

General Purposes Committee



Tuesday, 22 March 2022 at 6.00 p.m.

Committee Room One - Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Agenda

Chair: Councillor Helal Uddin

Members

Vice-Chair: Councillor Danny Hassell

Councillor Asma Islam, Councillor Peter Golds, Councillor Amina Ali, Councillor Denise Jones, 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.

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General Purposes Committee

Tuesday, 22 March 2022

6.00 p.m.

PAGE
NUMBER(S)

APOLOGIES FOR ABSENCE

1. DECLARATIONS OF INTERESTS

5 - 6

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

2. MINUTES

7 - 18

To agree the unrestricted minutes of the General Purposes Committee meeting held on 10th January 2022.

3. WORK PLAN

19 - 22

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

4. REPORTS FOR CONSIDERATION

4.1 Local Authority Governor Applications

23 - 26

4.2 Use of Fixed Penalty Notices for Breaches of Byelaws and Setting of Penalties. Sections 15 – 18 London Local Authorities Act (LLA) 2004 – Facilitated Through London Councils' Transport and Environment Committee (TEC)

27 - 74

4 .3	Localism Act - Pay Policy Statement 2022-23	75 - 94
4 .4	Update on Senior Recruitment - March 2022	95 - 98
4 .5	Member Induction Plan 2022	99 - 120
4 .6	Constitution Updates	121 - 140
5.	ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT	
6.	EXCLUSION OF PRESS AND PUBLIC	
7.	RESTRICTED REPORTS FOR CONSIDERATION	
7 .1	Local Authority Governor Applications - Restricted Appendices	141 - 146

Agenda Item 1

DECLARATIONS OF INTERESTS AT MEETINGS– NOTE FROM THE MONITORING OFFICER

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

(i) Disclosable Pecuniary Interests (DPI)

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

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

DPI Dispensations and Sensitive Interests. In certain circumstances, Members may make a request to the Monitoring Officer for a 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 6.00 P.M. ON MONDAY, 10 JANUARY 2022

**COMMITTEE ROOM ONE - TOWN HALL, MULBERRY PLACE, 5 CLOVE
CRESCENT, LONDON, E14 2BG**

Members Present:

Councillor Helal Uddin (Chair)

Councillor Peter Golds
Councillor Danny Hassell
Councillor Zenith Rahman

Members Present Virtually:

Councillor Amina Ali
Councillor Asma Islam
Councillor Denise Jones
Councillor Motin Uz-Zaman

Apologies:

Councillor Tarik Khan

Officers Present:

Farhad Ahmed	– (Traded and Business Development Manager)
Perveez Akhtar	– (Information Governance and Complaints Manager)
Kevin Bartle	– (Corporate Director, Resources & Section 151 Officer)
Raj Chand	– (Director, Customer Services)
Pat Chen	– (Head of HR, HAC and Children & Culture)
Ann Corbett	– (Director, Community Safety)
Robert Curtis	– (Head of Electoral Services)
Keith Stanger	– (Head of Safer Neighbourhood Operations)
Barry Scales	– (Project Lead Community Safety Transformation)
Simmi Yesmin	– (Democratic Services Officer, Committees, Governance)
Will Tuckley	– (Chief Executive)
Matthew Mannion	– (Head of Democratic Services, Governance)

1. DECLARATIONS OF INTERESTS

None were declared.

2. MINUTES

The unrestricted minutes of the General Purposes Committee meeting held on 5th October 2021 were agreed as a correct record.

3. WORK PLAN

The General Purposes Committee Work Plan was noted.

4. REPORTS FOR CONSIDERATION

4.1 Local Authority Governor Applications

The Committee 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 Use of Fixed Penalty Notices for Breaches of Byelaws and Setting of Penalties. Sections 15 – 18 London Local Authorities Act (LLA) 2004 – Facilitated Through London Councils' Transport and Environment Committee (TEC)

Ann Corbett, Director of Community Safety introduced the report and explained that anti-social behaviour (ASB) was a top priority for the Council and its residents. She explained that in 2017 the Council consulted with residents and published an ambitious ASB blueprint for action, in this blueprint the Council committed to utilising all of its powers to tackle the issues that impact upon the quality of life for residents as residents had expressed the need for more enforcement and visibility. It was noted that the Council had a large number of byelaws, and they covered a broad sweep of prohibited activity in places particularly such as parks and open spaces.

Ms Corbett explained that currently the only means to deal with breaches of byelaws was by way of a prosecution, this had proved to be inefficient, legally not cost effective and underused. It was highlighted that in Tower Hamlets in the years 2017/18 and 2018/19 combined, there were only fourteen prosecutions, of which six were withdrawn, two were not issued and only six were prosecuted. It was believed that there were inconsistencies as to how Tower Hamlets Enforcement Officers (THEOs) were able to dispose of some

offences by means of fixed penalty notices (FPNs). Since April 2021, THEOs had issued approximately 600 FPNs for a variety of offences including the use of nitrous oxide, however there were other offences which were covered by byelaws but were not being used and so, THEOs were often on the street dealing with difficult and complex issues of anti-social behaviour and unable to effectively use the full range of powers available to them. Therefore, Ms Corbett asked Members to comment on the proposal put forward in the report and agree to the submission of this proposal for consideration by the London Councils Transport and Environmental Committee to authorise the use of FPNs for byelaws for the authority and set the penalty fees.

In response to questions the following was noted;

- Concerns were raised as to why Mudchute Park and St Andrews Wharf were not included in the list of parks and open spaces where byelaws applied. Officers confirmed that the list was compiled in 2012 and this would need to be checked to see why this was excluded.
- Further clarification was sought on whether the byelaws covered parks and open spaces across the whole of the borough. Officers confirmed that they would need to seek further clarification from Legal Services on this matter and would report back to the Committee at a future meeting.
- Officers to seek clarity on whether byelaws applied to privately managed areas such as St Katherine Dock, Limehouse basin, Canal path etc.
- It was noted that the FPNs were not proposed for the full list of byelaws listed in the schedule but were only for those listed on pages 34-37 of the report.
- That noise complaints from residential dwellings would need to be reported to the Noise Team/ Environmental Health via the normal statutory route.
- These byelaws would be encouraged and promoted, to ensure people were reporting issues, as well as this, reported offences and the number of FPNs would be closely monitored to help build up intelligence allowing THEOs to target hotspot areas and identify the issues that are being raised.
- Council's communication challenge channels and social media could be used to help prevent and deter breaches and also help promote the byelaws in place.

It was Agreed that officers would amend the report, to include clarification on whether the byelaws would apply to all parks and open spaces in the borough and investigate why some areas were not included in the list of grounds to which byelaws applied and this to be reported back to a future meeting of the General Purposes Committee.

Accordingly, the General Purposes Committee;

Resolved

1. To note the comments made on the proposal.
2. Officers to reflect on the comments made by the Committee and report back to a future General Purposes Committee meeting.

4.3 Post-election polling places review 2021

Robert Curtis, Head of Elections, introduced the report which set out the review of the polling places, it was noted that the review had concluded, and the location of polling places had to be formally agreed by Full Council to enable arrangements to be put in place for May 2022 elections.

Mr Curtis explained that the post-election places review took place informally after every election and this review had been held primarily because of some changes to polling places that had to be put in place since the last formal review undertaken in 2019. It was noted that in addition to the polls that took place in 2019, the impact of Covid precautionary arrangements had had a detrimental effect on the provision of certain polling places in 2021.

