formal timetable. No formal groups were registered for the Neighbourhood Planning Referendum.
- 5.8 The differences identified in the legislation and process have been passed to the Electoral Commission, who actually do not advise on Governance Referendums but where combined polls take place this would directly affect the advice given, and the Ministry of Housing Communities and Local Government (MHCLG) who are responsible for the Referendums legislation and guidance.
- 5.9 The staffing for postal vote opening, polling day and the counts proved extremely difficult with increasing reticence to participate, particularly on polling day itself. Efforts were made to highlight the precautionary measures put in place and assurances given, but this reticence proved to be a major issue with over 100 staff dropping out the week leading up to polling day, 28 staff dropping out the day before polling day and several in the early hours of polling day itself. This was not unexpected with this risk highlighted in a survey undertaken by the GLA across London in 2020. The survey identified the possibility that if infection rates were to remain high as many as 40-50% of staff may not be available. It was fortunate that the infection rates by the end of April had started to decline but the numbers who dropped out so close to and on polling day was disappointing. That said, those who were approached at the last minute coped admirably but this presented its own challenges of appropriate training and relying on experienced staff to chaperone those appointed at the last minute with many having not worked in a polling place before.
- 5.10 The preparation of PPE equipment and stationery for polling places proved to be a considerable task with advice provided by the corporate health and safety team with direct liaison with Public Health for England. Every polling place was provided with an agreed set amount of PPE this delivered with the polling station equipment and the additional stationery/equipment required to be displayed and set up as instructed by the GLA. This coupled with the unusual shape of the GLA box and suggested generic polling station set up for all polling stations added to the demands.
- 5.11 The main tranche of polling cards were dispatched relatively early once the official elections timetable commenced, with each poll sent separately. Those electors approved up to the registration deadline on Monday 19th April 2021 were sent cards as soon as practicable after that date. The layout and content of polling cards is defined in legislation so could not be combined; no polling cards had to be reprinted due to late changes to locations.
- 5.12 With the benefit of hindsight, it may have been more informative for the electorate if the cards had been coloured differently and this will be considered for future polls.
- 5.13 Postal vote packs were dispatched in three tranches with the main data sets sent to the printers relating to the Referendum on the 3rd, 13th and 21st April 2021 and the GLA, because of candidates and withdrawal dates sent to the printers on the 13th, 19th and 21st April 2021.
- 5.14 Ordinarily all the postal vote data is sent to the printers after the deadline for new applications and changes to existing postal votes which for these polls was 20th April 2021. This date, based on a statutory deadline of polling day minus 11 days, is extremely tight particularly if packs have to be sent abroad but is set in stone but we endeavour to get the packs released as is soon as is reasonably practicable.

- 5.15 Consequently, the first two tranches were dispatched before the deadline date with an additional task of all amendments and deletions/cancellations extracted before dispatch. This was a change to usual practices because the team could not attend the printers to do this so was completed in the office where the changes were checked, deletions checked, and authorisation then given to the printers to dispatch. All postal packs were sent 1st class with a 1st class return envelope provided.
- 5.16 Three separate packs were sent out. The first dispatch was the two Referendums which could be prepared early because there were no candidates and no deadlines affecting the content. The second was the more substantial GLA pack containing the three ballot papers which had to be approved by the GLRO and CO. Once approved the packs could be prepared. None of the GLA packs could be prepared prior to the deadline for the withdrawal of candidature at 4pm Tuesday 30 March 2021, this then subject to proofs being prepared and the generic packs signed off. This takes approximately 4-5 working days to complete after each submission of data to the printers.
- 5.17 The second and third tranches of packs were sent out as soon as practicable and were subject to the same timetable restrictions, data extraction, proof checking and then approval.
- 5.18 Approximately 10 emails and the same number of telephone calls were received that the GLA packs from the third tranche were not received until very late. A number of these also confirmed that the packs had been subsequently received.
- 5.19 In addition, the requirement to come into the Town Hall with photographic evidence was not welcomed by those affected who sited the Covid precautions and asked to have the packs posted to them again. This was not possible because the legislation was not changed by Government and therefore this would have been contrary to the election rules.

6 **Communications**

- 6.1 It was clear from the very outset that the communication of the polls to the electorate was going to be vitally important but had to be carefully managed particularly engaging the electorate to attend the polling places and/or apply for an absent vote. Research at polls already having been held internationally and by elections in Scotland had pointed towards the distinct possibility of a heightened reticence of the electorate to attend polling places because of the Covid pandemic.
- 6.2 Actively promoting postal voting was not considered an appropriate approach given the Counting Officers impartiality and preferencing one form of voting over another was not considered appropriate. Consequently, a choice of alternatives was communicated namely postal voting, voting by proxy, or attending the polling station in person, this mirroring the neutral approach also adopted by the Electoral Commission.
- 6.3 An exception to 6.2 was to send a postal vote application to 26,000 residents registered as shielding with the NHS.
- 6.4 The provision of 5 ballot papers in some polling stations was difficult for the electorate but also for staff issuing the ballot papers and then monitoring the papers being placed into the correct boxes. Consequently, information to the electorate had to be clear and concise but also had to be informative without showing any preference for either of the referendum questions which may have resulted in allegations of influence in preference to one question over another. This was particularly important because the questions are prescribed and explanations of the choices available could be open to interpretation.
- 6.5 From the publication of the Notices of Election and Notices of Referendum the council was also under an obligation to observe the rules of purdah and this was strictly observed with a detailed document produced and distributed by the Monitoring Officer and the Head of

External Communications to explain what the requirements and restrictions were during the official timetable.

- 6.6 All communications to the electorate were undertaken in partnership with the GLA and the Electoral Commission to ensure consistency of approach but for the Referendums, with no candidates, this was restricted to a very matter of fact explanation, for the reasons detailed in 5.2, namely that to attempt to explain in detail the merits of the governance arrangements choices was not considered appropriate and therefore avoided.
- 6.7 A list of the Communications undertaken is attached at Appendix B
- 6.8 In addition to the steps taken, an email was sent directly to 135,587 electors in March 2021 explaining the Covid precautionary steps being put in place to try and reassure the electorate that voting in a polling station was as safe as could be reasonable expected. The emails were sent via the Governments secure NOTIFY system and had web links to the council's web page where the information relating to all the polls was detailed.
- 6.9 8,148 individual information emails were also sent to new residents on how to apply to register to vote these emailed directly from the electoral services software during the timetable.
- 6.10 36,925 enquiry and confirmation letters were also sent to the electorate from March 2021 to April 2021 following applications received to register, applications for absent votes or office enquiries to address incomplete applications
- 6.11 These statistics and those detailed in Appendix C represent the significant and unprecedented amount of work that had to be undertaken.

7 Facilities

- 7.1 The delivery and collection of equipment was undertaken by the TH facilities team, this brought in house after the 2018 local elections.
- 7.2 The Covid precautionary measures required to be in place made this a significant task with 75 different locations having to be satisfied that what was being proposed and delivered met exacting standards and that our facilities team were well versed in the precautionary measures, this particularly pertinent in the schools being used.
- 7.3 There was also significantly more equipment to prepare and deliver with two deliveries having to be made at every location instead of the usual one with separate PPE boxes prepared, polling screens and GLA stationery also having to be delivered. This proved to be substantial and more equipment and stationery was prepared and delivered than any other polls previously held.
- 7.4 The team were also responsible for the transportation of the ballot boxes and assorted stationery to the Excel following the close of poll and the clear down of equipment following the close of the Borough Referendums counts with all used papers and associated stationery transported for storage at William Place.

8 The Electoral Commission

- 8.1 The Commission attended all the project board meetings, several polling places on polling day and the verifications and counts at Excel.
- 8.2 The Commission have acknowledged in their provisional national statement that these polls were "one of the most complex sets of polls held in recent times, with additional and far-ranging challenges presented by the Covid pandemic" and "current evidence indicates that they took place without significant or wide-spread administrative issues, making best use of new and adapted processes to support Covid-safety, and supporting the participation of the electorate in these important democratic events"

8.3 The Commission will be presenting a more comprehensive report on the 2021 polls in the autumn. The statement can be found here.

[Electoral Commission statement on the running of the 6 May polls | Electoral Commission](#)

9 Polling places

9.1 All of the polling places were regularly communicated with throughout 2020 with email correspondence sent to every location every month for the 8 months preceding polling day.

9.2 Unfortunately, the late loss of the portacabin units, because of their units being procured by the NHS, this taking priority over our initial bookings, resulted in two locations having to be replaced at East India and the newly proposed site on the Isle of Dogs but these were replaced with the Town Hall and the Marriott Hotel booked very quickly as suitable alternatives having both been utilised before.

9.3 New premises were also used at the Brady Arts Centre, Gateway Housing Association, Toynbee Hall and Arnhem Wharf Primary School and all proved to be successful locations.

9.4 The polling place at H Forman & Sons, following the loss of Stour Space as a polling place on the day the polling card data went to the printers, was problematic with concern expressed by members and members of the public of the suitability but with deadlines extremely tight the premises did not present any insurmountable problems on the day. Unfortunately, on polling day the lift broke down which was of course unforeseen, but the premises was staffed appropriately, and we received one complaint that the facilities were not as expected.

9.5 The booking of school facilities for polling day is enshrined in law but Government decided very late in the day to contact all Returning Officers and School Heads to recommend that alternatives be considered. At this stage all preparations had been completed and arrangements made for equipment to be delivered to the 75 polling places (109 polling stations) and polling cards prepared. Out of the 75 locations used as polling places 45 of these are schools here in Tower Hamlets and to change at such a late stage would not have been impracticable.

9.6 This late correspondence from Government was ill timed and resulted in several schools contacting us within a couple of days of receipt to remove their support. All schools were contacted immediately by the Head of Electoral Services to inform them that the correspondence from Government was not a direction but a recommendation and that all schools have a duty in law to provide facilities and until the primary legislation is changed their facilities would still be required.

9.7 This is always a sensitive issue particularly on the back of the repeated closures of schools throughout the pandemic but there is a requirement and duty on schools to provide their facilities and once clarification was provided all the schools booked were utilised with the majority of premises supportive.

9.8 Ordinarily Tower Hamlets would have a police officer stationed at every polling place from 7am until the close of poll at 10pm or until the polling place closed to ensure the security of the ballot boxes. With all polling places undergoing a RAG rating consensus was reached with the police, considering the polls being held, that those premises with a high risk rating would continue to have this in place and new polling places having an officer on site as a matter of course.

9.9 Those premises with a lower risk rating did not have an officer in situ but would, along with all the polling places, have a police attendance sent immediately to the premises if the need arose.

9.10 This worked well for these polls but must not be considered as standard practice for all future polls held. This is not the case; every poll will be risk assessed in advance and the nature of the poll considered and if necessary, police officers will be sought for every polling place irrespective of previous arrangements.

10 **Polling day**

10.1 It was expected, having five polls in some polling places, and having to adhere to the precautionary measures imposed to reduce the risk of Covid, that this would prove to be an extremely difficult day for staff. A 2 hour digital training course was provided by the GLA and a supplementary 90 minute virtual training session provided here at Tower Hamlets to all Presiding Officers, Polling Clerks and Polling Inspectors.

10.2 Polling places were understandably very busy from the outset, particularly late at night with some premises having large queues at 10pm. However, in the main the polling places were managed well, and queues were not isolated to Tower Hamlets but experienced in other London Boroughs and across the UK where there were combined polls.

10.3 It was identified prior to polling day that the precautionary measures adopted because of Covid contributed to the length of time that the electorate spent in the polling stations with social distancing, which was in the main excellently observed, one of the main reasons for the queues. This coupled with the issue of multiple papers, ensuring ballot papers were placed into the correct boxes and periodically checking the queues added to this time.

10.4 A very small number of reports were received complaining that campaigners were approaching electors outside the polling places attempting to persuade them to vote in a certain way. This was exacerbated by the queues which meant that some electors were then accessible to campaigners before they reached the polling place to enter the polling station to cast their vote.

10.5 Accusations of alleged intimidation and coercion were immediately passed to the police but to date no accusation has been supported or substantiated but it is clear that clarification needs to be provided to all concerned when campaigning occurs outside the polling places and information communicated to electors on what is and isn't permissible outside a polling place.

10.6 The Electoral Commission have confirmed that campaigning is permitted and that the Returning Officer/Counting Officers responsibility is restricted to the confines of the polling place and the responsibility to deal with accusations of intimidation/coercion or public order outside of the polling place lie with the police. It is acknowledged that some opinions, particularly on social media, were strongly made that being approached prior to voting is illegal but this is not the case if undertaken in an orderly manner.

10.7 There were also concerns raised that "mock ballot papers" were being shown to people as they approached some polling places. There is nothing in law to prevent this provided the approach to the electorate is not intimidatory and attempts made to forcibly coerce an elector to vote in a certain way. If this were to happen this should be reported to the police but again is out of the Counting Officers jurisdiction.

10.8 Reports were received about family voting, namely several people going into the single booth together to complete the ballot papers. A formal complaint has been received following a report from an elector which was answered by the Head of Electoral Services and has been referred to the Police. This issue is always implicitly raised in all the training provided and will continue to be the case with the message very clear, that where practicable this should not be permitted.

10.9 Complaints have been made to the Police of postal packs being handed into the polling stations and in certain circumstances, although not substantiated, that this was several envelopes at the same time implying that postal votes were being illegally collected and

handled. There is a misconception that this is against the law. It is not, even if packs are handed in for several people.

- 10.10 There isn't any contravention of the law if individuals handle postal packs, but the practice is contrary to a voluntary Code of Conduct compiled by the Electoral Commission and agreed between the majority of political parties/campaigners, this originally put in place in 2015. It is not mandatory and there is no specific offence if postal packs are handled and then handed into the polling place.
- 10.11 There was also the issue this year of those shielding, those reluctant to attend the polling place and even going to a post box with their pack, because of fears of Covid infection.
- 10.12 Frustration has also been expressed that postal votes should always be posted back to the Counting Officer, based on the fact that it is by definition a postal vote, but this is not a requirement in law and packs can be delivered to polling places on polling day and even dropped off at the Town Hall.
- 10.13 It should be noted that the Government have pledged to look at this issue, which again is not particular to Tower Hamlets, with the following press release made by the Minister Chloe Smith coinciding with the recent Queens speech.

“Currently, anyone can collect postal votes from any number of electors and hand them in at a polling station, which presents a risk of postal votes being appropriated and stolen, or voters completing postal ballot papers under duress.

We are making changes that:

- *Ban party campaigners from handling postal votes altogether (with some limited exceptions), making it a criminal offence*
- *Stop postal vote harvesting, by limiting the number of postal votes that a person may hand-in on behalf of others.*
- *Extend secrecy provisions that currently protect voting in polling stations to absent voting - making it an offence for a person to attempt to find out or reveal who a postal voter has chosen to vote for.*
- *Require those registered for a postal vote to reaffirm their identities by re-applying for a postal vote every three years (currently registration is indefinite, so long as the elector provides a signature periodically).”*

The Commissions Code of Conduct can be accessed here:

<https://www.electoralcommission.org.uk/sites/default/files/2021-03/Code%20of%20conduct%20for%20campaigners%20last%20revised%20Dec%202015.pdf>

11 **The Verification & Count**

- 11.1 The count venue was confirmed for all polls as the Excel Centre, this a change to the initial proposals by the Counting Officer to the Lead authority and the Greater London Returning Officer that the counts for the Tower Hamlets Referendums take place in the East Wintergarden. The decision for the counts to take place in the Excel was based on legal interpretation where all ballot boxes for all polls must be verified together and at the same time so the verification and counts had to be in the same location. In addition, the GLRO decided that the counting of the ballot papers for City & East Constituency and all ancillary polls, namely the two Referendums would take place on Saturday 8th May.
- 11.2 Following direction from the GLRO, the number of counting assistants and staff was significantly reduced, from a preferred 180 to 100, and this had to be considered when

assessing and implementing the count processes and estimating the timing of the declaration of results.