It was noted that there were 75 polling places that were used within Tower Hamlets, which were then split into 109-110 polling stations and that it was felt necessary to review the places that had been used following the extraordinary General Election in 2019. Mr Curtis said that not all 75 polling places had been secured, as there were 6-7 polling places yet to be confirmed despite the fact that they had been written to numerous times over the last 12 months. It was noted that this task would be prioritised by Officers, who would be working to confirm and secure these remaining places by end of January 2022 in time for polling cards to be sent to the printers.

Mr Curtis referred Members to the report in the agenda and detailed the legislative requirements regarding the designation of polling places, the accessibility requirements, the timetable for the review and the responses to the review.

Mr Curtis then referred to the comments and proposals made by Cllr Peter Golds during the review and highlighted the actions that were being undertaken as a result. It was noted that following the review there were six polling places where observations had resulted in alternative arrangements being sought, continued work having to be undertaken and the retention of some of the places allocated in May 2021. Mr Curtis confirmed that this work and any other proposals received was to be prioritised and it was anticipated that this would be completed by the end of January 2022 subject to any covid precautionary measures which has had previously impacted on site visits.

Accordingly, the General Purposes Committee;

RESOLVED

1. The report be noted.
2. To recommend the report to Full Council on 19 January 2022.
3. To note that where the allocation of a polling place has yet to be determined that the Returning Officer make the final decision to allocate for the polls to be held in May 2022.

4.4 Elections/Polls update – Thursday 5 May 2022

Will Tuckley, Chief Executive, introduced the report by informing the Committee of the administrative progress and the preparations being undertaken for the Mayoral and the Borough Council Elections in May 2022. Mr Tuckley emphasised that having reviewed the experiences of the 2014 elections and each of the electoral events since then, have fed into the management plan for the May 2022 elections. Mr Tuckley stressed how important and significant the forthcoming elections were in his role as Returning Officer in two ways; firstly, the access to democracy to maximise people's ability to take part in the democratic process and secondly by making sure that the process was safe and secure despite having had challenges in the past. To address these two items, a project group had been established which was chaired by Mr Tuckley himself and included representatives from the Police Service, as well as other services across the Council and the Electoral Commission.

Mr Robert Curtis, referred to the report contained in the agenda and highlighted the hierarchy structure which was slightly different than the elections in 2014 and 2018, this included the introduction of three formal deputies with full powers, the Director of Legal (Monitoring Officer), the Corporate Director Health, Adults and Community and Deputy Chief Executive and Mr Curtis himself.

It was confirmed that several meetings had taken place with external stakeholders to assist in the project planning and risk assessments being undertaken. The membership of the Project Board was referred to and it was noted that IT, Communications and Facilities would have separate delivery plans which would feed into the main project plan.

It was noted that the Police would be putting together their own project plan which will cover the whole of London but there would also be elements in there that would cover and relate to Tower Hamlets specifically and these would be presented at the Project Board. Mr Curtis mentioned that the publication of the notice of election was Monday 28th March 2022, when the election would formally start, and this was the date for when purdah would commence for the Council. The implications of the purdah would be formally communicated to all Members and Officers directly from the Monitoring Officer.

Mr Curtis confirmed that the Count venue would be East Winter Gardens in Canary Wharf. The count would be separated into two separate days with the verification of the ballot boxes and count for Mayoral Election on Friday 6th May 2022 and the Borough Council Elections would commence on Saturday 7th May 2022. It was noted that due to Covid there would continue to be a number of safety measures in place that were previously used for the GLA elections in 2021.

Concerns were raised about the number of people that would attend for the verification process which could potentially include the Mayoral candidates, all the Borough Council candidates as well as party agents/representatives and that could result in a huge number of people attending for the first part of the process. The Committee were assured that there had been lessons learnt from the 2014 elections and that there would be robust security measures and controls in place and guests invited to observe the count would be required to provide photograph barcoded invitation upon on entry as well as this the invitation list would be tightly managed and controlled. Mr Tuckley said that the venue had the capacity to accommodate the numbers anticipated but these issues were being tested strenuously and if there were any risks, then other mechanisms would be explored to ensure that the venue is safe and secure.

The Chair thanked Mr Tuckley and Mr Curtis for the update and requested that Members of the Committee are kept up-to date with the progress and preparations leading up to the elections in May 2022.

Accordingly, the General Purposes Committee;

RESOLVED

1. The report be noted.

4.5 Employee Relations Casework Policy Quarterly Update Report Q2

Pat Chen, Head of HR and Organisational Development, introduced the update report on the management of the Employees relations casework and policies within the Council, she detailed the progress made to-date, the considerations for the future development of case management and the data trends for the last 12 month period. It was noted that the number of cases has reduced by 2/3 since the team had been set up to manage cases and the time to resolve cases had also dropped significantly. Ms Chen also confirmed that 70 officers had been trained as investigators to manage the casework. It was noted that there had been some new revised policies and officers were now working on a number of new policies and further revisions to existing policies were also underway.

The Committee welcomed the report and recorded their thanks for the all the good work that's been done and noted the significant turnaround from previous years where there were huge backlogs of cases and delays in HR

processes. The Committee noted the improvements made around polices over the past couple of years and were pleased to note this piece of work was coming to its conclusion. The Committee suggested that having noted the progress made, they were assured this good work would continue and therefore were of the view that a quarterly update to the Committee in such detail was no longer required and proposed to receive a report detailing updates, trends and key pieces of work on an annual basis.

Accordingly, the General Purposes Committee;

RESOLVED

1. The report be noted.
2. That the Committee receive an update report on Employee Relations casework and polices annually.

4.6 Member Enquiries Policy and Process

Raj Chand, Director of Customer Services, introduced the report which proposed to improve the Council's Member Enquiry (ME) Process with the new ME policy and process which simplifies existing protocols by reducing the number of steps interested parties needed to take in managing ME's and also addressed historic issues around the delivery of the service. She explained that there had been extensive discussion since the report was previously considered at the General Purposes Committee meeting on 5th October 2021 where the decision was deferred pending a number of actions. It was noted that the report now included an update on the actions and progress that has been made since, it also provided an update on continued improvements of the member enquiry process that is being undertaken as part of the wider Information Governance Team and Service Review which was ongoing.

Ms Chand asked Members to note the report which recommends the Committee to adopt the new Member Enquiry Policy and Process which would in turn help improve the member enquiry process and provide improved outcomes for residents. Ms Chand took the opportunity to thank Members for their continuous engagement as part of this review and the ongoing progress made as a result of their input.

Councillor Golds expressed his discontent with the new policy and process based on his recent experiences of receiving delayed and poor-quality responses, and then briefly highlighted examples of the errors and inconsistencies in the process. Cllr Golds believed the system was poor and not fit for purposes and wished for his dissent against the proposal set out in the report to be noted.

Ms Chand welcomed the feedback and responded by referring the Committee to the actions set out in the report to improve the process which Members had been engaged in. She also highlighted the positive dialogue between the

Registered Social Landlords (RSLs) and how having met with individual RSL's had helped update data in order to improve the speed of responses, as well as this the actual system upgrade which would also help with the improvements set out.