- 11.3 The GLRO, CO and BRO/CO also agreed, following advice and concern re the necessity to have precautionary Covid measures in place from the Excel and PHE, to reduce the number of attendees scrutinising the count.
- 11.4 The Borough Referendums commenced at 8am and concluded at 5.30pm with provisional results declared at 5pm.
- 11.5 A decision was made to declare the provisional results for the Referendums because the GLA verification of ballot boxes was still ongoing and the changes to the numbers of ballot papers incorrectly placed into the wrong boxes was extremely low at this point and it would have been impractical for the counters and teams to have to wait until that process was concluded.
- 11.6 Estimates at 4.30pm of another 5 hours to wait were permeating out from the City & East Constituency count so agreement was sought from the campaign leads to declare the results provisionally subject to any minor adjustment to the figures once all the boxes at the GLA were eventually verified.
- 11.7 At the close of the GLA verification an additional 17 votes were added to the Yes for Mayor campaign and 6 for the Leading Together.
- 11.8 No votes were added to the NPR, so the result remained the same.
- 11.9 The GLA City & East Constituency count concluded as predicted at 9.30pm.

12 Covid

- 12.1 Following the suspension of the original polling date in 2020 significant work was undertaken to try and predict how restrictions to normal voting practices would affect the way people cast their votes be that through absent voting, polling day and the operational aspects within the count venue.
- 12.2 Risk assessments were compiled with the GLA with advice sought from the Electoral Commission, Government and Public Health for England. Advice was also received from the Tower Hamlets Corporate Health and Safety Team with separate risk assessments specifically compiled for polling day, the opening of postal votes and the verification and count.
- 12.3 The precautionary arrangements in the polling places were in the main accepted with a few comments received from members of the public who felt that the measures were not as extensive as expected. However, feedback received from Dr Andy Liggins (Tower Hamlets Consultant in Public Health) on polling day confirmed that the precautionary measures adopted were in the main welcomed and acceptable. These observations were also supported by visits to polling places by the Counting Officer, Polling Inspectors, and the Electoral Commission.

“great comments received from our Covid Champs on Covid-safe polling setups today. Well done”

"Just been to vote in Canton Street must say I'm very impressed with the social distancing measures, people only being allowed inside one at a time one in one out etc hand sanitiser and facemasks at entrance door and only one pencil being given per person it was marvellous. One slight issue was the queueing system outside no one was watching queue, so people were queueing up close behind each other but other than that it was amazing"

"in my polling station they even provided pencils to take home, to stem the spread, if any..."

"yeah same in mine" – social media stream

"Had a really positive experience at the polling station. Lots of social distancing. Lots of hand wash and masks available. Excellent staff.

"Probably best election experience!"

"Same here. It was a bit cramped at Burcham St because part of the hall was partitioned off as it's usually a Covid testing site. Ventilation could have been better, as an external door had not been unlocked by the caretaker, but as soon as I mentioned this to a member of staff, he thanked me and opened as many windows as he could."

5. COMMENTS OF THE CHIEF FINANCE OFFICER

5.1 There are no financial implications arising from the recommendation in this report.

6. LEGAL COMMENTS

6.1 This is an information report for the Committee which addresses various legal issues in the context of the information provided in the body of the report. The report does not require a decision by the Committee and there are no other legal implications arising from the report.

7. ONE TOWER HAMLETS CONSIDERATIONS

7.1 There are no equalities or diversity implications arising from this report

8. BEST VALUE (BV) IMPLICATIONS

8.1 There are no implications arising from this report

9. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

9.1 There are no SAGE implications arising from this report.

10. RISK MANAGEMENT IMPLICATIONS

10.1

11. CRIME AND DISORDER REDUCTION IMPLICATIONS

11.1 There are no implications arising from this report.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

Appendix A: Statement from the Minister

Appendix B: Main Communication methods

Appendix C: Statistics

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

- NONE.

Officer contact details for documents:

- Robert Curtis, Head of Electoral Services



Chloe Smith MP

Minister of State for the Constitution and Devolution
Cabinet Office 70 Whitehall London SW1A 2AS

To: Returning Officers in England

11 May 2021

The set of council, mayoral and Police and Crime Commissioner elections held on 6 May were an already complex set of polls, complicated further by the COVID-19 pandemic, and I would like to take this opportunity to thank you and all those involved in successfully delivering an effective set of elections under the most challenging of circumstances.

I fully understand the significant additional pressures placed on the elections sector by the COVID-19 pandemic, affecting access to supplies, venues, and staff and requiring additional precautions to be taken in all aspects of the organisation and administration of the polls. The tireless work of Returning Officers and your teams, supported by the Electoral Commission, AEA, SOLACE and the LGA, and by measures put in place by the Government, means these polls have now been successfully delivered. I am very pleased to be able to say that COVID-19 did not cancel democracy.

The integrity of our electoral system and the maintenance of British citizens' confidence in our elections continues to be one of this Government's priorities and as we look ahead now to the next Parliamentary session, I look forward to working with you to continue to protect our democracy and ensuring that it remains secure, modern, transparent and fair.

Thank you again for all of your hard work and dedication to the successful delivery of COVID-secure and effective elections.

Yours ever,

A handwritten signature in black ink that reads "Chloe Smith".

Chloe Smith MP
Minister of State for the Constitution and Devolution

Main communications outputs for the Mayor of London and London Assembly elections / Governance Model Referendum and Isle of Dogs Neighbourhood Planning Referendum

All communications were linked to a London Wide Communications Planning Group at the GLA and also followed the Electoral Commissions Engagement Strategies.

- Elections Communications Tool Kit adopted with the GLA and Electoral Commission
- Pre-election period guidance for staff updated and issued to all staff and members (Purdah).
- Ongoing handing of pre-election comms issues and ongoing support and advice to officers.
- Web pages created and updated at www.towerhamlets.gov.uk/vote including FAQs, election and referendum timetable, polling station address list and publication of statutory notices.
- Our East End published in March 2021, delivered to every household in the borough (135,000), featuring a double page spread on forthcoming elections and Referendums on Thursday 6th May 2021. [Issue 20 / March 2021 / Our East End \(towerhamlets.gov.uk\)](http://www.towerhamlets.gov.uk) (Page 14)
- Main communications outputs for the Mayor of London and London Assembly elections / Governance Model Referendum and Isle of Dogs Neighbourhood Planning Referendum
- Supporting promotion of 'Got 5' Electoral Commission Campaign by sharing posts on social media.
- Website carousel banners to promote voter registration and elections pages and updated according to various election deadlines.
- E-mail signatures/boiler plate on all council emails to promote voter registration and elections pages updated according to various election deadlines.
- Promotion of register to vote deadline across all internal and external channels (press release/e-news/website/social media/TH now/CE Newsletter/Yammer/AV screens/Member's Information Bulletin)
- Promotion of "register for a postal vote" deadline across all internal and external channels (press release/e-news (55,000 recipients)/website/social media/TH now/CE Newsletter/Yammer/AV screens/Member's Information Bulletin)
- Promotion of proxy vote deadline across all internal and external channels (press release/e-news/website/social media/TH now/CE Newsletter/Yammer/AV screens/Member's Information Bulletin)
- Regular proactive social media posts highlighting elections and referendums taking place
- Reactive social media posts, responding to queries from members of the public re: elections and referendums
- Creation of dedicated 'in case of emergency' WhatsApp group to rapidly escalate queries and issues to Elections team
- Monitoring of social media throughout polling day and the count day, logging queries received for future learning ahead of next election in 2022.
- Working with GLA to accredit media for the count venue
- Putting in place pooling arrangements for count content and reporting

- Chaperoning accredited media at count venue
- Announcement of results across all internal and external channels (press release/e-news/website/social media/TH now/CE Newsletter/Yammer/AV screens/Member's Information Bulletin)

Statistics

203,598 polling cards dispatched in envelopes (GLA)
202,026 polling cards dispatched in envelopes (GR)
25,882 polling cards dispatched in envelopes (Isle of Dogs NPR)
143,000 (Household Notification Letter enveloped)

667,417 items posted out in TH amounting to **1.5 million** pieces of paper

627,300 GLA Ballot Papers printed
22,300 NPR Ballot Papers printed
174,950 GR Ballot Papers printed
824,550 Ballot Papers printed

8,148 individual information emails on how to apply to register to vote were emailed directly from the electoral services software during the timetable.

36,925 enquiry and confirmation letters were sent to the electorate from March 2021 until polling day predominantly through email but not all.

135,587 emails sent via the Governments NOTIFY software.

180,660 individual communications sent to electors in 10 weeks

26,000 Postal Vote applications (Shielding electors)
31,212 Postal packs dispatched (GLA)
31,212 Postal packs dispatched (GR)
4,487 Postal packs dispatched (NPR)

66,911 postal packs dispatched

20,665 postal packs received for the GLA
2,165 postal packs received for the NPR
18,049 postal packs received
40,879 postal packs were received and processed

22,903 packs were received at the GE in 2019

Non-Executive Report of the: General Purposes Committee 24 June 2021	
Report of Janet Fasan, Divisional Director Legal Services and Interim Monitoring Officer	Classification: [Unrestricted]
Proposed changes to Borough Ward Names	

Originating Officer(s)	Robert Curtis, Head of Electoral Services
Wards affected	Bethnal Green Ward, St Peters Ward & Canary Wharf Ward

Summary

This report informs the Committee of the results of the proposals to change the ward names of Bethnal Green, St Peters & Canary Wharf. A recommendation to change the names was made during the consultation for the Polling District and Polling Places review undertaken by Full Council on 15 January 2020 and the review agreed by GPC on the 6 October 2020

Recommendations:

The General Purposes Committee is recommended to:

1. Note the results of the consultation and to refer for a decision at Full Council whether to amend the names of the Borough Wards as recommended or not.

1. REASONS FOR THE DECISIONS

1.1. To ensure compliance with statutory process.

2. ALTERNATIVE OPTIONS

2.1 None.

3. DETAILS OF REPORT

3.1 Recommendation received

3.2 On the 15 January 2020 the Council was, following the review of Polling Districts and Places, asked to determine recommendations from consultees who proposed amendments to the existing polling places and polling districts.

3.3 The report detailed several small amendments but contained within one of the consultation responses, from the Local Campaigns Forum of the Labour Party, was a recommendation that the Council initiate the required steps set out in Section 59 of the Local Government and Public Involvement in Health Act 2007 to amend three ward names, namely:

- changing Bethnal Green Ward to Bethnal Green East
- changing Canary Wharf Ward to Millwall and
- changing St. Peter's Ward to Bethnal Green West

3.4 The council could not undertake the required process because the said recommendation was not considered to be a formal request to change the names. However, it was considered appropriate that the recommendation be brought to the attention of the GPC on the 6 October 2020 to decide if this should be acted on and a formal review instigated.

4 Process

4.1 Under Section 59 of the Local Government & Housing Act 2007, a local authority may change the name of any of its electoral areas. If the area's name is protected, the Local Government Boundary Commission for England (LGBCE) must first agree to the proposed change.

An electoral area is "protected" if

(a) The name was given to the electoral area by or in pursuance of an order under section 17 of the Local Government Act 1992 or section 14 of the Local Government and Rating Act 1997, and

(b) That order was made during the period of five years ending with the day on which a resolution to change the name is to be passed.

4.2 As the Council's ward names were considered at the time of the Periodic Electoral Review in 2013 and instigated in 2014 i.e. more than 5 years ago, the names of the current Wards are not protected and can be changed by resolution of the Council.

4.3 The resolution to change the name of an electoral area must be passed at a meeting which is specially convened for the purpose of deciding the resolution with notice of the object and by a majority of at least two thirds of the meeting.

4.4 The local authority must not pass the resolution unless it has taken reasonable steps to consult such persons it considers appropriate on the

proposed name. The change of name does not take effect until the LGBCE has been given notice of the change.

As soon as practicable after a resolution is passed, the local authority must give notice of the change of name to all the following -

- (a) The Electoral Commission
- (b) The Boundary Commission for England
- (c) The Office of National Statistics
- (d) The Director General of the Ordnance Survey.

4.5 On 6 October 2020 GPC considered the recommendation and decided that the changes proposed be subject to consultation and this was passed to the Councils Strategy, Policy & Performance Division within the Governance Directorate to undertake.

5. **Survey**

- 5.1 The survey was carried out on the council's consultation hub, Let's Talk Tower Hamlets, was promoted on the council's website, Our East End and via social media channels.
- 5.2 22,000 emails were also sent to electors in the three directly affected wards directing them to the portal where the survey and information was held.
- 5.3 The consultation took place between 22nd November 2020 and 2nd February 2021.
- 5.4 The survey comprised of a questionnaire with three questions for each of the three proposed ward name changes being consulted on:
 - 1. Would you like to respond to the suggestion to change the name of x ward? Yes/No
 - 2. We have received a suggestion to change the name of x ward to y.
 - 3. Do you want to make any other comments on the suggestions to change the name of the ward?
- 5.5 The open-ended questions in the consultation questionnaire were coded into themes to allow the responses to be quantified. This encompassed reading every response and the creation of a code frame of key themes.
- 5.6 The results of the survey are detailed in the power point presentation provided in Appendix A and a summary provided in Appendix C.
- 5.7 Responses were also received from Cllr Golds and Cllr A Wood and these are attached at Appendix B but were not considered in the formal survey data because the comments were not received through the approved survey portal.

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

6.1 There are no specific financial implications arising the recommendation in this report

7. **LEGAL COMMENTS**

7.1 Legal comments have been incorporated into this report.

8. **ONE TOWER HAMLETS CONSIDERATIONS**

8.1 There are no equalities or diversity implications arising from this report

9. **BEST VALUE (BV) IMPLICATIONS**

9.1 There are no implications arising from this report

10. **SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

10.1 There are no SAGE implications arising from this report.

11 **RISK MANAGEMENT IMPLICATIONS**

11.1 There are no risk management implications arising from this report.

12 **CRIME AND DISORDER REDUCTION IMPLICATIONS**

12.1 There are no implications arising from this report.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

Appendix A: Consultation results (Power Point)

Appendix B: Submission of Cllr A Wood and Cllr Peter Golds)

Appendix C: Summary of results

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

- NONE.

Officer contact details for documents:

- Robert Curtis, Head of Electoral Services

Cllr Peter Golds – received Tue 15/12/2020 10:27

I have also spoken to residents.

The view is that the status quo should remain, and this has certainly hardened since the incident at Millwall. This has been entirely driven by Canary Wharf Group. There has not been any local upsurge of opinion on the whole matter.

Canary Wharf, like the council, the government and the nation have many overriding issues to consider. The expense of renaming a local government ward is not one of any relevance and should be put aside until a future wholesale review of boundaries.

It should be noted that this arose last time and the name Canary Wharf as a ward was by far the most popular option in the consultation undertaken by the LGBCE.

Cllr Andrew Wood – received Mon 14/12/2020 10:12

Following the launch of the consultation on ward names I ran a poll across three social media sites, started 4th December with 958 responses as at Saturday morning on the proposal to change the Canary Wharf ward name.