Ms Chand explained that the new policy would ensure that Members are copied into responses and are also given direct case officer names from external agencies as well as officers that are dealing with cases within the Council, to allow Members to be able to contact the Officer dealing with the enquiry directly as well as using the Information Governance Service to be kept updated. Ms Chand concluded that this policy and process would be kept under continuous review so that it could be continuously improved for residents and Councillors.

The Committee acknowledged the concerns raised regarding the speed and quality of responses but were generally in agreement with the policy and process. It was noted from the update report that resources to deal with Member Enquires across the Information Governance team were being reviewed as part of the wider Information Governance Review which was taking place and additional support with the ME process had been arranged till May 2022. The Committee also welcomed the commitment made in terms of continuous review and improvement of the service to allow on-going scrutiny, maintenance and updating of the document. The Committee asked that good proactive monitoring be undertaken and that the sufficient capacity of staff for this area of work be monitored and kept under review.

On a vote of 3 for and 1 against it was AGREED, by a majority vote by the General Purposes Committee;

Councillor Peter Golds asked for his dissent to be recorded.

RESOLVED

1. The report be noted.
2. That the Members Enquiry Policy and Process be adopted.

4.7 Member Induction Programme 2022

Matthew Mannion, Head of Democratic Services introduced the report and referred the Committee to the draft Member Induction Plan in preparations for the May 2022 elections. Mr Mannion explained that the Plan had incorporated the changes taken on board from feedback and extensive consultation with Officers, Members, CLT directorates, Members Seminars and the Standards Committee. The core elements of the induction plan were noted which included, administrative functions and setup, statutory/corporate duties, introductions and orientation, training and seminars on specific subject areas.

Mr Mannion highlighted that this was the final draft as the overall structure was unlikely to change much, subject to small changes around adding and removing dates amending timings, amalgamating, or dividing some of the seminars and any feedback from the Committee.

The following feedback from the Committee was noted;

- Clarity was sought on the purpose of some of the seminar sessions whether it were to support members with casework, understanding the policy or how to shape and influence policies and it was suggested that it would be useful to distinguish and detail which sessions were workshops, training, or information sharing.
- To prioritise sessions that would immediately impact on Members, such as having the session on 'what makes a good Members Enquiry' further up the plan as opposed to the session on 'corporate parenting and safeguarding' which could be held slightly later in the plan.
- To explore the option of a weekend session to cover the core elements of the induction and then spacing out the trainings and seminars according to relevance and need.
- That a contact information list including officer details and service areas to be made available to Members at the onset.
- To look at the option of linking Culture and Sport/Leisure Services together with Public and Mental Health.
- Consider moving seminars on Finance up on the induction plan.
- To consider using external facilitators to help facilitate some of the sessions as it would allow Members to get a different perspective and a better context of how the things work across local government as opposed to just Tower Hamlets.

Mr Mannion welcomed the feedback and responded to the following;

- That he would speak to the relevant directorates and would look at the descriptions of the sessions and specify what types of sessions they were.
- Feedback from Member seminars, indicated a strong support to space out the sessions for Members to comprehend learning.
- That an information list with details of key officers and services would be made available to Members and all information would also be available via the Members Hub.
- That various open afternoons/evenings sessions would be held by Democratic Services to help and support Members with questions/queries.

Mr Mannion encouraged Members of the Committee to contact him if they had any further feedback.

It was noted that Members represented the Council at a number of meetings of Outside Bodies and there were no proper channels where the work being carried out could be reported to. The Chair suggested that the Committee look

at ways for Members to feedback and report on the work that is being done on outside bodies where Members are representing the Council.

The Committee welcomed the report and noted the good work being undertaken.

Accordingly, the General Purposes Committee;

RESOLVED

1. To note the comments made on the report.
2. Subject to the comments made, the final draft Induction Plan to be agreed.
3. The Committee to receive a further update report at its 22nd March meeting.

5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

There was no other business to consider.

6. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

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

7. RESTRICTED REPORTS FOR CONSIDERATION

7.1 Local Authority Governor Applications - Restricted Appendices

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

7.2 Update on Senior Leadership Restructure and Senior Recruitment - January 2022

Pat Chen, Head of Human Resources and Organisational Development, introduced the report, and briefly updated the Committee on the recent

recruitment activity to senior roles arising from the Senior Leadership Review previously considered by the General Purposes Committee in December 2020.

The Committee noted:

- The current position on the recruitment to senior management vacancies in the Council structure was noted.
- The establishment of a Chief Executive's Office and the changes in reporting lines and structure was noted with the Monitoring Officer now directly reporting to the Chief Executive.
- That the new structure demonstrated a better distribution of responsibilities.
- That any extension to senior interim positions was discussed and consulted with The Mayor.
- That Mr Kevin Bartle, Interim Corporate Director - Resources (Section 151 Officer) would remain in post till Autumn until the recruitment to the post for the Corporate Director Resources is finalised.

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

Accordingly, the General Purposes Committee;

RESOLVED

1. The current position on the recruitment to senior management vacancies in the Council structure was noted.
2. The establishment of a Chief Executive's office and the changes in reporting lines and structure was noted.
3. Agreed that the Monitoring Officer have delegated authority to make any changes to the constitution in relation to this structure and that following any changes the updated constitution will be reported to the Committee for noting.
4. Agreed to rename the original Corporate Director Resources post to Corporate Director Resources (and Section 151 Officer).
5. Agreed that Mr Kevin Bartle is to be the holder of the Section 151 designation until such a time as the post is permanently filled or another appointment is made.

7.3 Funding of Historic GLC / ILEA Pension Liabilities

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

Accordingly, the General Purposes Committee;

RESOLVED

1. Agreed to proceed with the proposed solution for the funding of the historic GLA/ILEA pension deficit by entering into a legal agreement with the LPFA.

The meeting ended at 8.00 p.m.

Chair, Councillor Helal Uddin
General Purposes Committee



GENERAL PURPOSES COMMITTEE WORK PLAN and ACTION LIST 2021/22

Page 19

Agenda Item 3

Contact Officer:	Simmi Yesmin Democratic Services
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GENERAL PURPOSES COMMITTEE WORK PLAN 2021/22

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 GPC – 10 January 2022 – Completed.
2.	The Constitution to include 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. GPC – 05 October 2021 -Completed.
	To explore ways for Members to feedback and report on the work that is being done on outside bodies where Members are representing the Council.	Matthew Mannion , Head of Democratic Services	GPC 10/01/22	

Page 20

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

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.	Farhad Ahmed, Head of School Governance & Information	
2. Constitution Review Update	To review any updates or changes to the Constitution	Matthew Mannion, Head of Democratic Services	
3. 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	Ann Corbett, Director, Community Safety	
4. Member Induction Plan	To note and comment on the induction plan.	Matthew Mannion, Head of Democratic Services	
5. Pay Policy 2022-23	To note and agree the Pay Policy.	Musrat Zaman, Director of Workforce, OD and Business Support	

Non-Executive Report of the: General Purposes Committee 22 nd January 2022	
Report of James Thomas, Corporate Director (Children's Services)	Classification: [Unrestricted]
Local Authority Governor Application	

Originating Officer(s)	Farhad Ahmed
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 3 schools are attached as Appendices to this report in the restricted area of the agenda.

3.2 APPLICATIONS

New Appointments

- a) The Chair and Headteacher of Halley Primary School are in support of the appointment of Rebecca Darko. Rebecca Darko's application is enclosed at **Appendix 1**.
- b) The Chair and Headteacher of St Agnes Catholic Primary School are in support of the appointment of Juli Brown. Juli Brown's application is enclosed at **Appendix 2**.