The results so far are:

- 62% Waste of time & money - in the text I made clear this meant no change
- 25% Canary Wharf (no change) (22%+3% responses below)
- 7% Millwall & Canary Wharf - my proposed compromise solution, like Blackwall & Cubitt Town, St Katharine's & Wapping wards
- 6% Millwall
- 0.4% Other options

I was surprised that Millwall got such a low response as well as my compromise solution, but we had the controversy last weekend over Millwall fans booing Millwall FC players taking the knee which may have affected some people.

This happened after I started the poll.

Two weeks ago, I reported to the Police some stickers left around Millwall Park on the Isle of Dogs, all left by Millwall Berserkers/NTO, a well-known football hooligan group. The Police called me back last Thursday to confirm they are treating it as a hate crime.

I have not put these stickers in the public domain yet as to have done so while undertaking the poll would have been to skew the results even though it is very unfair to link the ward with a football club that left the area over a hundred years ago. But the Police did ask me to keep an eye out for them. But it may also explain why the Millwall name is not that popular with some members of the community.

If the referendum next May picks the Leader & Cabinet model, we may have to reverse the 2014 reduction in Cllrs from 50 to 45 through another Boundary review. When we do that would be an appropriate time to look at this issue again + population/voter growth underway in some parts of TH.

But I think the comments and poll are clear, this is not the time to change the ward name and the Millwall name has some issues.

Please let me know if you have any questions.

Residents have asked whether you will consider these poll responses or not, I did advertise the formal consultation link as well so am curious to see what those look like given that the consultation will last until February 2021.



Below are links to the three polls, you may find the comments interesting.

Facebook on the Canary Wharf & Isle of Dogs residents' group (which is mainly composed of E14 residents)

It also had 63 comments and was seen by over 5,000 people of whom 746 responded

<https://www.facebook.com/groups/1458438024296291/permalink/2898125163660896/>

Twitter on my profile (mainly followed by people in TH)

462 people read the tweet of whom 189 responded

<https://twitter.com/Andrewwood17/status/1334822790734753792?s=20>

Nextdoor (3 local areas only)

23 responses so far, advertised only in the areas in the ward plus Millwall South

https://nextdoor.co.uk/p/4J9cchJzG_NP?utm_source=share

Poll on Canary Wharf ward name							
	Facebook	FB %	Twitter	Twitter %	Nextdoor	Total	Total %
Waste of time & money	523	70%	58	31%	11	592	62%
Canary Wharf (no change)	141	19%	62	33%	6	209	22%
Millwall & Canary Wharf	37	5%	23	12%	5	65	7%
Millwall	12	2%	46	24%	1	59	6%
Waste of time & money but keep CW	29	4%				29	3%
Other options added by others	4	1%				4	0%
Total	746	100%	189	100%	23	958	100%

Poll on Canary Wharf Ward name

	Facebook	FB %	Twitter	Twitter %	Nextdoor	Total	Total %
Waste of time & money	523	70%	58	31%	11	592	62%
Canary Wharf (no change)	141	19%	62	33%	6	209	22%
Millwall & Canary Wharf	37	5%	23	12%	5	65	7%
Millwall	12	2%	46	24%	1	59	6%
Waste of time & money but keep CW	29	4%				29	3%
Other options added by others	4	1%				4	0%
Total	746	100%	189	100%	23	958	100%

Screenshots

- Added by you
A waste of time & money  523 votes
- Added by you
Canary Wharf (no change)  141 votes
- Added by you
Millwall & Canary Wharf  37 votes
- Added by [redacted]
Waste of time & money, but maintain
Canary Wharf  29 votes
- Added by you
Millwall  12 votes
- Added by [redacted]
The Canary Wharf estate be the Canary
Wharf ward. The remainder to be called
Millwall ward.  2 votes
- Added by [redacted]
' Isle of Towers '  1 vote
- Added by [redacted]
Isle of Dogs  1 vote

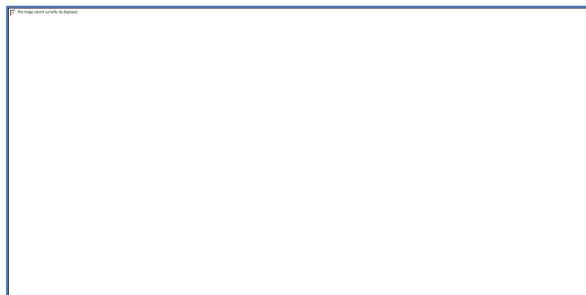
1/

Millwall & Canary Wharf	12.2%
Canary Wharf (no change)	32.8%
Millwall	24.3%
A waste of time & £	30.7%

189 votes · Final results

11:32 AM · Dec 4, 2020 · Twitter Web App

[View Tweet activity](#)



Summary of survey results

369 responses were received
 6 responses were deemed invalid
 363 valid responses were recorded

94% of respondents responded as individuals
 2% responded on behalf of local businesses
 4% said "other"

Ward	Keep current name	Change name	Suggest another name
Bethnal Green Ward	50%	45%	5%
St. Peter's Ward	47%	44%	9%
Canary Wharf Ward	89%	8%	3%



Tower Hamlets council ward name change consultation

February 2021

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The results of
consultation to
change the
borough ward
names for three
wards: Bethnal
Green Ward;
Canary Wharf
Ward; and St.
Peter's Ward.

About the survey



Overview

Background

Following a Polling Places and Polling District Review, which concluded in January 2020, a consequential recommendation from that review from the Local Campaigns Forum of the Labour Party was considered by General Purposes Committee on Tuesday 6th October 2020.

The recommendation was for the council to initiate the required steps set out in legislation to change the names of three of the Borough Ward names namely:

- changing Bethnal Green Ward to Bethnal Green East
- changing Canary Wharf Ward to Millwall and
- changing St. Peter's Ward to Bethnal Green West

A decision was made to commence a consultation as to the viability of changing the Borough Ward names, as recommended by the Local Campaigns Forum of the Labour Party, with a view to Full Council determining if any changes should take place following observation of comments received through the process of consultation.

Methodology

This survey was carried out on the council's consultation hub, Lets Talk Tower Hamlets,. The survey was promoted on the council's website and via social media channels by the Communications Team.

The consultation took place between 22nd November 2020 and 2nd February 2021.

Survey content

The questionnaire comprises three questions for each of the three proposed ward name changes being consulted on:

1. Would you like to respond to the suggestion to change the name of x ward? Yes/no
2. We have received a suggestion to change the name of x ward to y.
3. Do you want to make any other comments on the suggestions to change the name of the ward?

The open-ended questions in the consultation questionnaire were coded into themes to allow the responses to be quantified. This encompassed reading every response and the creation of a code frame of key themes.

Tower Hamlets council ward name change consultation

About the survey – Demographic profile of respondents



GENDER	
Male	186 (51.2%)
Female	104 (28.3%)
Prefer to self describe / not to say	73 (20.1%)

AGE GROUPS	
16-24	21 (5.8%)
25-34	83 (22.9%)
35-44	100 (27.5%)
45-54	54 (14.9%)
55-64	39 (10.7%)
65-74	19 (5.2%)
75+	10 (2.8%)
Prefer not to say	37 (10.2%)

DISABILITY	
Yes	22 (6.0%)
No	292 (80.4%)
Prefer not to say	71 (19.5%)

ETHNICITY	
White: British	134 (36.9%)
White: Irish	8 (2.2%)
White: Traveller of Irish heritage	1 (0.3%)
Any other White background	69 (19.0%)
Mixed: White and Black Caribbean	2 (0.6%)
Mixed: White and Black African	1 (0.3%)
Mixed: White and Asian	4 (1.1%)
Mixed: Any other Mixed background	8 (2.2%)
Asian / Asian British: Indian	8 (2.2%)
Asian / Asian British: Pakistani	4 (1.1%)
Asian / Asian British: Bangladeshi	19 (5.2%)
Any other Asian background	10 (2.8%)
Black / Black British: Somali	1 (0.3%)
Black / Black British: Other African	2 (0.6%)
Chinese	6 (1.7%)
Any other background	4 (1.1%)
Prefer not to say	82 (22.6%)

RELIGION	
Agnostic	31 (8.5%)
Buddhist	5 (1.4%)
Christian	86 (23.7%)
Hindu	5 (1.4%)
Humanist	3 (0.8%)
Jewish	7 (1.9%)
Muslim	26 (7.2%)
Sikh	2 (0.6%)
No religion or belief	97 (26.7%)
Prefer to self-describe	9 (2.5%)
Prefer not to say	92 (25.3%)

Tower Hamlets council ward name change consultation

About the survey – Demographic profile of respondents



SEX	
Man	184 (50.7%)
Woman	48 (13.2%)
Intersex	0 (0.0%)
Prefer to self describe	1 (0.3%)
Prefer not to say	130 (35.8%)

LEGALLY MARRIED OR IN CIVIL PARTNERSHIP	
Yes	129 (35.5%)
No	142 (39.1%)
Prefer not to say	92 (25.3%)

GENDER IDENTITY THE SAME AS THE ASSIGNED SEX	
Yes	287 (79.1%)
No	4 (1.1%)
Prefer not to say	72 (19.8%)

MARITAL, CIVIL PARTNERSHIP OR COHABITATION STATUS	
Cohabiting with partner	54 (14.9%)
Divorced	7 (1.9%)
Formerly in a registered civil partnership which is no dissolved	2 (0.6%)
In a registered civil partnership	8 (2.2%)
Married	115 (31.7%)
Separated, but still legally married	2 (0.6%)
Single (never married or never registered in civil partnership)	80 (22.0%)
Widowed	4 (1.1%)
Prefer not to say	91 (25.1%)

SEXUAL ORIENTATION	
Bi (attracted to more than one gender)	23 (6.3%)
Gay/lesbian	52 (14.3%)
Heterosexual/straight	189 (52.1%)
Prefer to self describe	3 (0.8%)
Prefer not to say	110 (30.3%)

PREGNANT OR GIVEN BIRTH IN LAST 12 MONTHS	
Yes	13 (3.6%)
No	210 (57.9%)
Not applicable	64 (17.6%)
Prefer not to say	76 (20.9%)

CARING OR PARENTING RESPONSIBILITIES	
Yes	59 (16.3%)
No	236 (65.0%)
Prefer not to say	68 (18.7%)

Results

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This report describes the results of the questions in the survey.

About the results



The results will be presented in the following order:

1. Bethnal Green Ward

- We have received a suggestion to change the name of Bethnal Green Ward to Bethnal Green East Ward
- Do you want to make any other comments on the suggestions to change the name of the ward?

2. St. Peter's Ward

- We have received a suggestion to change the name of Bethnal Green Ward to Bethnal Green East Ward
- Do you want to make any other comments on the suggestions to change the name of the ward?

3. Canary Wharf Ward

- We have received a suggestion to change the name of Bethnal Green Ward to Bethnal Green East Ward
- Do you want to make any other comments on the suggestions to change the name of the ward?

Results Summary

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Tower Hamlets council ward name change consultation

363 responses received.

Most respondents wanted to retain the current ward names.

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Results summary



In total, the Council received 369 responses to the consultation. Review of these responses led to 6 responses being deemed invalid. Reasons for removal was duplicate responses and survey testing.

Following review, 363 responses were considered valid.

94 per cent of respondents responded as individuals, 2 per cent responded on behalf of local business, and 4 per cent said 'other'.

Ward	Keep current name	Change name	Suggest another name
Bethnal Green Ward	50%	45%	5%
St. Peter's Ward	47%	44%	9%
Canary Wharf Ward	89%	8%	3%

Results

Bethnal Green Ward

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Tower Hamlets council ward name change consultation

The current ward name should be kept – overall responders

50.0%

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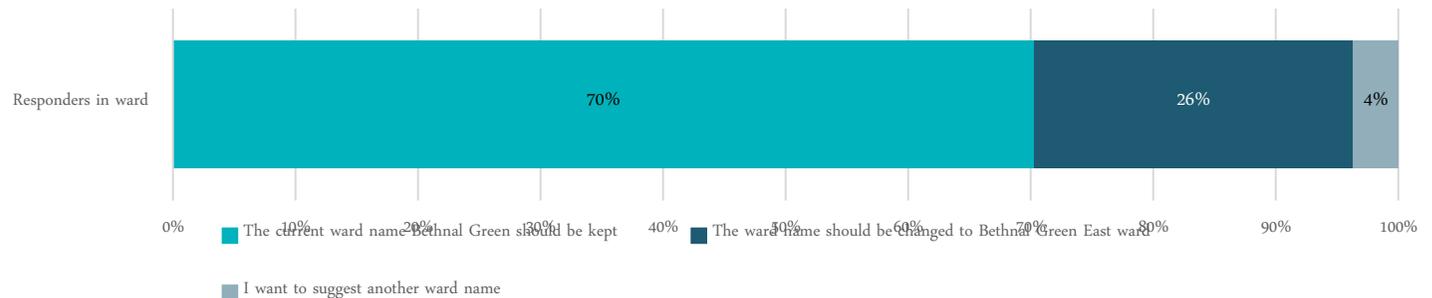
Respondents providing in-ward postcode

7.4%

The current ward name should be kept – residents living in ward

70.3%

Bethnal Green Ward. We have received a suggestion to change the name of Bethnal Green Ward to Bethnal Green East Ward



**Tower Hamlets
council ward name
change consultation**

**Respondents
providing additional,
quantifiable
commentary**

20.7%

Page 99
**Against ward name
change – waste of
money/time/effort**

29.7%

**For ward name
change – main
reason is
geographical
accuracy**

10.6%

**Bethnal Green Ward. Do you want to make any other
comments on the suggestions to change the name of the
ward?**



Comments from responders who said ward name should remain the same	Number
Waste of money / time / effort	29.7% (14)
What's the justification / why?	25.5% (12)
Meddling / politics	2.1% (1)
Council has more pressing issues to worry about	2.1% (1)
Maintain heritage	4.2% (2)
Cause confusion / familiar with current name	8.5% (4)
Geographical accuracy	4.2% (2)
Only change if other ward name changes	2.1% (1)
No benefit to business	2.1% (1)

Comments from responders who said ward name should change	Number
Geographical accuracy	10.6% (5)
What's the justification / why?	4.2% (2)
Only change if other ward name changes	2.1% (1)