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.*
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Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

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

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


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

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

- NONE

Officer contact details for documents:

Farhad Ahmed

<p>Non-Executive Report of the:</p> <p>General Purposes Committee</p> <p>10th January 2022</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Director Health, Adults and Community</p>	<p>Classification:</p>
<p>Use of Fixed Penalty Notices for Breaches of Byelaws and Setting of Penalties. Sections 15 – 18 London Local Authorities Act (LLA) 2004 – Facilitated Through London Councils' Transport and Environment Committee (TEC)</p>	

Update Summary

1. At the Committee's Chair's pre-meeting on the 3rd of March 2022, officers were asked to provide this summary of the changes that have been made to the report first submitted on the 10th of January and that will now be discussed again at the Committee's 22nd March meeting.

2. This proposal was first discussed at the General Purpose Committee meeting on the 10th of January 2020. In principle the proposal was accepted for the formal approach to be made to London Councils to facilitate the authority from the secretary of state to allow the issue of Fixed Penalty Notices for the breach of some byelaws. More detail on this process is in the full report.

3. Before finally approving the proposal, the Committee raised an issue about the names of some parks being different now from how they are currently shown on the schedule to the Byelaws. They also queried whether if, in future, new parks and open spaces were created, which are not reflected in the current schedule to the Byelaws,

- i) could those Byelaws be enforced in those parks and open spaces too or
- ii) only those in existence at the time the Byelaws were made.

LBTH Legal provided the following opinion on these matters.

4. In reference to the issue of there being the possibility of additional parks and open spaces since the byelaws were adopted in 2013 –

“The use of FPNs, if approved, will apply only to those parks and open spaces listed in Schedule 1 to the byelaws approved in 2013. Any parks and open spaces not named in that Schedule... would not be covered by the byelaws and the use of FPNs for breaches would not be available until such time as further byelaws were approved in respect of those areas.”


5. In reference to the issue of a park or open space still in existence but with a variation in its name now, as opposed to how it is shown on the Byelaws schedule –

“If a park or open space named in the Schedule to the byelaws has since changed name, those byelaws will continue to apply to that area and enforceable by way of FPN. Any FPN issued in that area should make reference to any other name by which it was known”.

6. At the Chairs meeting on 3 March 2022 another issue was raised requiring clarification by Legal before the next full meeting of the committee. It was whether the use of fixed penalty notices can be authorised just for only a number of and not all Byelaw offences. The opinion of Legal is as follows:

“The proposed use of FPNs will apply to all the byelaws approved by London Councils TEC and not simply those proposed to be used by the THEOs. The specific extent to which the power is delegated to THEOs will be dealt with under their operating procedures”.

Barry Scales
Community Safety
9 March 2022

Non-Executive Report of the: General Purposes Committee 10 January 2022	 TOWER HAMLETS
Report of: Director Health, Adults and Community Corporate Director, Health, Adults and Community	Classification:
Use of Fixed Penalty Notices for Breaches of Byelaws and Setting of Penalties. Sections 15 – 18 London Local Authorities Act (LLA) 2004 – Facilitated Through London Councils’ Transport and Environment Committee (TEC)	

Originating Officer(s)	Ann Corbett, Barry Scales
Wards affected	All Wards

Executive Summary

Antisocial Behaviour (ASB) in the London Borough of Tower Hamlets has been and remains an extremely high priority and concern for our residents. It also remains a cross cutting Council and Mayoral priority and is linked to Outcome 7 in the Council’s Strategic Plan – ASB is tackled and fear of crime reduced.

In 2017 the Council published an ambitious ASB Blueprint for action. In this Blueprint the Council committed to utilising all of its powers to tackle the issues that impact upon the quality of life for residents. The recently published Community Safety Partnership Plan prioritises tackling Neighbourhood Crime and ASB. Governance and oversight of the issues is provided through the statutory Community Safety Partnership Board.

The Council has a large number of byelaws. They cover a broad sweep of prohibited activity in places such as parks but also in other open spaces. Public use of open and safe spaces is also closely linked to health and wellbeing outcomes and is referenced in the new (draft) Health and Wellbeing Strategy.

The only means to deal with breaches of byelaws currently is by way of prosecution. This is not a cost effective or a timely solution. It incurs considerable costs in legal fees and is underused as our records show. In Tower Hamlets in the years 2017/18 and 2018/19 combined there were only 14 prosecutions commenced with 6 withdrawn, 2 not issued and 6 convictions for breach of byelaws. There is also inconsistency in relation to how Tower Hamlets Enforcement Officers (THEOs), can currently dispose of some offences by means of Fixed Penalty Notices (FPNs), but not other relevant offences that are covered by byelaws. This means that the Council’s THEOs, who are often dealing with difficult and complex issues of

antisocial behaviour, are unable to effectively use the full range of powers available to them via the byelaws.

We aim to maximise the impact of our enforcement activity, seek behaviour change and reduce the incidence of ASB and disorder recurring. On this basis we recommend that our enforcement approach would be more effective if this method of dealing with ASB offences was available to use alongside our existing powers.

Research shows that to actively seek to bring about behaviour change, ideally there should be as little delay as possible between the offence and the consequences of committing that offence. FPNs for the breach of byelaws will provide improved impact for our THEO service. This enhancement to our powers is more likely to bring respite to communities often blighted for several years by ASB. Residents have consistently told us they want visible and proactive enforcement, and this proposal supports that.

The means to progress this proposal has been agreed with the Council's Democratic Services Team. We are advised that it is a matter which would need to be considered by the General Purposes Committee, followed by a formal referral to the London Council's Transport and Environment Committee (TEC). This body has the authority on behalf of all London Boroughs, to make recommendations on issues such as this to the Minister of State for the Department for Levelling up, Housing and Communities.

Recommendations:

The General Purposes Committee is recommended to:

1. Comment on the proposal.
2. Agree to the submission of this proposal for consideration by the London Council's Transport and Environmental Committee (TEC). Request for that Committee to recommend it for approval to the Secretary of State at the Department of Levelling up, Housing and Communities.

1. REASONS FOR THE DECISIONS

- 1.1 Required, to agree the proposed approach to manage breaches of byelaws in a timelier, cost effective and visible manner.
- 1.2 Submission through the London Council's TEC is the only means for

London Local Authorities to progress proposals regarding the uses for Fixed Penalty Notices.

2. ALTERNATIVE OPTIONS

- 2.1 The only alternative option is to do nothing. At present, the only means to deal with breaches of byelaws is by way of prosecution in the magistrates' court. If this remains the case, although more prosecutions could be undertaken to make use of a greater range of powers available to Tower Hamlets Enforcement Officers (THEOs) provided in byelaws, it may mean that the visible and timely response that our residents expect of the Council would not be provided. More costs would be incurred and enforcement officer time would be diverted from front line patrolling and response to ASB problems that impact on neighbourhoods.

3. DETAILS OF THE REPORT

3.1. The Council has a large number of byelaws. They cover a broad range of prohibited activity in places such as parks but also in other open spaces. Public use of open and safe spaces is also closely linked to health and wellbeing outcomes and is referenced in the new (draft) Health and Wellbeing Strategy.