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Results

St. Peter's Ward

Tower Hamlets council ward name change consultation

The current ward name should be kept – overall responders

47.0%

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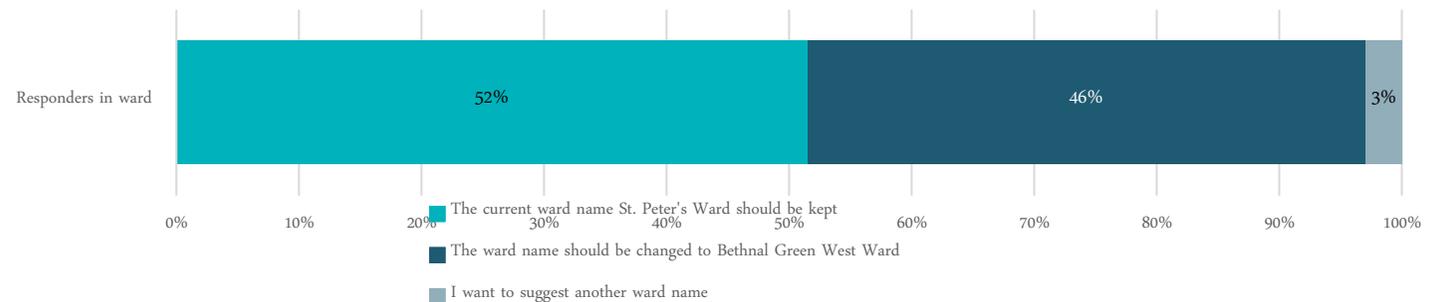
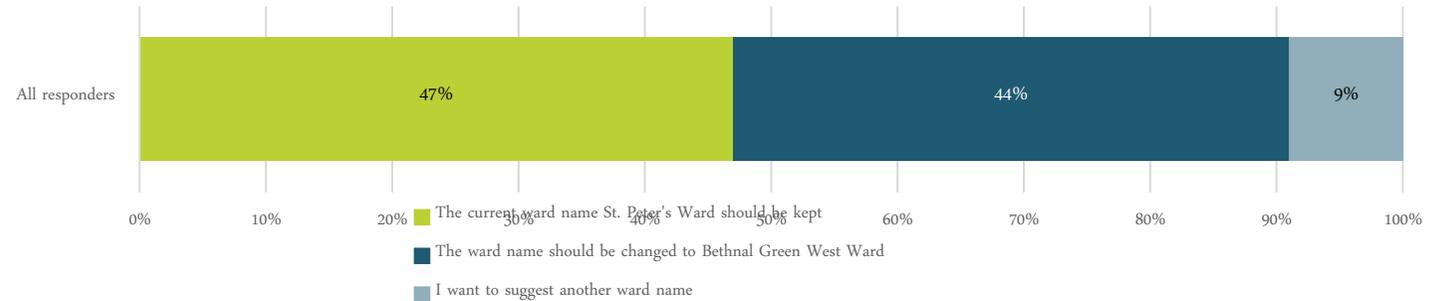
Respondents providing in-ward postcode

13.8%

The current ward name should be kept – residents living in ward

51.5%

St. Peter's Ward. We have received a suggestion to change the name of St. Peter's Ward to Bethnal Green West Ward



**Tower Hamlets
council ward name
change consultation**

**St. Peter's Ward. Do you want to make any other
comments on the suggestions to change the name of the
ward?**



**Respondents
providing additional,
quantifiable
commentary**

27.6%

**Respondents
suggesting
alternative name for
Ward**

1.2%

Alternative names for St. Peter's Ward
Columbia Road Ward
Cambridge Health Ward (suggested twice)

**Against ward name
change – main
reason is retain
identity / maintain
heritage**

28.7%

Comments from responders who said ward name should remain the same	Number
Retain own identity / maintain heritage	28.7% (19)
Waste of money / time / effort	16.6% (11)
Cause confusion / familiar with current name	10.6% (7)
What's the justification / why?	18.1% (12)
Council has more pressing issues to worry about	4.5% (3)
Petty politics	1.5% (1)

**For ward name
change – main
reason is
geographical
accuracy**

15.1%

Comments from responders who said ward name should change	Number
Geographical accuracy	15.1% (10)
What's the justification / why?	3.0% (2)
Current name not appropriate for a diverse borough	1.5% (1)

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Results

Canary Wharf Ward

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Tower Hamlets council ward name change consultation

The current ward name should be kept – overall responders

89.0%

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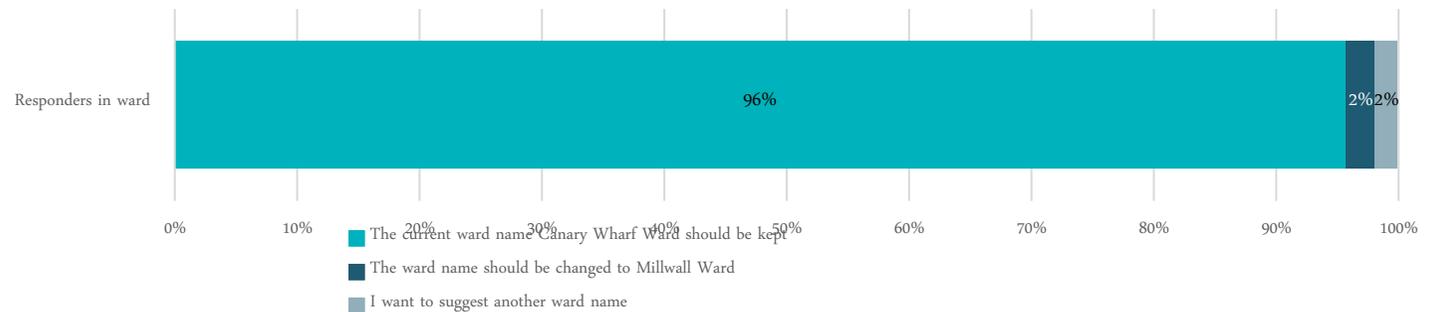
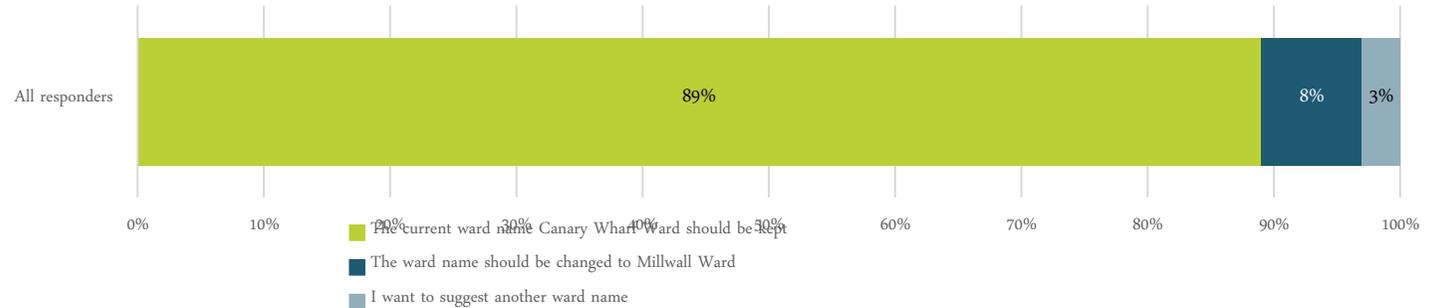
Respondents providing in-ward postcode

45.7%

The current ward name should be kept – residents living in ward

95.7%

Canary Wharf Ward. We have received a suggestion to change the name of Canary Wharf Ward to Millwall Ward



Tower Hamlets council ward name change consultation

Canary Wharf Ward. Do you want to make any other comments on the suggestions to change the name of the ward?



Respondents providing additional, quantifiable commentary

49.8%

Respondents suggesting alternative name for Ward

1.2%

Alternative names for Canary Wharf Ward
Isle of Dogs Ward
Westferry Ward
Canary Wharf and Millwall Ward
North Millwall Ward

For ward name change – main reason is name is well known with positive connotations

24.5%

Comments from responders who said ward name should remain the same	Number
Geographical reasons (new name is accurate; proposed name is confusing)	19.4% (31)
Positive connotations / well known	24.5% (39)
What's the justification / why?	17.6% (28)
Negative connotations to proposed name	15.0% (24)
Waste of money / time / effort	13.2% (21)
Council has more pressing issues to worry about	2.5% (4)
New name unpronounceable	1.2% (2)
Not without amending ward boundaries	0.6% (1)

Against ward name change – main reason is need to reflect wider ward

2.5%

Comments from responders who said ward name should change	Number
Ward name should reflect whole ward - ward is more than just Canary Wharf / business	2.5% (4)
Geographical accuracy	1.2% (2)
Proposed name reflects history	1.8% (3)

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Non-Executive Report of the: General Purposes Committee Thursday, 24 June 2021	
Report of: Janet Fasan, Director of Legal and Monitoring Officer	Classification: Open (Unrestricted)
Physical, Hybrid and Virtual Committee meetings	

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

Executive Summary

During the Covid-19 pandemic the Council has made use of extensive powers (Statutory Instrument (The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020)) to operate virtual council and committee meetings.

Those regulations have now expired and the Council has reverted to holding physical meetings with some features of virtual meetings retained (such as allowing some speakers to continue to attend virtually).

Over the last year and a half, Members have experienced a full range of meetings including fully physical, fully virtual and also hybrid committees.

This is therefore a good opportunity for the Committee to discuss the advantages and disadvantages of the different types of meetings and to consider creating guidance on their appropriate use in the future. Any guidance that is developed could then be included in the Council Procedure Rules in Part B of the Constitution.

The report sets out initial research and commentary on the options. The Committee can then review, discuss and steer as appropriate.

Recommendations:

The General Purposes Committee is recommended to:

1. Consider the opportunities and challenges associated with each type of Committee meeting (physical/virtual/hybrid) and provide officers with a steer as to how the Council should develop its meeting procedure rules to govern these meeting types.
2. Consider the equalities opportunities and risks associated with each meeting type in coming to the above conclusions.

1. REASONS FOR THE DECISIONS

- 1.1 Good governance requires that the Council make best use of the different committee meeting options available to encourage open and accessible decision making.
- 1.2 At its Annual Meeting on 19 May, Council agreed that the General Purposes Committee should explore the opportunities potentially available from hybrid and virtual meeting and to look at any risks or risk mitigation measures.

2. ALTERNATIVE OPTIONS

- 2.1 The Committee could recommend that the Council return to only holding fully physical meetings. This is not recommended as it is proposed that there are opportunities for improved engagement should at least some hybrid/virtual technologies be embraced.

3. DETAILS OF THE REPORT

- 3.1 Following the start of the Covid-19 pandemic which was preventing physical meetings from taking place, the government enacted a new Statutory Instrument (The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020) to allow virtual meetings to take place.
- 3.2 Now that the regulations have expired, meetings have to operate from a physical location again. However, the experiences of the last year and the new technologies now available mean that there are potentially new ways of operating meetings that were not available before. At a basic level this could simply mean outside experts being able to provide evidence or submissions to scrutiny meetings virtually, at the other end of complexity spectrum it could mean meetings where half the participants are virtual and the other half are in the room.
- 3.3 With the Covid-19 restrictions gradually being relaxed, and with Members now having the experience of three types of committee meeting (physical/hybrid/virtual), now is seen as a good time for the General Purposes Committee to start discussing how it considers the Council could best make use of new technologies/solutions and where a return to fully physical meetings would be most desirable.
- 3.4 Subject to the views of Committee Members, officers will prepare revised Council Procedure Rules to accommodate agreed methods of meeting operation.

- 3.5 This report provides a summary of the options available. More detailed information is set out in the appendices to the report. The report assumes that when these rules come into force there would be no, or minimal, Covid-19 restrictions.

Potential recommendations

- 3.6 Officers have looked at all the options available and monitored discussions taking place and have identified some key criteria for use when planning new procedures. Particular issues noted included:
- The need for any new rules to be simple to understand and easy to enforce.
 - Ensuring that arrangements and technical requirements were not over complicated or required additional expenditure or excess officer time to manage/operate.
 - The expected desire of most residents to be able to physically see important decisions being taken.
 - The additional ceremony and formality provided by physical meetings.
 - That attendance had often been higher at virtual meetings, especially at 'smaller' committees or those which were undertaking consultative tasks.
 - That home working would remain a big feature in the future and it would not always be possible for all participants to attend physically.
 - Feedback from many third parties was that they appreciated the added flexibility of virtual meetings.
 - That virtual technology was likely to continue to develop.
- 3.7 Minimum legal requirements – the Monitoring Officer has reviewed the regulations that are in place and has determined that, unless new virtual meeting regulations were to be enacted, the following are the minimum requirements to ensure a formal committee meeting can take place.
- At least a quorum of committee members must be physically present.
 - Other committee members could participate virtually but would not be technically 'present' and would not be able to vote.
 - Key officers must be present including:
 - Clerk
 - Legal officer (if one would normally be present or if it is expected one would be required)
 - A lead officer responsible for the committee or the service in question. This will vary depending on the nature of the Committee.
 - Arrangements for applicants/objectors and other public speakers to attend physically unless they indicate they wish to present virtually.
 - Seating for the press and public.

- 3.8 Taking the above into account the following were drafted up as potential recommendations on the future of physical/hybrid/virtual meetings.

A - Fully Physical – Council

All attendees would be in attendance physically at the Town Hall.

Reasons:

- This is a big set-piece event which is also highly formal.
- It has a large attendance which makes it extremely difficult to ensure anyone on screen could be seen by all those participating.
- Council involves all Councillors/Mayor taking decisions and so it is not appropriate for them to be participating remotely and not able to vote.
- Exceptions allowing virtual attendance could be granted very occasionally for an external expert or special guest on the agreement of the Speaker and Monitoring Officer.

B - Hybrid Meetings – Cabinet and most Committees

All Members and key officers required to attend. All other participants given the option of attending physically or virtually.

Reasons:

- Decision-makers should be taking decisions and so should not be attending virtually where they cannot vote.
- Attendance by key officers (and any other key participants) ensures best support for the discussions and any informal discussions needed. Also means that the impact of any technical faults could be mitigated as they would be physically present.
- Allowing others to participate remotely acknowledges the efficiency and convenience of virtual attendance and ensures the public do not have to travel to the town hall to take part.

C - Virtual Sessions – a potential option for scrutiny and non-decision-making meetings.

Reasons:

- Where no formal decisions are being taken then there is no need to hold a physical committee meeting and so a virtual sessions is an option.
- Virtual sessions will not be classed as Committees to avoid confusion.
- Virtual sessions would still have presentations, discussion documents, notes of the meetings etc which would be published on the website. They could also be webcast.
- For example, a Scrutiny Sub-Committee could meet at the start of the year to agree its work plan and then delegate to officers' responsibility to enact actions from any virtual discussions. Formal committees would only arranged should an important decision be required.
- These arrangements (or similar) should only be enacted within agreed boundaries and only where that committee chooses this method of operation.

Options considered but not included

3.9 Other options set out below were considered but were not included in the above. As a general point, it was also felt that keeping the number of options to a minimum was important to avoid confusion.

D – Physical Core – the legally minimum required attendance (quorum of Members, clerk, legal services, lead officer) with all other attendees expected to join virtually.

Reasons rejected:

- If a Member is on a committee then they should be at the meeting.
- Potentially confusing to the public as to the different types of Members involved and why some of those listed on the agenda can vote and others cannot.
- There may need to be more officers in attendance depending on the reports on the agenda.
- This option is likely to be popular where there are no ‘controversial’ decisions to be taken but it is not always possible to anticipate what those would be.

E – Fully Physical (Small) - for smaller committee meetings – to reduce administrative burden at small meetings where no public attendance is expected, revert to fully physical meetings with no webcasting or hybrid option.

Reasons rejected:

- Developments in the technology available mean the goal is that all meetings will only require one support officer (the clerk) in the near future and so the goal of reduced support impact is met without having to bring in these restrictions.
- Should the technology not develop as anticipated then this may have to be revisited.

F – Fully Virtual Committee – potentially there are some committees that could continue to operate virtually with no physical attendance required. This would be either because they operate under different regulations (e.g. Licensing Sub-Committees) or because there is no significant risk of a challenge to their decisions (e.g. Scrutiny).

Reasons rejected:

- There are mixed views as to whether Licensing Sub-Committees are able to operate virtually some London Boroughs are continuing to meet virtually whilst others have reverted to physical meetings.
- It is not good governance to allow meetings to take place outside the framework even if the risk of challenge was low.
- This option would cause confusion for the public as to why some committees were being treated differently.

Individual Mayor/Cabinet Decision Making

- 3.10 The Mayor has taken a number of individual decisions before and during the pandemic, these do not require formal committee meetings. This option is still available, as is the ability to increase individual cabinet member decision making. These decisions could still be webcast or form part of informal discussions (as some have in the past). It is for the Mayor and Executive to determine their decision-making arrangements.

New Town Hall

- 3.11 The Council is due to move into the new building within the next 18 months. The location of the building will be much easier to reach, which should help physical attendance.

Webcasting

- 3.12 Over the last year all meetings have been webcast. This has increased the administrative and financial cost of holding committees. Careful consideration will be needed on the appropriate level of webcasting for future meetings. Appendix 1 sets out more information on webcast viewing.

Other Local Authority Plans

- 3.13 At this stage most authorities have been concentrating on the immediate task of ensuring hybrid and/or physical meetings could be conducted during the remaining Covid-19 restrictions. Therefore, no clear pattern of long-term patterns have become apparent. A few themes are emerging and these are set out later in the report. Officers will continue to monitor discussions and any important trends will be highlighted in future reports.

Conclusion and timelines

- 3.14 The Committee are asked to consider the above and help steer the creation of any appropriate guidance. A follow-up report will be presented to a later meeting following the steer provided by this meeting.

4. EQUALITIES IMPLICATIONS

- 4.1 When considering options for holding committee meetings it is important to balance the different equalities implications of holding physical and/or virtual meetings. Some people may not have access to the relevant technologies required to join meetings

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 None specific to this report but any new Council Procedure Rules will have to ensure they are compliant with relevant regulations to ensure there is no risk of challenge to the decisions taken.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 This is only a scoping report so there are no decisions direct from it that will result in extra expenditure. If any proposals do later require additional funding then a growth bid would be required.

7. COMMENTS OF LEGAL SERVICES

7.1 There is no single model for hybrid meetings prescribed by legislation.

7.2 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) and Members of the Committee and key officers must be in physical attendance for a meeting to be validly held under the statutory provisions.

7.3 In terms of the Equality Act 2010, consideration must be given to ensure that the procedure rules for hybrid meetings do not negatively impact those with protected characteristics (particular consideration to age and disability) and do not overall make it more difficult to attend a meeting.

Linked Reports, Appendices and Background Documents

Linked Report

- Report to the Annual Council meeting on the Council's Constitution – 19 May 2021

Appendices

- Appendix 1 – webcast viewing stats
- Appendix 2 – summary of government consultation

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.

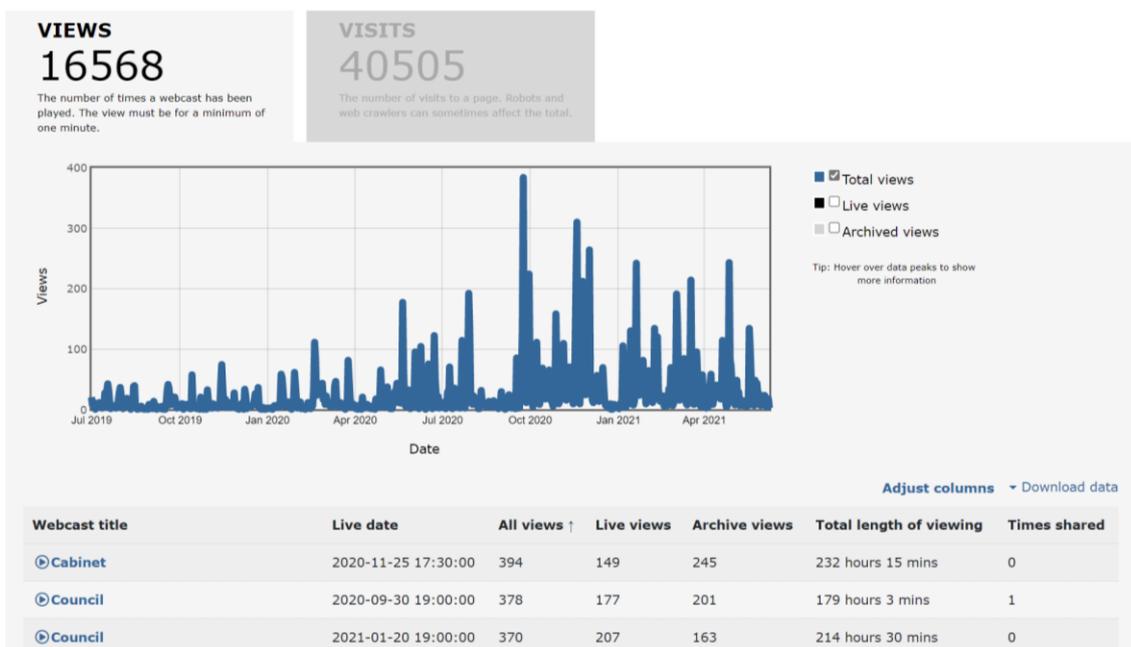
- None

Webcast views

1. It is interesting to note that views of the council’s webcasts have increased significantly during the lockdown period. This will partly be due to the increased number of meetings being webcast (all are now webcast whereas before only the main committee were) and viewing by people who would have joined in the public gallery if they could but looking at individual figures it seems that the increases are significantly higher than if those were the sole reasons.
2. There could be a number of reasons for this. Awareness of this option will have increased as people now expected to be able to access meetings via the web whereas they may not have expected that before. Equally, more officers and Members may have thought to view webcasts of meetings they were not directly involved in (or those they would have attended to view rather than participate in).

Note – the following figures do not include those who directly participated through Teams but they do include officers and Members who viewed the webcasts through the Public-I site either live or after the event. Each view must be for a minimum of 1 minute to count.

3. The following chart sets out total webcast views (live and archive) between 1 July 2019 and 1 June 2021. There is a clear increase in viewership following the introduction of virtual meetings around May 2020. The bottom of the chart also shows the top three meetings for ‘views’, all taking place during the pandemic period.



4. Breaking the figures down a bit shows the change in more detail. The below figures show comparisons between the same date ranges one year apart:

1 Jul 2019 to 1 Mar 2020

2545 total views

Largest total on a given day (live and archive): 111

Highest for a meeting (live and archive) - 279 (Budget Council Feb 2020)

1 Jul 2020 to 1 Mar 2021

8504 total views

Largest total on a given day (live and archive): 384

Highest for a meeting (live and archive) 383 (Cabinet 25 November 2020) but 7 meetings beat the highest in previous period.

Costs – time and money

- 3.15 On the raw figures it would suggest that webcast viewing is becoming a more popular and they are a good way of increasing the transparency of council decision making, but there are still big differences between the most popular and least popular meetings with many attracting 10-30 views. Hosting fees (additional cost of around £2-3k for the first half of the lockdown period) and officer time (an additional member of staff per meeting – although it is hoped to reduce this with new hardware being installed) should also be considered when looking at the impact of webcasting which could suggest that once Covid-19 restrictions are eased there could be an argument for not webcasting the smallest meetings.
- 3.16 For meetings where public attendance is not expected to be high there may be an option to add attendees to the Teams meetings setting them as 'non-participatory'.
- 3.17 The Committee may wish to take a view on whether they consider that all meetings should continue to be webcast or whether the council should revert to just webcasting the larger meetings.

Reasons for holding physical and/or virtual meetings

Based on experiences over the last year and the government's consultation on the future of virtual meetings, the following are reasons that have come up in discussion as the main issues to balance when considering whether to steer towards physical or hybrid meetings:

Potential positive reasons for physical meetings

- Consistency with decision making arrangements over the years.
- Better accessibility for those who do not have access to good-quality internet access.
- Easier for Members to communicate informally and for officers to informally advise Members.
- Debate can flow more freely including with public speakers
- Easier to vary from a pre-planned procedure.
- Easier to ensure all participants are present, are paying full attention and for the Chair to be aware of activities/discussions taking place around the meeting.
- Does not rely on computer technology/internet to hold the meeting.
- Room layout makes it much clearer who is performing each role (who are the Committee members, who are the lead officers etc).
- Fully physical meetings (especially with no webcasting) potentially require less officer support from Democratic Services.

Potential positive reasons for virtual and hybrid meetings

- Meetings are more accessible as Members/officers and the public do not have to travel to the town hall. This has encouraged higher attendance and has been a repeated comment from those participating in virtual meetings.
- Reduced travel time also makes people more efficient as they can do other things (including attend other meetings) when they would have been travelling.
- Using the technology as part of the meeting allows a greater use of different sources of information such as playing internet videos, searching web pages, online voting etc. the Chat system can be useful to add links, information for the meeting to see etc.
- Meetings are more structured and easier to manage for the chair.
- Virtual participants are easier to 'mute' or remove if they misbehave and so participants tend to be more polite. Easier to control speaking time.
- If the public gallery is virtual then it is not possible to disrupt the meeting in the same way.

- Reduced attendance at the Town Hall may reduce the need for support from Facilities Management and reduces the need to book large meeting rooms which could then be used for other purposes.

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Non-Executive Report of the: General Purposes Committee 24 June 2021	
Report of: Amanda Harcus, Divisional Director HR & OD	Classification: Internal
Title: Alternative models of Employee Appeals Sub-Committee	

Originating Officer(s)	Pat Chen, Head of HR
Wards affected	

1. EXECUTIVE SUMMARY

- 1.1 GPC previously considered a report on alternative models for an Employee Appeals Sub-Committee on 23 February 2021. This updated report incorporates feedback from that meeting, namely revising the composition of the Appeal Panel and including equalities data relating to dismissals.

- 1.2 The Council's Disciplinary Policy, Attendance Management, Standards for Managing Employee Performance, Redeployment and Redundancy procedures provide an appeal in cases of dismissal to a sub-committee of the General Purposes Committee. The sub-committee is made up of three elected members. This paper sets out a proposal for the Committee's consideration which would align a new process to the responsibilities of the Chief Executive in his capacity as Head of the Paid Service. The proposal supports in building the foundation of an improved culture for our organisation and to strengthen the requirement for stronger performance management and accountability across the Council.

- 1.2 The clarification of officer responsibilities for operational staffing matters will demonstrate the organisation's commitment to management accountability among the officer leadership team and reconfirms current alignment of accountability for organisational performance to the Chief Executive as Head of Paid Service. It is proposed that members will continue to participate on Appeals Panels, maintaining responsibility for, and an oversight of, the effectiveness of the relevant policies and procedures through an annual report produced by HR & OD to the Committee. This proposal will re-emphasise the role of members in policy setting in relation to staffing, and continue the Committee's oversight of quality assurance in achieving outcomes and compliance.

2. RECOMMENDATIONS

The General Purposes Committee is recommended to:

- 2.1 Change the constitutional arrangements for the Appeals Panel to refer dismissal appeals to an officer panel, supported by a Member as set out in the report.
- 2.2 Consider and agree the pool from which selection of the advisory member on the appeals panel is chosen.
- 2.3 Agree that amendments can be made to the relevant policies and procedures to reflect the changes to the appeals process for dismissals.
- 2.4 Receive, on an annual basis, a report on the performance of dismissal procedures and the outcomes of appeals.

3. REASONS FOR THE DECISIONS

- 3.1 Within the council there is increasing importance given to performance management and to individual senior officers taking accountability for their actions. In line with this, it is suggested that senior officers should be expected to hear final appeals and have accountability for their decision making. This includes explaining the rationale for management decisions at employment tribunals as necessary rather than, as currently, only being accountable for staffing up to the point of dismissal. If an appeal against dismissal is submitted by an individual, a member panel, and specifically the chair of an Appeal Panel, assumes accountability in this regard for staffing matters on behalf of the council and on behalf of the Head of the Paid Service.
- 3.2 The proposed change will reinforce the role of the Chief Executive as the Head of Paid Service in both developing and being accountable for a culture of performance management in our council and reinforcing the discipline needed to support that culture. It is the post of Head of Paid Service which carries the statutory responsibility for all aspects of staffing and in this regard, officers hearing dismissal appeals retain full accountability. This post also has accountability to the council for all staffing matters including performance and capability in the delivery of services and the effectiveness of, and compliance with, HR policies and procedures. The current arrangement can create unintended tensions within those lines of accountability.
- 3.3 The role of elected members is to set and agree the outcomes and direction for the organisation, to define the policies through which those outcomes are delivered and oversee and monitor performance against those defined outcomes.
- 3.4 At the GPC meeting on 23 February 2021, members were supportive of having a hybrid Appeal Panel chaired by a Chief Officer (who is the decision maker) and have one Member as part of the panel in an advisory role. This paper proposes a model that enables members to participate in dismissal appeals in an advisory capacity only and to provide an independent overview and scrutiny of the decision-making processes.
- 3.5 Within London, Tower Hamlets is one of 13 boroughs that have members involved in dismissal appeals (two others are also considering revising their process). 20

boroughs have removed members entirely from the appeals process.

4. ALTERNATIVE OPTIONS

- 4.1 Continue with current arrangements.
- 4.2 Introduce officer only appeals panels.

5. DETAILS OF THE REPORT

- 5.1 The current arrangements for the right to appeal a management decision to dismiss are set out in those policies that include this provision, and specifically, any appeal against dismissal to a Members panel.
- 5.2 Currently, the dismissal appeal panel is a sub-committee of the General Purposes Committee. The panel hears all final appeals against dismissal involving the Council's Disciplinary, Attendance Management, Performance Management, Capability, Redeployment and Redundancy policies. Each appeal panel is made up of three elected members, including a member of the Executive.
- 5.3 It is a necessary requirement for the members of the appeals panel to receive training in order to keep up to date with developments in employment law and fair process and to be familiar with internal policies and procedures to ensure that hearings are conducted in a fair and proper manner.
- 5.4 It is also significant that the sub-committee provide the final stage for appeal against dismissal within relevant HR policies and process and, as such, members of the appeal panels can then be called to provide evidence at Employment Tribunals where dismissal decisions are challenged through the legal process. This has, on occasion, necessitated members' attendance at tribunals for significant amounts of time, requiring them to set aside dates scheduled for tribunal hearings.
- 5.5 The proposal set out in this report is to change the arrangements for a member appeal panel in relation to all individual staff matters other than those for the Corporate Leadership Team (see 5.10 below). In its place the panel would comprise of a member of CLT, as chair and decision maker, one further member from the Senior Leadership Team (including Directors and Heads of Service) and one elected member in advisory roles. This enables CLT to carry collective responsibility for their decision-making. A legal and/or HR adviser will support the panel in a similar way to the current member appeal panels.
- 5.6 All members of the appeal panel will have had no previous involvement in the case. Corporate Directors and the second SLT member will be selected on a rota basis, subject to availability and having no previous involvement in the case. In order to limit the risks of delay in convening appeal panels, CLT should have the facility to nominate a Director to serve as the decision-maker, only when a member of CLT is not available to do this within a reasonable timescale.
- 5.7 The member in an advisory role will be drawn from the membership of the General Purposes Committee on a rota basis, subject to availability. If no member is available then a substitute member of the Committee may be used.