3.2. The only means to deal with breaches of byelaws at this Council is by way of prosecution. This is not a cost effective or a timely solution. It incurs considerable costs in legal fees. We estimate this to be on average £300 per case and based on our research is often not always recovered in full. In total for the years 2017/18 and 2018/19 there were only 6 convictions for breach of byelaws in Tower Hamlets. There is also inconsistency in relation to how THEOs can deal with some offences by means of Fixed Penalty Notices (FPNs), but not other relevant offences that are covered by byelaws. This means that the Council's THEOs, who are often dealing with difficult and complex issues of antisocial behaviour, are unable to use the full range of powers available to them via the byelaws.

3.3. We aim to maximise the impact of our enforcement activity, seek behaviour change and reduce the incidence of ASB and disorder recurring. On this basis we recommend that our enforcement approach would be more effective if this method of dealing with byelaw offences was available to use alongside our existing powers for which FPNs can be issued under, such as for litter under the Environmental Protection Act 1990 and Community Protection Notices under the Anti-Social Behaviour, Crime and Policing Act 2014. To actively seek to bring about behaviour change, ideally there should

be as little delay as possible between the offence and the consequences of committing that offence. FPNs for the breach of byelaws will provide improved impact for our THEO service. This enhancement to our powers is more likely to bring respite to communities often blighted for several years by ASB. Residents have consistently told us they want visible and proactive enforcement.

3.4. The means to secure the authorisation for use of FPNs for byelaws is a two stage process. It has been confirmed through Democratic Services that the matter can be submitted for decision to the LBTH General Purposes Committee. That committee can authorise a formal approach to London Councils whose Transport and Environment Committee (TEC) is the body in London that has the authority of the Secretary of State (Department for Levelling Up, Housing, Communities) to authorise use of FPNs for byelaws for an authority and set the penalty.

3.5. Discussions were initiated with the LB Wandsworth, that followed this process in 2019, and also collaborative links are in place with officers at London Councils. The proposed byelaws shown below have already been given an informal assessment by the legal department at London Councils. They do appear to be a group of byelaws that if submitted to the TEC would be an acceptable initial proposal. Of course, this is not the final decision of the TEC but an indicative guide based on officer discussions. If the approach to London Councils is agreed via the General Purposes Committee, it will be another valuable means to enhance the Council's ability to tackle some types of ASB and improve the confidence of residents in the Council to act on their issues.

3.6. Several years ago, the council refreshed its Byelaws and along with a large number of other local authorities and adopted the Model Byelaws Set 2, produced by the then Department for Communities and Local Government. The comprehensive set of byelaws covers a very broad spectrum of behaviour. However it is important to take a proportionate approach to enforcement. This proposal recommends that only the byelaws below, which address the key areas of ASB that the THEOs currently encounter, will be subject to this means of dealing with breaches.

3.7. The proposed list of the byelaws shown below include the full description of each in order to illustrate the types of behaviour for which each can be applied. There are some specific examples and case studies of where THEOs would be able to apply these and illustrates their relevance to the ASB and some of the behaviours that impact upon quality of life in this borough.

N.B. The following are the only byelaws where the means to deal with breaches by FPNs is proposed, relevant to the roles of our THEOs. The complete list of Model Byelaws Set 2, is an appendix to this report.

Climbing – No person shall without reasonable excuse climb on any wall or fence in or enclosing the ground, or any tree, or any barrier, railing, post or other structure.

Gates – 1) No person shall leave open any gate to which this byelaw applies and which he has opened or cause to be opened. 2) This applies to any gate to which is attached, or near to which is displayed, a conspicuous notice stating that leaving the gate open is prohibited.

Camping – No person shall without the consent of the Council, erect a tent or use a vehicle, caravan or any other structure for the purpose of camping (except in a designated area for camping).

Fires – No person shall light a fire or place, throw or drop a lighted match or any other thing likely to cause a fire. (Exceptions around properly constructed camp stove in an authorised camp ground)

Interference with lifesaving equipment – No person shall, except in case of emergency, remove from or displace with the ground or otherwise tamper with any lifesaving appliance provided by the Council.

Cycling – No person shall without reasonable excuse ride a cycle in the ground except in any part of the ground where there is a right of way for cycles or on a designated route for cycling, nor in such a way which may endanger the public.

Skateboarding – No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles in such a manner as to cause danger or give reasonable grounds for annoyance to other persons.

Bathing – No person shall without reasonable excuse bathe or swim in any waterway.

Boats – No person shall sail or operate any boat, dinghy, canoe, sailboard or inflatable on any waterway without the consent of the Council.

Fishing – No person shall in any waterway cast a net or line for the purpose of catching fish or other animals except in a designated area for fishing and with the prior consent of the Council and in accordance with the rules governing such consent.

Model Aircraft – No person shall cause any power-driven model aircraft to, take off or otherwise be released for flight or control the flight of such an aircraft in the ground or land in the ground without reasonable excuse.

Excessive Noise – No person shall, after being requested to desist by any other person in the ground, make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground by shouting or singing, playing on a musical instrument or by operating or permitting to be operated by any radio, amplifier, tape recorder or similar device (does not apply to persons holding or taking part in any entertainment held with the consent of the Council).

Obstruction – No person shall obstruct any officer of the Council in the proper execution of his duty, any person carrying out an act which is necessary to the proper execution of any contract with the Council or any other proper use of the ground.

3.8. The following **case study examples** set out the relevance of using FPNs to deal with the different types of behaviours included in some of the byelaws above:

3.8.1. **Shadwell Basin** – an open space with a long history of a range of ASB relating predominately to seasonal issues i.e., activities each summer around use of the water for “wild swimming” within the Basin and associated ASB in the immediate open areas surrounding it. There have been many complaints to the council over the years to address the ASB and health and safety issues in this area. Parks Service have a critical and lead role in relation to management of the open space, signage and safety equipment and work closely with community safety and partners in managing and mitigating the levels of ASB there. There is a Community Safety Plan for the area overseen by the Community Safety Partnership. The range of behaviours include unlawful and dangerous swimming (two tragic deaths in the past couple of

years including a prevention of death report), people climbing and jumping from disused cranes and gantries into the water, noise from portable music devices, alcohol, unlawful barbecues, nuisance flying of drones. The scope of the byelaws in this proposal, allows for their application at this venue to practically improve management of such issues. Having the ability to deal with Bathing, Climbing, Fires, Interference with Safety Equipment, Noise and Model Aircraft before things escalate to more serious ASB that may require other powers or higher level interventions, will be an additional step in reducing the nuisance caused in areas with recurring ASB.

3.8.2. One of the byelaws proposed to be dealt with for breach by issuing of FPNs relates to Camping. This does not relate to vulnerable people who may be rough sleeping. The THEOs work extremely closely with housing service and rough sleeping support services dealing with the rough sleeping cohort and have a well-established means of engaging with this group of vulnerable people with support/help as a main intervention not enforcement. This byelaw has applications regarding activities that are prevalent now post the pandemic and subsequent lockdowns. THEOs have become more engaged recently through the pan London protocol with ASB and noise associated with Unlicensed Music Events (UMEs). UMEs take many forms but can and do include the erection of gazebos or similar temporary structures in parks and other places and it is for this purpose that this byelaw is proposed and again designed to be used to nip issues in the bud before they escalate. Currently UMEs have been dealt with in a number of areas but most recently around and within the Queen Elizabeth Olympic Park near the boundary with Newham and have been on land and also include “party boats” on the waterways there.