- 5.8 This would require an amendment in the Constitution to change the appeals arrangements and confirm authority with the Chief Executive as Head of Paid Service to arrange for senior officers to hear final staff dismissal appeals. The Director of HR & OD or nominated deputy will oversee the training of, and support given to officers and members responsible for hearing such appeals.
- 5.9 Officers are well placed to enable consistency and develop expertise in hearing appeals. Going forward there are opportunities to ensure greater consistency in the application of performance management by officers as well as embedding culture change and accountability for decisions made in all staffing matters.
- 5.10 Outcomes and relevant organisational learning from individual cases are dealt with through lessons learned being undertaken by senior officers responsible for the relevant policies and any action arising from this are reported to the Chief Executive as Head of the Paid service responsible for all staffing matters as part of the Statutory Officer meetings .
- 5.11 It should be noted that separate arrangements apply in relation to disciplinary action concerning the Chief Executive and members of the Corporate Leadership Team as these require member involvement as set out in the Constitution. There is no plan to change those arrangements.
- 5.12 Arrangements will be put in place for a regular annual report to be presented to the General Purposes Committee in relation to its responsibility for overseeing the effectiveness of and compliance with dismissal appeal arrangements and to ensure the council meets its objectives in terms of staff performance and expected standards of behaviour. It would remain the responsibility of the Committee to consider and approve any changes to relevant policies where there is the facility to appeal against dismissal.
- 5.13 The numbers of staff dismissals and appeals for the period 1/4/16 – 31/3/21 are set out below in Table 1. The outcomes and whether any claims were submitted to the Employment Tribunal is also included.

Table 1
Dismissals and appeals for the period April 16 to March 21

Number of dismissals (excluding redundancy)	Number of appeals	Dismissal upheld	Reinstated	ET claim submitted
76	24	18	6	13

- 5.14 **Appendix 1** sets out equality data relating to the reason for the dismissal (sickness, discipline, capability/other). It also sets out the equality data by protected characteristics and how this compares to the overall composition of the workforce.
- 5.13 The data tells us that overall, more males are dismissed, although proportionally more females are dismissed for sickness. With regard to race and disability, dismissals are broadly in line with workforce representation, although slightly more BAME staff are dismissed for disciplinary reasons. With regard to age, more disciplinary or capability dismissals are in the younger age groups.

6. EQUALITIES IMPLICATIONS

6.1 There are no equalities implications arising from this proposal. An equality analysis of any revisions to relevant policy and procedures will be carried out separately.

7. OTHER STATUTORY IMPLICATIONS

7.1 NONE

8. COMMENTS OF THE CHIEF FINANCE OFFICER

8.1 There are no direct significant financial implications arising from this report.

9. COMMENTS OF LEGAL SERVICES

9.1 There is no legal requirement for appeals to be heard by members however, good practice requires that appeal hearings should be chaired by an officer of greater or equivalent seniority to the chair of the original panel who made the decision to dismiss to limit the risk of a challenge for procedural unfairness in any potential legal claims which might be brought by the employee.

Linked Reports, Appendices and Background Documents

Linked Report

* NONE

Appendices

* NONE

Appendix 1 – Equality Data relating to dismissals

Table 1
Dismissal reason by Race/Sex/Disability/Age

Dismissal reason	Race						
	BAME	%	Mixed	%	White/Other Missing*	%	
Sickness	24	12	50.00	1	4.17	11	45.83
Disciplinary	46	31	67.39	3	6.52	12	26.09
Capability/Other	6	3	50.00	1	16.67	2	33.33
Total	76	46		5		25	

* 4 staff with details of race missing – all disciplinary dismissals

Dismissal reason	Sex			
	Female	%	Male	%
Sickness	24	15	9	37.50
Disciplinary	46	16	30	65.22
Capability/Other	6	2	4	66.67
Total	76	33	43	

Dismissal reason	Disability			
	Disabled	%	Non-disabled, or not stated*	%
Sickness	24	3	21	87.50
Disciplinary	46	2	44	95.65
Capability/Other	6	1	5	83.33
Total	76	6	70	

* 15 staff who declined to state if disabled – 9 disciplinary, 6 sickness dismissals

Dismissal reason	Age			
	Under 55	%	55+	%
Sickness	24	10	14	58.33
Disciplinary	46	35	11	23.91
Capability/Other	6	5	1	16.67
Total	76	50	26	

Table 2

Total number of dismissals by Race/Sex/Disability/Age with comparison to workforce representation

Race	Number of Employees	% of cases	Workforce representation
Asian	6	7.89%	5.98%
Bangladeshi	22	28.95%	25.71%
Black	18	23.68%	20.68%
Missing	4	5.26%	4.03%
Mixed	4	5.26%	2.73%
White	22	28.95%	39.39%
Grand Total	76	100.00%	

Sex	Number of Employees	% of cases	Workforce representation
Female	33	43.42%	58.99%
Male	43	56.58%	41.01%
Grand Total	76	100.00%	

Disability	Number of Employees	%	Workforce representation
Declined to State / Missing	14	18.42%	13.09%
No	55	72.37%	79.73%
Unaware	1	1.32%	1.30%
Yes	6	7.89%	5.87%
Grand Total	76	100.00%	

Age	Number of Employees	%	Workforce representation
25 - 34	11	14.47%	1.78%
35 - 44	16	21.05%	18.99%
45 - 54	23	30.26%	25.84%
55 - 64	18	23.68%	25.28%
65 - 74	5	6.58%	24.45%
75 - 84	3	3.95%	3.58%
Grand Total	76	100.00%	

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Non-Executive Report of the: General Purposes Committee 24 June 2021	 TOWER HAMLETS
Report of: Director of HR & Organisational Development	Classification: Unrestricted
Update on Senior Recruitment – June 2021	

Originating Officer(s)	Catriona Hunt, Head of HR
Wards affected	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.
- 1.3 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 General Purposes Committee.

2. DETAILS OF THE REPORT

2.1 Background

General Purposes Committee received a report in February 2021 which provided an update on the recruitment to the posts established in the review of the Senior Leadership Team conducted in November and December 2020.

This report sets out the current status of recruitment to vacant 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 recruited to since last report

2.2. 2 Post	Director of Education (Children and Culture Directorate)	Stephen Nyakatawa started in post on 17 May 2021.
	Director of Customer Services (Resources and Governance Directorate)	Raj Chand started in post on 1 June 2021.

Posts being currently being recruited to, or within the next 3 months

Job title and directorate	Current arrangements	Comments
Corporate Director of Resources and Governance (S.151 Officer)	Retaining current interim arrangements until later this year (Nov/Dec) pending recommencement of recruitment to this role	Interviews were held on the 20 May 2021, however, an appointment has not been made. Recruitment will recommence later this year to be completed by December 2021.
Director of Finance (Deputy S. 151 Officer) (Resources and Governance Directorate)	Arrangements have been put in place to cover the duties of this role with an interim.	Longlisting meeting took place on the 24 May and ASC Shortlisting meeting is scheduled for 10 June. Final interviews are scheduled for the 17 June.

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

Officer contact details for documents:

- Catriona Hunt 0207 364 4522

Cover Report to: GENERAL PURPOSES COMMITTEE 24 June 2021	 TOWER HAMLETS
Report of: Amanda Marcus, Director of HR, OD and Business Support Services	Classification: Unrestricted
Employee Relations Casework Policy – Quarterly Update	

Originating Officer(s)	Pat Chen, Head of HR
Wards affected	None

1. EXECUTIVE SUMMARY

- 1.1. In July 2020 an internal realignment of HR resulted in the establishment of a dedicated team to handle casework and policy development. In August 2020 an Employee Relations and Engagement Framework was drawn up. Aside from the engagement work, its purpose was to establish more effective ways to manage and monitor the high caseload within the Council.
- 1.2. The attached report is to update GPC on the handling of ER casework within the Council, progress made to-date, and targets and considerations for the future development of case management.
- 1.3. This report is for the period September 2020 – March 2021. Future reports will be produced on a quarterly basis and brought to GPC for information.

2. RECOMMENDATIONS:

- 2.1. The General Purposes Committee is recommended to:
 1. Note the report.

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CLT Report on Casework

07/04/2021



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CLT Report on Casework

1. Introduction

The purpose of this report is to update CLT on the handling of staff casework within the Council, reviewing what was established, progress made to-date, and targets and considerations for the future development of case management.

2. Executive Summary

The following key points summarise progress made to-date in tackling casework:

- **Number of cases:** Since September 2021 open cases have steadily fallen month on month and are currently down by a third. 62 cases have been closed in this period. Of these, 40 are long-standing legacy cases which have been closed. At the time of producing this report we have 61 open cases.
- **Time to Resolve:** The time taken to resolve cases which have started since September 2020 take on average 60 days to resolve. The availability of managers to investigate and manage casework can be challenging with other work pressures and priorities, which can, on occasion, be detrimental to the time it takes to resolve cases. Finding managers to investigate grievances or disciplinaries is particularly challenging. The team are therefore developing a proposal to increase the pool of available trained investigators to ease the burden on the existing cohort. The pool was last reviewed and training provided in February 2016. It is now timely to revisit and enlarge this cohort of staff. The type of casework which takes the longest to resolve is Health and Wellbeing, followed by Grievances and CHADs.
- **Case Type:** Analysis of casework by type shows us that the greatest number of cases are grievance, followed by CHAD and disciplinary cases. This is where we can focus our management support and look to develop the service further. With regard to the latter, we have 2 trained mediators in HR who have successfully resolved some recent workplace issues. The team is exploring a proposal to develop this service further with a pool of in-house mediators, offering greater potential to quickly and informally address cases related to work relationships thereby, further averting the formal, lengthy and more adversarial grievance route.
- **Cases by Directorate:** Health, Adults & Community and Place have the highest levels of casework, the majority of which are grievances (including CHADs). A dedicated caseworker is currently supporting Place to tackle the excessive number of complex and long-standing cases.
- **ER In-Box:** The team manage a dedicated Employee Relations Casework in box, which has a 24-hour response target, which is met. In addition to the formal casework requests and enquiries coming through this channel, the team have handled 294 general enquiries to-date, which are not linked to formal cases.
- **Informal ER support:** A key area of work not always reflected in the queries via the in box or on the tracker is the informal advice and support given to managers to resolve staff issues. These can be lengthy processes in themselves, which involve advising managers on handling issues successfully without recourse to formal routes.
- **Equalities:** It is too early to show decisive trends from the equalities data. The content of the reports we generate, and the intervals are under review to enable us to provide more meaningful data against the protected characteristics.
- **Employment Tribunals:** The ER team now work closely with the legal team on claims and will be reporting on this activity in future.

3. Background

In July 2020 an internal realignment of HR resulted in the establishment of a dedicated team to handle casework and policy development. In August 2020 an Employee Relations and Engagement Framework was drawn up. Aside from the engagement work, its purpose was to establish more effective ways to manage and monitor the high caseload within the Council. The Framework looked to achieve this in the following ways:

- Consistency in how we manage casework – practice following policy
- Improving resilience and competency of managers and HR professionals
- Timely resolution of issues
- Staff confidence to raise issues
- Partnership working with staff and trade unions
- Improving the reputation and delivery of the HR & OD service
- Reducing employment costs

The actions and how these have been met is detailed below, including an analysis of the casework data, and considerations underway for the next steps in developing the service.

4. Employee Relations and Engagement Framework Set Up and Achievements

The following sections look at the objectives set in the Employee Relations and Engagement Framework and how each have been achieved.

4.1 Monthly Reporting

Target: To develop a Monthly Performance Report that highlights:

- General overview – trend analysis
- Open case review
- Cases being monitored
- Outcome of hearings
- Closed cases summary
- Long term cases (cases open for 90 days or more)
- Average time taken to resolve cases
- Suspensions and their review
- Measure against Service Level Agreements

Outcome: This target has been met with the monthly reports having been supplied to CLT and to Directorates. In addition, every quarter the reports will provide an equalities data profile of casework. Assessing some key protected characteristics of those involved in casework against the make-up of the workforce, over time and in each Directorate will gradually build a picture which helps us assess any possible discriminatory practices and take action to resolve this.

4.2 Logging of cases and general enquiries

Target: To log all cases, to involve:

- Cases to be raised via ER.Casework@towerhamlets.gov.uk.
- Casework to be defined as a general enquiry or a case that requires action or support
- Cases to be risk rated to assist with prioritisation.

Outcome: All cases are now logged on a tracker, which come to the team via the established ER casework email in box. All queries are logged, be it formal casework requirements or

general enquiries so that we can assess the overall level of employee relations issues. The team are now reviewing this tracking system to refine the categories and improve data reporting via automated dashboards to provide current data on demand.

4.3 Responses and Standards

Target: Establishing response times, as follows:

- Initial response to new case: Within 1 working day
- Substantive response to case: Within 2 working days
- Response to emails: Within 2 working days
- Response to calls: within 2 working days
- Review of letters: Within 2 working days
- Review of outcome letters: Within 2 working days
- Review of reports: Within 2 working days

In addition, standardised letter templates to be developed, indicative timelines to be attributed to cases, and each case allocated an investigating officer, where applicable, and a Commissioning Manager to hear a formal case.

Outcome: All of these requirements have been addressed. The standard set to respond to all employee relations casework emails within 24 hours is a high bar, higher than that set for other HR related in box queries, and is being met, helped by allocating a dedicated team member to cover the in box each day. Each case then has a dedicated experienced HR Business Partner responsible for ensuring it is handled in a timely and informed way.

4.4 ER Surgeries

Target: ER surgeries for managers on a weekly basis for each Directorate and weekly one-to-ones with managers with active cases.

Outcome: The ER surgeries are available on a daily basis. Not knowing the level of demand, initially Directorates were given a dedicated day and time slot in which they could call upon the team for ER surgeries. In practice the team need not be so prescribed about when manager can call upon them, and it is currently possible to support managers as and when they require assistance as soon as we are able. In doing so can more quickly resolve issues that come to light. If this proves unmanageable we can always revert back to the Directorate specific weekday allocation. The team would rather be more responsive to arising needs if they are able to. The team will be promoting these surgeries further, not simply to manage cases as they arise, but also to assist managers in meeting Council wide objectives, for example, attendance management targets, and looking at potential development needs of cohorts of managers, or providing coaching on handling complex cases.

4.5 Additional Requirements

Target: In addition to the above the framework identified the following:

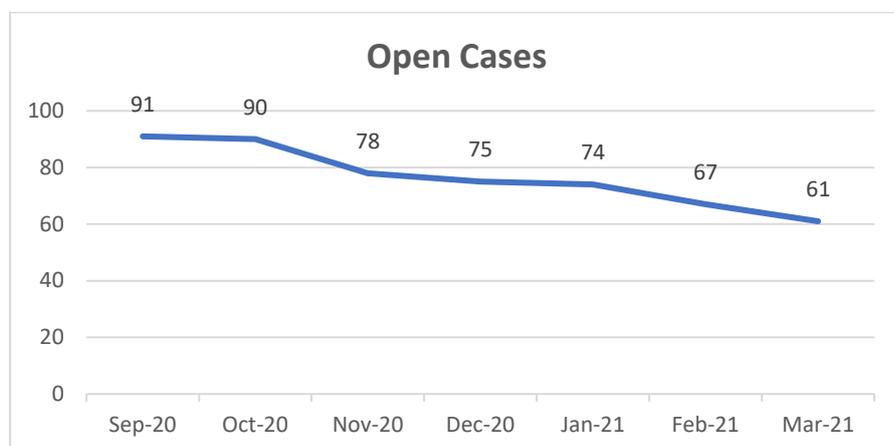
- Monthly training for the ER team and wider HR (which will include a legal update)
- Regular briefing sessions for managers run by HRBP's and Heads of HR throughout the year.

Outcome: Some training has been provided to the ER Team and the HR Business Support Team on responding to enquiries, policy and procedure, and general enquiries, and the implementation and impact of new policies, terms and conditions introduced through Tower Rewards. The Employee Relations team is presenting to the wider Business partner team on casework practice in April 2021. Work is currently underway to plan for the full team's development needs to improve their casework handling skills.