3.8.3. Noise is a key byelaw for which the issuing of an FPN would be most useful because the wording is clearly designed to allow an early intervention where the effect does not need to reach the threshold of a statutory nuisance (as per Environmental Protection Act), which would require the intervention and investigation by the Council’s specialist environmental health noise team within the Place Directorate. It requires a much lower threshold of “annoyance”. This has applications in parks with groups setting up amplifiers and holding impromptu parties, but by doing so causing annoyance to others using that park for example and of course UMEs would fall under this byelaw again as a lawful and proportionate means to deal early with issues.

3.9. As part of the preparation for this proposal, consultation was undertaken with other enforcement teams as regards their views on use of byelaws and fixed penalty notices. Those consulted included the Director Public Realm, the Head of Environmental Health and Trading Standards, Director of

Commissioning and Culture, Business Manager Operational Services (Environmental Services) Legal and Democratic Services. This was undertaken to establish the extent to how byelaws are used and if a similar approach to that proposed here would be applicable in any other departments.

3.10. Environmental Health managers confirmed that their staff do use FPNs for a number of enforcement matters including the recent COVID-19 restrictions but that the only byelaw that they might wish to prosecute would be touting (outside restaurants), not included in the proposed byelaws subject to this paper. However, they do not use the byelaw but deal with that issue by reverting to enforcing a premises licence and would not need the facility to issue an FPN for any breaches of a byelaw. The EH response also raised issues regarding difficulties associated with current Fixed Penalty Notice management, particularly following up on non-payment. In cases within their experience, where non-payment of an FPN is the issue, it is normally written off due to low income versus high cost of recovery. However the more effective management of FPNs and in particular more efficient means to ensure greater levels of payment, will be significantly enhanced for the THEO service by removing its reliance upon a lengthy back-office support team process. It is being replaced with the “Cradle to Grave” automated process provided by a recently procured hand-held enabled system with in-built back office functions called Liberator. It manages FPNs from issue to payment and if necessary as a last resort, prosecution, and it has a target date for go live of January 2022.

3.11. We have aimed to make the THEO service a “trusted brand”. The THEO service has been reorganised. This provides a 7 day a week service now across the Borough. All the Standard Operating Policies and Procedures have been updated. There is a new Performance Management Framework. Along with a detailed training and development needs assessment for officers. The Service has professional leadership and management. Along with PDRs there are supervision processes such as daily briefings, de-briefings, and officers have responsibility to meet neighbourhood taskings that are intelligence led and must be reported back upon. The Service also has the capacity to respond where issues arise spontaneously, but again with effective leadership support and daily supervision for officers. The adoption of the means to deal with breach of byelaws by issuing FPNs (retaining of course the option still to prosecute where that is more appropriate – e.g. repeat offenders) will provide a more effective response to some types of ASB in this borough.

4. EQUALITIES IMPLICATIONS

- 4.1 A full Equalities Impact Assessment has been completed. It concludes that the supervision, performance monitoring and reporting regime in place to assure proportionality relating to enforcement generally by the THEOs, will apply to this proposal. It will enable identification of any emerging needs to mitigate impacts should they arise. The numbers of people from White backgrounds do currently appear to featured disproportionately in the category of those engaged by the service in regards to antisocial behaviour. However these tend to be those individuals with drugs and other substance misuse issues. There has been a longstanding approach involving work with support agencies with this cohort and this will remain with enforcement as a last resort. Further detail is contained in the full EIA.

5. OTHER STATUTORY IMPLICATIONS

- 5.1 **Crime Reduction** - The council has the statutory obligation, Section 5 of Crime and Disorder Act 1998, to work with other statutory partners and to bring key local agencies together to deliver multi-agency solutions to local problems by pooling resources and setting the strategies. The strategies are for the reduction of crime and disorder, combatting the misuse of drugs, alcohol and other substances and for the reduction of re-offending.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 This report seeks to initiate the use of Fixed Penalty Notices for Breaches of Byelaws and Setting of Penalties subject to approval by the LBTH General Purposes Committee and London Councils TEC. The TEC body will further facilitate discussion with the responsible Central government department to explore the possibility of recommending adoption of the use of the FPNs to deal with breaches of byelaws.
- 6.2 There are no adverse financial implications arising from the recommendation made within this report. At this stage it is difficult to establish how many FPNs will be issued, and therefore how much income would be generated, should the proposal be agreed.
- 6.3 Should further cost be incurred as a result of expanding the use of the FPNs, the service will need to get necessary approval as part of the budget setting process.

7. COMMENTS OF LEGAL SERVICES

- 7.1 FPNs can only be issued where the relevant legislation permits it. Offences against byelaws can be prosecuted in the magistrates' courts. Section 237A(1) of the Local Government Act 1972 (as amended) allows the Secretary of State to make regulations so as to permit an FPN to be issued as an

alternative to prosecution in respect of certain classes of byelaws. To date, however, no such regulations have been made under s.237A(1).

- 7.2 However, Part 4 of the London Local Authorities Act 2004 (“the 2004 Act”) allows London boroughs to introduce an FPN regime to deal with offences against byelaws made under any enactment, which includes the Local Government Act 1972.
- 7.3 Section 17(1) of the 2004 Act requires the Council to set the level of fixed penalty. This may take into account the reasonable costs and expected costs incurred or to be incurred in connection with the administration of the legislation under which the fixed penalty offence is created. The level of fixed penalties set is to be published in any such way as the Secretary of State determines (s.17(5)). These functions are to be carried out by “the joint committee.” The joint committee is a committee established under s.101(5) of the Local Government Act 1972, which in this case is the London Council’s Transport and Environment Committee. If the Council wishes to implement an FPN regime for breaches of byelaws, that can only be achieved by the joint committee taking this forward.
- 7.4 Once the level of fixed penalty has been set the Secretary of State must be notified. The penalty will not come into force until one month after notification has been given, or such shorter period that the Secretary of State may allow. If the Secretary of State considers that some or all of the fixed penalty amounts are excessive he or she may object to the joint committee or make regulations prescribing the amounts to be set.
- 7.5 If a park or open space named in the Schedule to the byelaws has since changed name, those byelaws will continue to apply to that area and enforceable by way of FPN. Any FPN issued in that area should make reference to any other name by which it was known.
- 7.6 The use of FPNs, if approved, will apply only to those parks and open spaces listed in Schedule 1 to the byelaws approved in 2013. Any parks and open spaces not named in that Schedule (subject to 7.6 below) would not be covered by the byelaws and the use of FPNs for breaches would not be available until such time as further byelaws were approved in respect of those areas.
- 7.7. The proposed use of FPNs will apply to all the byelaws approved by London Councils TEC and not simply those proposed to be used by the THEOs. The specific extent to which the power is delegated to THEOs will be dealt with under their operating procedures.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Model Byelaws Set 2
- Equalities Impact Assessment

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

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THE LONDON BOROUGH OF TOWER HAMLETS COUNCIL

**BYELAWS FOR PLEASURE GROUNDS, PUBLIC WALKS
AND OPEN SPACES**

ARRANGEMENT OF BYELAWS

PART [1]

GENERAL

1. General interpretation
2. Application
3. Opening times

PART [2]

PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC

4. Protection of structures and plants
5. Unauthorised erection of structures
6. Climbing
7. Grazing
8. Protection of wildlife
9. Gates
10. Camping
11. Fires
12. Missiles
13. Interference with life-saving equipment

PART [3]

HORSES, CYCLES AND VEHICLES

14. Interpretation of Part [3]
15. Horses
16. Cycling
17. Motor vehicles
18. Overnight parking

PART [4]

PLAY AREAS, GAMES AND SPORTS

19. Interpretation of Part [4]
20. Children's play areas
21. Children's play apparatus
22. Skateboarding, etc
23. Ball games
24. Ball games
25. Cricket
26. Archery
27. Field sports
28. Golf - Prohibited

PART [5]

WATERWAYS

29. Interpretation of Part [5]
30. Bathing
31. Ice skating
32. Model boats
33. Boats
34. Fishing
35. Blocking of watercourses

PART [6]

MODEL AIRCRAFT

- 36. Interpretation of Part [6]
- 37. Model aircraft - General prohibition

PART [7]

OTHER REGULATED ACTIVITIES

- 38. Provision of services
- 39. Excessive noise
- 40. Public shows, performances, political rallies and religious meetings
- 41. Aircraft, hang-gliders and hot air balloons
- 42. Kites
- 43. Metal detectors
- 44. Fundraising, and soliciting or gathering money

PART [8]

MISCELLANEOUS

- 45. Obstruction
- 46. Savings
- 47. Removal of offenders
- 48. Penalty
- 49. Revocation - General

SCHEDULE 1 - Grounds to which byelaws apply generally

SCHEDULE 2 - Grounds referred to in certain byelaws

SCHEDULE 3 - Rules for playing ball games in designated areas

Byelaws made under section 15 of the Open Spaces Act 1906 and sections 12 and 15 of the Open Spaces Act 1906 by the London Borough of Tower Hamlets with respect to pleasure grounds, public walks and open spaces.

PART 1

GENERAL

General Interpretation

1. In these byelaws:

“the Council” means the London Borough of Tower Hamlets;

“the ground” means any of the grounds listed in the Schedule /Schedule [1];

“designated area” means an area in the ground which is set aside for a specified purpose, that area and its purpose to be indicated by notices placed in a conspicuous position;

“invalid carriage” means a vehicle, whether mechanically propelled or not,

- (a) the unladen weight of which does not exceed 150 kilograms,
- (b) the width of which does not exceed 0.85 metres, and
- (c) which has been constructed or adapted for use for the carriage of a person suffering from a disability, and used solely by such a person.

Application

2. These byelaws apply to all of the grounds listed in Schedule 1 unless otherwise stated.

Opening times

- 3. (1) No person shall enter or remain in the ground except during opening hours.
- (2) “Opening hours” means the days and times during which the ground is open to the public and which are indicated by a notice placed in a conspicuous position at the entrance to the ground.
- (3) Byelaw 3(1) applies only to the grounds listed in Schedule 2.

PART 2

PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC

Protection of structures and plants

4. (1) No person shall without reasonable excuse remove from or displace within the ground:
 - (a) any barrier, post, seat or implement, or any part of a structure or ornament provided for use in the laying out or maintenance of the ground; or
 - (b) any stone, soil or turf or the whole or any part of any plant, shrub or tree.
- (2) No person shall walk on or ride, drive or station a horse or any vehicle over:
 - (a) any flower bed, shrub or plant;
 - (b) any ground in the course of preparation as a flower bed or for the growth of any tree, shrub or plant; or
 - (c) any part of the ground set aside by the Council for the renovation of turf or for other landscaping purposes and indicated by a notice conspicuously displayed.

Unauthorised erection of structures

5. No person shall without the consent of the Council erect any barrier, post, ride or swing, building or any other structure.

Climbing

6. No person shall without reasonable excuse climb any wall or fence in or enclosing the ground, or any tree, or any barrier, railing, post or other structure.

Grazing

7. No person shall without the consent of the Council turn out or permit any animal for which he is responsible to graze in the ground.

Protection of wildlife

8. No person shall kill, injure, take or disturb any animal, or engage in hunting or shooting or the setting of traps or the laying of snares.
 - (a) Feeding of wild life (e.g. pigeons, squirrels, rats) is prohibited unless with the expressed permission of the local authority, at which permission is given for feeding of ducks.

Gates

9. (1) No person shall leave open any gate to which this byelaw applies and which he has opened or caused to be opened.
- (2) Byelaw 10(1) applies to any gate to which is attached, or near to which is displayed, a conspicuous notice stating that leaving the gate open is prohibited.

Camping

10. No person shall without the consent of the Council erect a tent or use a vehicle, caravan or any other structure for the purpose of camping [except in a designated area for camping].

Fires

11. (1) No person shall light a fire or place, throw or drop a lighted match or any other thing likely to cause a fire.
- (2) Byelaw 11(1) shall not apply to:
 - (a) the lighting of a fire at any event for which the Council has given permission that fires may be lit.
 - (b) The lighting or use, in such a manner as to safeguard against damage, danger to any person, of a properly constructed camping stove, in a designated area for camping, or of a properly constructed barbecue, in a designated area for barbecues

Missiles

12. No person shall throw or use any device to propel or discharge in the ground any object which is liable to cause injury to any other person.

Interference with life-saving equipment

13. No person shall except in case of emergency remove from or displace within the ground or otherwise tamper with any life-saving appliance provided by the Council.

PART 3

HORSES, CYCLES AND VEHICLES

Interpretation of Part 3

14. In this Part:

“designated route” means a route in or through the ground which is set aside for a specified purpose, its route and that purpose to be indicated by notices placed in a conspicuous position;

“motor cycle” means a mechanically-propelled vehicle, not being an invalid carriage, with less than four wheels and the weight of which does not exceed 410 kilograms;

“motor vehicle” means any mechanically-propelled vehicle other than a motor cycle or an invalid carriage;

“trailer” means a vehicle drawn by a motor vehicle and includes a caravan.

Horses

15. (1) No person shall ride on or in a carriage drawn by a horse except in the exercise of a lawful right or privilege.
- (2) Where horse-riding is permitted by virtue of a lawful right or privilege, no person shall ride a horse in such a manner as to cause danger to any other person.

Cycling

16. No person shall without reasonable excuse ride a cycle in the ground except in any part of the ground where there is a right of way for cycles or on a designated route for cycling, nor in such a way which may endanger the public.

Motor vehicles

17. (1) No person shall without reasonable excuse bring into or drive in the ground a motor cycle, motor vehicle or trailer except in any part of the ground where there is a right of way or a designated route for that class of vehicle.
- (2) Where there is a designated route for motor cycles, motor vehicles or trailers, it shall not be an offence under this byelaw to bring into or drive in the ground a vehicle of that class for the sole purpose of transporting it to the route.

Overnight parking

18. No person shall without the consent of the Council leave or cause or permit to be left any motor vehicle in the ground between the hours of 10 p.m. and 6 a.m..

PART 4

PLAY AREAS, GAMES AND SPORTS

Interpretation of Part [4]

19. In this Part:

“ball games” means any game involving throwing, catching, kicking, batting or running with any ball or other object designed for throwing and catching, but does not include cricket;

“golf course” means any area within the ground set aside for the purposes of playing golf and includes any golf driving range, golf practice area or putting course;

“self-propelled vehicle” means a vehicle other than a cycle, invalid carriage or pram which is propelled by the weight or force of one or more persons skating, sliding or riding on the vehicle or by one or more persons pulling or pushing the vehicle.