5. Casework Analysis

5.1 Open Cases, Case Types and Case Location

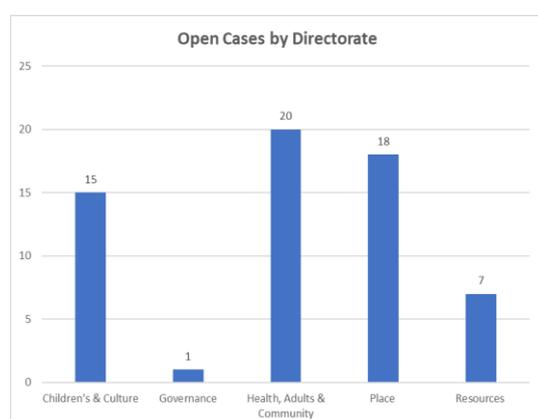
During the period 1st September 2020 to 24 March 2021 the overall number of open/live cases has dropped by a third from 91 to 61, as illustrated in the bar chart below which shows progress month by month over this period:



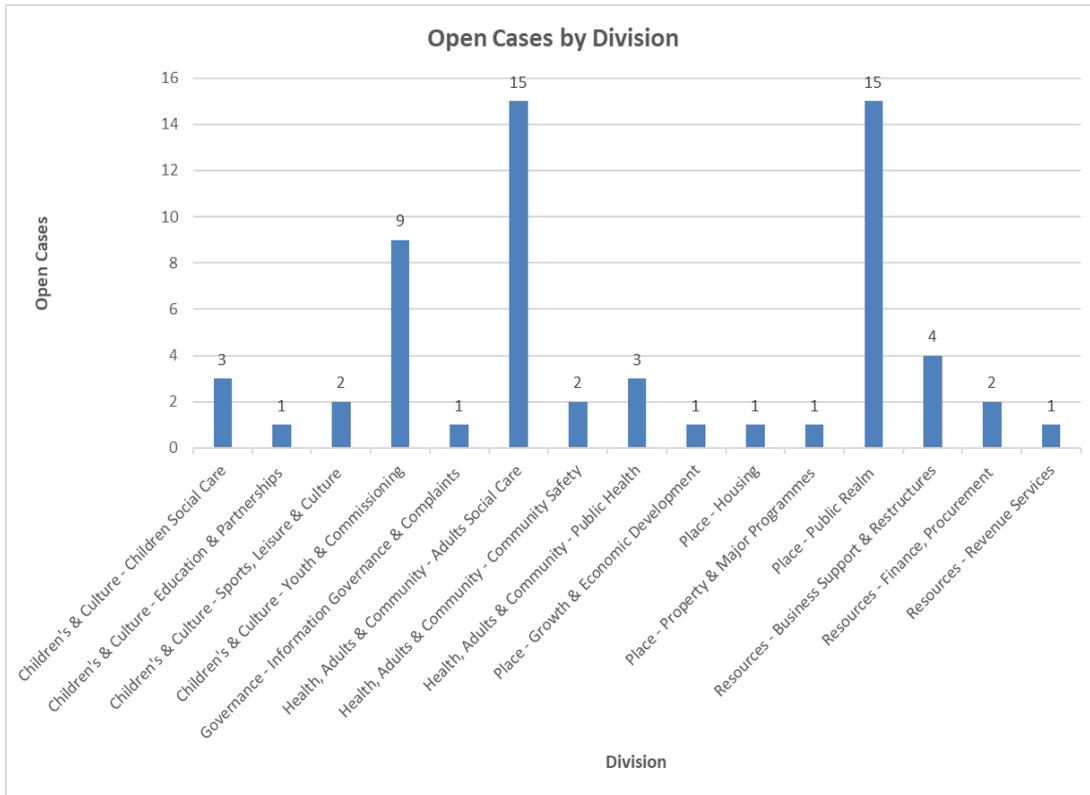
5 of the open cases involve suspensions, which are under review and justified at present. The overall drop in cases month by month and by Directorate is summarised in the table below:

Directorate	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Children & Culture	26	29	22	20	20	17	15
Governance	4	6	4	1	1	2	1
Health Adults & Community	30	23	24	23	21	21	20
Place	21	23	19	21	23	19	18
Resources	10	9	9	10	9	8	7
Grand Total	91	90	78	75	74	67	61

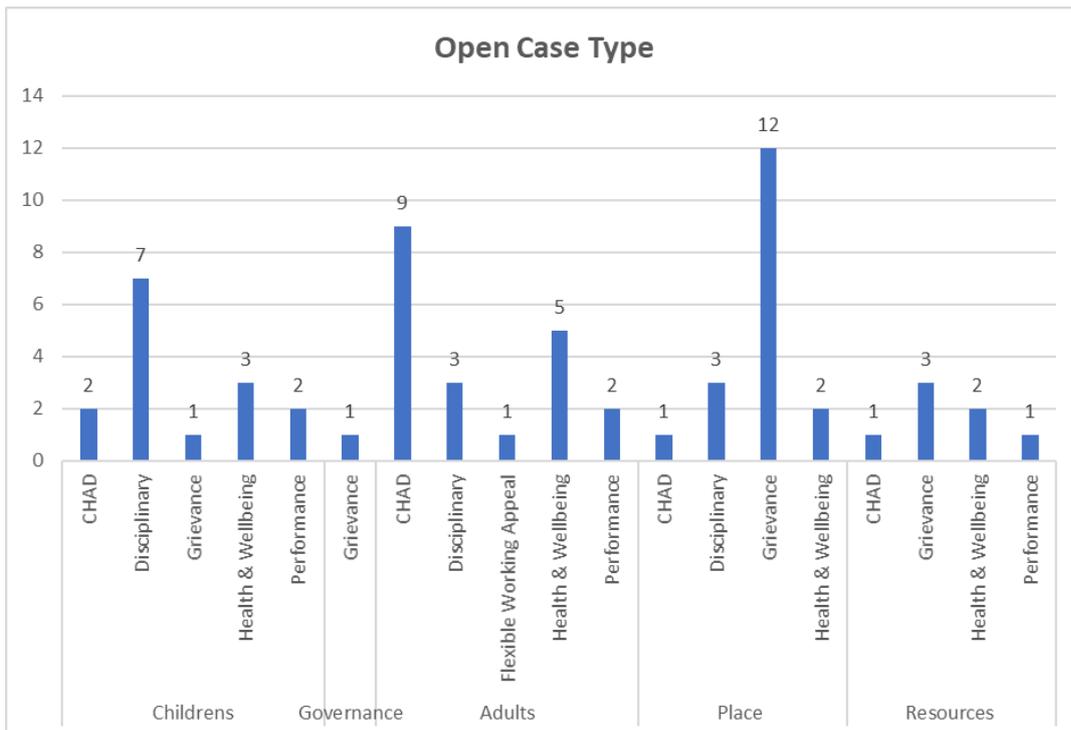
Looking at the current March 2021 data, the bar graph below more clearly shows the greatest number of cases are in the three largest Directorates: Health, Adults & Community; Place; and Children & Culture:



Breaking the data down further by casework in the Divisions, the following bar chart illustrates that Adult Social Care and Public Realm have by far the greatest number of cases. These represent half of the total current open cases, and illustrate where we need to now target management support and development:



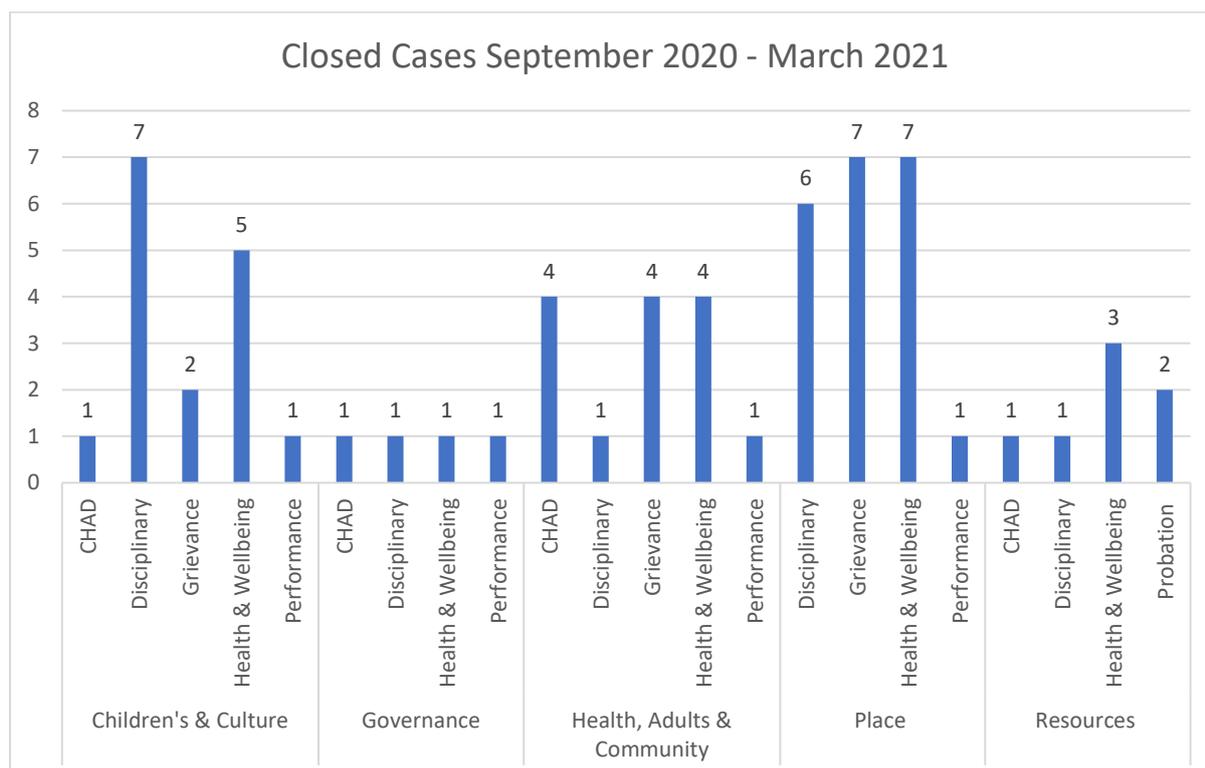
Within these specific divisions, it has been identified that the majority are grievance/CHAD cases, as shown in the bar chart below:



Looking at this data, we need to focus our resources in supporting managers to resolve grievances and CHAD complaints.

5.2 Closed Cases

On average the casework team is closing 6.9 cases a month. During the period 1st September 2020 to 24 March 2021, the Employee Relations and Engagement Team have closed 62 cases. This includes Health and Wellbeing cases where a formal monitoring period is in place, which the Employee Relations team continue to actively monitor. A breakdown of the closed cases by Directorate is shown below:



For cases that took 90 days or more to close (we define long term cases as those open for 90 days or more), the majority of these were Health & Wellbeing cases followed by Disciplinary and CHAD. The average length of time to close these cases in the period 1st September 2020 to 24th March 2021 was 234 days, however it is useful to split these cases into those that were opened prior to 1st September 2020 and those cases that were opened after this date. 22 cases closed during this period were opened after 1st September 2020. The time taken to close these cases was 60 days. 40 cases closed during this period had been opened prior to 1st September 2020. The time taken to close these cases was 330 days. This demonstrates that the Employee Relations and Engagement Team have actively worked to close long term historical cases and have significantly reduced the average time taken to close newly opened cases.

5.3 Equalities Data

It is perhaps too early to assess meaningful trends in casework against equalities data in the form of the protective characteristics of staff. What we know from the data of current open key areas of casework (CHAD, grievances, disciplinaries and health and wellbeing cases) is that 63% of cases involve men, which are predominately grievances (and mainly in Public

Realm). Amongst women, a significant number of cases are CHAD (which are evenly spread across Directorates, but with the most, (4), in Adult Social Care). 61.5% of disciplinaries involve men (evenly spread across divisions).

Regarding ethnicity, the data from key case types by sex, ethnicity and division, is a notable higher number of Bangladeshi men that have taken out grievances in Public Realm.

Information on disabilities is not significant.

Equalities data charts as at January 2021 are provided in Appendix 1.

The equality reports were produced on a monthly basis until January 2021 and will now be provided on a quarterly basis as the changes in data are often too marginal to be meaningful over a shorter timeframe, and, it is too early since tracking began to analyse the data for trends that may indicate any areas of potential discrimination. Additionally, the reports to date have reported on overall open cases, which is also changing. The quarterly reports will now focus on case type. This will enable better understanding of how staff are managed and whether there is a disproportionate impact upon protected characteristics and in which Divisions. As before, the reports will benchmark the data against all of the protected characteristics of the whole workforce.

5.4 Employment Tribunals

Some cases do result in claims being lodged with the Employment Tribunal. The senior ER team get involved in early conciliation with ACAS, to attempt to settle cases where appropriate, having fully assessed the risks of the case with the legal team. There is also now monthly reviews of submitted claims between the legal team and the senior ER team, and case conferences with managers to prepare any ET responses, including witness statements. This activity will be reported on in future.

6. Future Targets & Considerations

6.1 Future targets and considerations for the service are as follows:

- Target of 45 open cases by June 2021
- Report on the formal establishment of an in-house mediation service, looking to quickly and effectively mediate workplace relationship issues with a view to averting formal grievances
- Training of more investigators.
- Training for the wider HR team, including Business Support, for example on understanding contracts of employment and the importance of getting this right.
- Work with Public Realm and Adult Social Care management on addressing those hotspot areas and provide tools and techniques to assist managers in these services to effectively manage cases.
- Quarterly and annual casework equalities report to have an overview of trends to identify any potential discriminatory practices.
- To extend our analysis and understanding of work relationships, management practices and equalities by gathering and meaningfully assessing exit interview data.
- To further develop a programme of development for the ER team in effectively handling casework and for the wider HR team, including briefing sessions on policy development.
- To report on open ET claims, outcomes and any settlements.

Equalities Data

Equality breakdown of open cases as at January 2021

Key

- ← Slightly lower than workforce
- Slightly higher than workforce
- ↓ Significantly lower than workforce
- ↑ Significantly higher than workforce

Equality breakdown of open cases January 2021

Race	Number of Cases	%	Greater or lesser proportion	Overall Workforce Data
Asian	4	5.41%	←	Asian 276 5.98%
Bangladeshi	33	44.59%	↑	Bangladeshi 1186 25.71%
Black	18	24.32%	←	Black 954 20.68%
Missing/Decline to State	0	0.00%	-	Missing/Decline to State 186 4.03%
Mixed	3	4.05%	←	Mixed 126 2.73%
Other	0	0.00%	-	Other 68 1.47%
White	16	21.62%	↓	White 1817 39.39%
Grand Total	74	100.00%		Grand Total 4613 100.00%

Sex	Number of Cases	%	Greater or lesser proportion	Overall Workforce Data
Female	30	40.54%	↓	Female 2721 58.99%
Male	44	59.46%	↑	Male 1892 41.01%
Grand Total	74	100.00%		Grand Total 4613 100.00%

Sexual Orientation	Number of Cases	%	Greater or lesser proportion	Overall Workforce Data
Bisexual	0	0.00%	-	Bisexual 48 1.04%

CLT Report on Casework

Gay	0	0.00%	-	Gay	75	1.63%
Heterosexual	56	75.68%	←	Heterosexual	3476	75.35%
Lesbian	0	0.00%	-	Lesbian	43	0.93%
Prefer to self-describe	0	0.00%	-	Prefer to self-describe	1	0.02%
Missing/Decline to State	18	24.32%	→	Missing/Decline to State	970	21.03%
Grand Total	74	100.00%		Grand Total	4613	100.00%

Religion	Number of Cases	%	Greater or lesser proportion	Overall Workforce Data
Buddhist	2	2.70%	→	Buddhist 28 0.61%
Christian	21	28.38%	→	Christian 1477 32.02%
Hindu	1	1.35%	→	Hindu 51 1.11%
Jewish	1	1.35%	→	Jewish 28 0.61%
Missing/Decline to State	12	16.22%	→	Missing/Decline to State 739 16.02%
Muslim	35	47.30%	↑	Muslim 1304 28.27%
No religion	1	1.35%	↓	No religion 812 17.60%
Other	1	1.35%	←	Other 146 3.16%
Sikh	0	0.00%	-	Sikh 28 0.61%
Grand Total	74	100.00%		Grand Total 4613 100.00%

Disability	Number of Cases	%	Greater or lesser proportion	Overall Workforce Data
Missing/Decline to State	13	17.57%	→	Missing/Decline to State 604 13.09%
No	54	72.97%	↓	No 3678 79.73%
Unaware	0	0.00%	-	Unaware 60 1.30%
Yes	7	9.46%	→	Yes 271 5.87%
Grand Total	74	100.00%		Grand Total 4613 100.00%

Age	Number of Cases	%	Greater or lesser proportion			
16 - 24	2	2.70%	→	16 - 24	82	1.78%
25 - 34	16	21.62%	←	25 - 34	876	18.99%
35 - 44	23	31.08%	↑	35 - 44	1192	25.84%
45 - 54	18	24.32%	←	45 - 54	1166	25.28%
55 - 64	14	18.92%	↓	55 - 64	1128	24.45%
65 - 74	1	1.35%	←	65 - 74	165	3.58%
75 - 84	0	0.00%	-	75 - 84	2	0.04%
85+	0	0.00%	-	85+	2	0.04%
Grand Total	74	100.00%		Grand Total	4613	100.00%

Non-Executive Report of the: General Purposes Committee Thursday, 24 June 2021	 TOWER HAMLETS
Report of: Divisional Director Legal Services and Interim Monitoring Officer	Classification: Open (Unrestricted)
Nominations to LGA General Assembly 2021	

Originating Officer(s)	Matthew Mannion, Head of Democratic Services Officer
Wards affected	All wards

Executive Summary

The Council has delegated the function of making appointments to outside bodies, where the activities of those outside bodies relate to Council functions, to the General Purposes Committee. This report asks the Committee to agree any such appointments for 2021/22. Currently, only one outside body relates to Council functions and this is the Local Government Association General Assembly and annual conference.

Recommendations:

The General Purposes Committee is recommended to:

1. Nominate the following four members of the Council to the Local Government Association (LGA) General Assembly and Annual Conference for 2021: Councillors Rachel Blake, Asma Begum, Asma Islam and Victoria Obaze

1. REASONS FOR THE DECISIONS

- 1.1 The Council has delegated the function of making appointments to outside bodies, where the activities of those outside bodies relate to Council functions, to the General Purposes Committee. This report asks the Committee to agree any such appointments for 2021/22. Currently, only one outside body relates to Council functions and this is the Local Government Association General Assembly and annual conference.

2. ALTERNATIVE OPTIONS

- 2.1 The Committee could choose not to nominate any Members of the Council to the Local Government Association General Assembly and annual conference or could choose to refer the decision on nominating Members to the full Council.

3. DETAILS OF THE REPORT

- 3.1 Under the terms of the Council's Constitution, the Mayor can make nominations to outside bodies where the activities of the outside body relate to executive functions. This includes almost all current outside body appointments.
- 3.2 The Constitution delegates the function of making appointments to outside bodies, where the activities of those outside bodies relate to Council functions, to the General Purposes Committee. Currently, only one outside body relates to Council functions and this is the Local Government Association' General Assembly and Annual Conference.
- 3.3 The Local Government Association General Assembly is a formal meeting which is part of the LGA's political governance structure. Membership of the General Assembly is restricted to elected members. The General Assembly acts as both the 'parliament of Local Government' and as a formal annual meeting (similar to a council AGM). It considers strategic policy issues of national significance to local government in the England and Wales, as well as formal business such as appointment of Offices Holders of the Association and the annual accounts. The Annual meeting takes place as part of the LGA's Annual Conference and Exhibition which will run from 6 to 8 July 2021. This year the LGA General Assembly will be held virtually at 10.45am on Tuesday 6 July 2021.
- 3.4 The LGA Annual Conference is described by the LGA as "the biggest event in the local government calendar and one of the most well-attended political conferences of the year. The event is essential for Council Leaders and Chief Executives, senior officers, lead members and policy makers across all services provided by local authorities. The conference regularly attracts high numbers from our partners across the wider public sector, the private and voluntary sectors."

3.5 The Committee is asked to nominate up to 4 Members of the Council to the Local Government Association General Assembly/Annual Conference for 2021. All Members of the Council are eligible to be nominated. The Council has seven votes at the General Assembly and is free to allocate these amongst its nominees how it chooses, but must notify the LGA of voting allocations in advance.

4. EQUALITIES IMPLICATIONS

4.1 There are no specific equalities implications arising from the recommended decision.

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 statutory implications arising from the recommended decision.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 There are no financial commitments arising from this report.

7. COMMENTS OF LEGAL SERVICES

7.1 In accordance with section 19.9.2 of the Council's Constitution, the General Purposes Committee has delegated authority for the appointment of officers, Members or other persons to external bodies on behalf of the Council. The Local Government Association is an external body of which the Council is an elected member. Appointments to the Local Government Association General Assembly and Annual Conference are appointments which come within the remit of the General Purposes Committee and the Committee is authorised to make the necessary appointments.

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

- NONE.

Officer contact details for documents:

Joel West, Senior Committee Officer, 020 7364 4207

Non-Executive Report of the: General Purposes Committee Thursday, 24 June 2021	 TOWER HAMLETS
Report of: Janet Fasan, Director of Legal and Monitoring Officer	Classification: Open (Unrestricted)
Constitution Updates	

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

Executive Summary

Following the Annual Meeting of Council signing off the current Constitution on 19 May 2021, day-to-day oversight of the document returns to the General Purposes Committee.

This update report asks the Committee to agree one addition to the Constitution (addition of the Channel Panel), note one update (to the Place Scheme of Delegation) and to note further work which will be presented at a later meeting.

Recommendations:

The General Purposes Committee is recommended to:

1. Agree to the addition of the 'Channel Panel' to Section 20 'Other Bodies and Panels'.
2. Note the additions to the Place Scheme of Delegation.
3. Note that updates will be presented to a future General Purposes Committee in relation to changes following the recent Senior Leadership Review with a particular focus on Finance and Governances Schemes of Delegation.

1. REASONS FOR THE DECISIONS

- 1.1 The General Purposes Committee has day-to-day oversight of the Council's Constitution and is responsible for ensuring it is up to date and effective.

2. ALTERNATIVE OPTIONS

- 2.1 None presented but where the committee is responsible for agreeing changes

to the Constitution it can propose alternative actions such as not agreeing the addition set out.

3. DETAILS OF THE REPORT

3.1 Following the Annual Meeting of Council signing off the current Constitution on 19 May 2021, day-to-day oversight of the document returns to the General Purposes Committee.

3.2 This update report asks the Committee to agree one addition to the Constitution (addition of the Channel Panel), note one update (to the Place Scheme of Delegation) and to note further work which will be presented at a later meeting. These are set out below:

Channel Panel

3.3 Section 26 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on local authorities in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. Section 36 of the Act places a duty on local authorities to ensure that a Channel panel is in place for their area. Channel focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The Channel panel is a multi-agency partnership having the specific function to:

- identify individuals at risk,
- assess the nature and extent of that risk, and
- develop the most appropriate support plan for the individuals concerned.

3.4 The Home Office developed new statutory guidance for Channel Panels in 2020. Two of the requirements within the guidance are to:

- Embed Channel within local governance arrangements, and
- As a statutory function, ensure Channel is incorporated within local authority constitutions

3.5 Channel is overseen by the Contest Board, chaired by the Chief Executive Officer. The purpose of this report is to incorporate Channel into the council’s constitution.

3.6 It is therefore proposed to add the Channel Panel Terms of Reference to Part B, Section 20 ‘Other Bodies and Panels’. The Terms of Reference are set out in Appendix 1 to this report.

Place Scheme of Delegation

3.7 Every Council Directorate has a Scheme of Delegation setting out certain specific responsibilities of the directorate and the officers responsible for those actions/decisions.

- 3.8 Agreeing the Scheme of Delegation, and any changes to it, is the responsibility of the relevant Corporate Director.
- 3.9 Ann Sutcliffe, Corporate Director, Place has recently agreed some updates to her Directorate's Scheme and these are attached at Appendix 2 for information. As these changes are delegated to the Corporate Director, they are presented to the Committee for information and to note.

Senior Leadership Review updates

- 3.10 The Committee are asked to note that work is ongoing on drafting updates to the Constitution which arise from the re-organisation at the top of the Council from the Senior Leadership Review.
- 3.11 The main focus of the review has been to ensure that the changes are reflected in the Constitution, for example changes relating to the merger of the Corporate Directors of Governance and Resources into one new post and the reallocation of the Monitoring Officer role.
- 3.12 One example of the changes being explored would be to rename responsibility for many delegations to the Section 151 Finance Officer or the Monitoring Officer rather than listing the related Corporate Director roles as this would mean that the Constitution wouldn't need changing in future if there was another restructure.
- 3.13 It is expected that the majority of the changes will be administrative but there may also be more substantive changes which will be reported at the same time for discussion and/or agreement.

4. EQUALITIES IMPLICATIONS

- 4.1 It is important to ensure that the Constitution provides clear guidance to the public on how the Council's decision-making arrangements operate.

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 There are risks of challenge to Council decision making if the Constitution is not kept up to date.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 There are no direct financial implications arising from the changes advised in this report.

7. COMMENTS OF LEGAL SERVICES

7.1 Section 9P of the Local Government Act 2000 (as amended) requires the Council to prepare and keep up to date a constitution.

7.2 Under the Council's Constitution, the General Purposes Committee has delegated power to make the amendments referred to in this report.

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices

- Appendix 1 – Channel Panel Terms of Reference
- Appendix 2 – Revised section of the Place Scheme of Delegation

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

The Channel Panel

Summary Description: The Counter Terrorism and Security Act 2015 sets out the statutory duty on local authorities to provide support for people vulnerable from being drawn into terrorism. This duty is met through the Channel Panel.	
Membership: The Panel is chaired by the local authority and comprises of the Deputy Chair, representatives from Adult Social Care, Children’s Social Care, the Metropolitan Police, East London NHS Foundation Trust, National Probation Service, National Health Service, and London Borough of Tower Hamlets Community Safety Service. Additional members to the Panel can also be appointed on an ad hoc basis.	
Functions	Delegation of Functions
1. To identify individuals at risk of being drawn into terrorism, assess the nature of the risk and develop an appropriate safeguarding support plan for the individual concerned.	None
2. Commission relevant support services or other interventions for vulnerable individuals.	None
3. Identification and signposting to alternative forms of support including health care and social care services where Channel is not appropriate.	None
4. Provide a quality assurance function in relation to any commissioned supportive intervention.	None
5. Undertake reviews of casework in line with national policy.	None
Quorum: Three voting members including the Chair or Vice Chair and a panel member not employed by the local authority. All decisions are by way of a majority vote with the Chair holding the casting vote (as set out in the Channel Duty Guidance 2020)	
Additional Information:	
<ul style="list-style-type: none"> Counter Terrorism and Security Act 2015 and the Channel Duty Guidance 2020 	

Revised section of the Place Scheme of Delegation

3. Community Infrastructure Levy Regulations

	Decision (Powers and Duties)	Corporate Director	Director	Head of Service	Other
3(a)	<p>Powers relating to the issuing of notices, raising of relevant invoices and payments under the Community Infrastructure Levy Regulations 2010 (as amended):</p> <ul style="list-style-type: none"> • Issuing and withdrawing CIL liability notices (including revised liability) and demand notices • Issuing Default liability notices • Apportionment of liability and subsequent information notice • Effect of death on assumed liability • Serving Information Notices and notices re disqualifying events • Referral of applications for exceptional circumstances to the Mayor of London as required • Issuing notice of chargeable development • Suspending 	Place	<p>Planning & Building Control</p> <p>Deputy Service Head (in SH absence)</p>	Infrastructure Planning Manager	<p>Infrastructure Planning Team Leader (for any CIL liable amount)</p> <p>Principal Growth & Infrastructure Planner (up to CIL liabilities of £100,000 or less)</p>

	Decision (Powers and Duties)	Corporate Director	Director	Head of Service	Other
	<p>demand notices</p> <ul style="list-style-type: none"> • Acknowledging receipt of notices and payments • Making payments to Charging Authorities • Registering and removing CIL as a local land charge • Determining deemed commencement and serving notice of deemed commencement/commencement notices as required • Providing abatements and overpayment • Requesting information as a collecting authority to relevant person • Reviewing a request for payment deferrals • Reviewing a request for surcharge and interest deferral • Approval of agreements to make payments in kind; administration and collection of payments in kind 				
3(b)	<p>Powers relating to Part 9 (Enforcement) of The Community Infrastructure Levy Regulations 2010 (as amended):</p> <ul style="list-style-type: none"> • Application of CIL 	Place	<p>Planning & Building Control</p> <p>Deputy Service Head (in SH)</p>	Infrastructure Planning Manager	<p>Infrastructure Planning Team Leader (for any CIL liable amount)</p> <p>Principal</p>

	Decision (Powers and Duties)	Corporate Director	Director	Head of Service	Other
	<p>surcharges and late payment interest</p> <ul style="list-style-type: none"> • Serving Warning Notices, CIL Stop Notices and withdrawal of a CIL Stop Notice and registering • Apply to court for an injunction • Enforcement of local land charges • Power to require information from any owner of a material interest in any relevant land • Authorising powers of entry • Issuing a reminder notice • Issuing applications for liability and charging orders to the Magistrates' Court (or appropriate court) and issuing associated notices • Seizing goods if debtor in pursuance of distress • Dealing with appeals in connections with distress • Issuing applications for the issue of warrant committing a debtor to prison with the Magistrates' Court • Making applications 		absence)		Growth & Infrastructure Planner (up to CIL liabilities of £100,000 or less)

	Decision (Powers and Duties)	Corporate Director	Director	Head of Service	Other
	for charging orders <ul style="list-style-type: none"> • Pursuing CIL debts • Prosecution of CIL offences • Recovering liable CIL from executors or administrators 				
3(c)	Powers relating to Part 10 (Appeals) of The Community Infrastructure Levy Regulations 2010 (as amended): <ul style="list-style-type: none"> • Considering requests for reviews • Dealing with all matters relating to appeals 	Place	Planning & Building Control Deputy Service Head (in SH absence)	Infrastructure Planning Manager	<i>*(NOTE: Person reviewing must be more senior to the person making the original calculation and has had no previous involvement)</i> Infrastructure Planning Team Leader (for any CIL liable amount)
3(d)	Powers relating to Part 10A (Reporting) of The Community Infrastructure Levy Regulations 2010 (as amended): <ul style="list-style-type: none"> • Publication of Annual Infrastructure Funding Statement • Publication of Annual CIL Rate Summary 	Place	Planning & Building Control Deputy Service Head (in SH absence)	Infrastructure Planning Manager	Infrastructure Planning Team Leader Infrastructure Planning Team Leader (for any CIL liable amount)

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