Children’s play areas

20. No person aged 14 years or over shall enter or remain in a designated area which is a children’s play area unless in charge of a child under the age of 14 years.

Children’s play apparatus

21. No person aged 14 years or over shall use any apparatus stated to be for the exclusive use of persons under the age of 14 years by a notice conspicuously displayed on or near the apparatus.

Skateboarding, etc

22. No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles in such a manner as to cause danger or give reasonable grounds for annoyance to other persons.

Ball games

23. No person shall play ball games outside a designated area for playing ball games in such a manner:

- (a) as to exclude persons not playing ball games from use of that part;
- (b) as to cause danger or give reasonable grounds for annoyance to any other person in the ground; or
- (c) which is likely to cause damage to any tree, shrub or plant in the ground.

24. It is an offence for any person using a designated area for playing ball games to break any of the rules set out in Schedule 3 and conspicuously displayed on a sign in the designated area when asked by any person to desist from breaking those rules.

Cricket

25. No person shall throw or strike a cricket ball with a bat except in a designated area for playing cricket.

Archery

26. No person shall engage in the sport of archery except in connection with an event organised by or held with the consent of the Council.

Field sports

27. No person shall throw or put any javelin, hammer, discus or shot except in connection with an event organised by or held with the consent of the Council or on land set aside by the Council for that purpose.

Golf

28. No person shall drive, chip or pitch a hard golf ball.

PART 5

WATERWAYS

Interpretation of Part [5]

29. In this Part:

“boat” means any yacht, motor boat or similar craft but not a model or toy boat;

“power-driven” means driven by the combustion of petrol vapour or other combustible substances;

“waterway” means any river, lake, pool or other body of water and includes any fountain.

Bathing

30. No person shall without reasonable excuse bathe or swim in any waterway.

Ice skating

31. No person shall step onto or otherwise place their weight upon any frozen waterway.

Model boats

32. No person shall operate a power-driven model boat on any waterway except in a designated area for model boats.

Boats

33. No person shall sail or operate any boat, dinghy, canoe, sailboard or inflatable on any waterway without the consent of the Council

Fishing

34. No person shall in any waterway cast a net or line for the purpose of catching fish or other animals except in a designated area for fishing and with prior consent of the Council and in accordance with the rules governing such consent.

Blocking of watercourses

35. No person shall cause or permit the flow of any drain or watercourse in the ground to be obstructed, diverted, open or shut or otherwise move or operate any sluice or similar apparatus.

PART 6

MODEL AIRCRAFT

Interpretation of Part 6

36. In this Part:

“model aircraft” means an aircraft which weighs not more than 7 kilograms without its fuel;

“power-driven” means driven by:

- (a) the combustion of petrol vapour or other combustible substances;
- (b) jet propulsion or by means of a rocket, other than by means of a small reaction motor powered by a solid fuel pellet not exceeding 2.54 centimetres in length; or
- (c) one or more electric motors or by compressed gas.

“radio control” means control by a radio signal from a wireless transmitter or similar device.

General prohibition

37. No person shall cause any power-driven model aircraft to:
- (a) take off or otherwise be released for flight or control the flight of such an aircraft in the ground; or
 - (b) land in the ground without reasonable excuse.

PART 7

OTHER REGULATED ACTIVITIES

Provision of services

38. No person shall without the consent of the Council provide or offer to provide any service for which a charge is made.

(1) Filming, video-recording, taking of photographs
No professionals (including students) are allowed to undertake filming, video-recording, taking of photographs without the consent of the Council.

Excessive noise

39. (1) No person shall, after being requested to desist by any other person in the ground, make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground by:
- (a) shouting or singing;
 - (b) playing on a musical instrument; or
 - (c) by operating or permitting to be operated any radio, amplifier, tape recorder or similar device.
- (2) Byelaw 39 does not apply to any person holding or taking part in any entertainment held with the consent of the Council.

Public shows, performances, political rallies and religious meetings

40. No person shall without the consent of the Council hold or take part in any public show, performance, political rallies or religious meetings.

Aircraft, hang gliders and hot air balloons

41. No person shall except in case of emergency or with the consent of the Council take off from or land in the ground in an aircraft, helicopter, hang glider or hot air balloon.

Kites

42. No person shall fly any kite in such a manner as to cause danger or give reasonable grounds for annoyance to any other person.

Metal detectors

43. (1) No person shall without the consent of the Council use any device designed or adapted for detecting or locating any metal or mineral in the ground.

Fundraising, and soliciting or gathering money

44. No person shall without the consent of the Council solicit or gather money for any cause whether or not such cause is charitable.

PART [8]

MISCELLANEOUS

Obstruction

45. No person shall obstruct:
- (a) any officer of the Council in the proper execution of his duties;
 - (b) any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
 - (c) any other person in the proper use of the ground.

Savings

46. (1) It shall not be an offence under these byelaws for an officer of the Council or any person acting in accordance with a contract with the Council to do anything necessary to the proper execution of his duty.
- (2) Nothing in or done under these byelaws shall in any respect prejudice or injuriously affect any public right of way through the ground, or the rights of any person acting lawfully by virtue of some estate, right or interest in, over or affecting the ground or any part of the ground.

Removal of offenders

47. Any person offending against any of these byelaws may be removed from the ground by an officer of the Council or a constable.

Penalty

48. Any person offending against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

Revocation

49. The byelaws made by the London Borough of Tower Hamlets on *insert date* and confirmed by the Secretary of State for the Home Office *insert date of confirmation* relating to the ground are hereby revoked.

SCHEDULES

This list is currently being verified against the Council's property records

SCHEDULE 1

GROUND TO WHICH BYELAWS APPLY

The grounds referred to in byelaw 2 are:

Abbott Road Gardens	Glamis Adventure Playground
Ackroyd Drive Open Space	Globe Road Open Space
Albert Gardens	Gosling Gardens
All Saints Church Yard	Great Eastern Slipway
Allen Gardens	Grove Hall Park
Allen Gardens Play Area	Hellings Street
Altab Ali Park	Ion Square Gardens
Alton Street Open Space	Island Gardens
Approach Road/Old Ford Road O. S.	Jesus Green
Arbour Square Gardens	Johnson's Drawdock
Archibald Open Space	Jolly's Green
Bartlett Park	King Edward Memorial Park
Baxendale Street Gardens	Kings Wharf
Beaumont Square Gardens	Langdon Park
Belgrave Open Space	Lenanton Steps
Bethnal Green Gardens	Leven Road Open Space
Bonner Hall Gate	Mallon Gardens
Boundary Gardens	Marsh Wall/East Ferry Road
Bow Churchyard	Mast House Terrace Playarea
Braithwaite	Meath Gardens
Bromley Recreation Ground	Mellish Street
Burdett Road Bus Terminus	Mercers Burial Ground
Canrobert Street Open Space	Middleton Green
Cantrell Road Open Space	Mile End Park
Carlton Square	Millwall Park
Carlton Square Gardens	Mudchute Farm
Cavell Street Gardens	Museum Gardens
Christchurch Gardens	Paradise Gardens
Cotton Street/Bazely Street	Pennyfields Open Space
Devons Road Ambulance Station - Grass Verge	Pollard Square
Dockers Tanner Road	Poplar High Street/Preston's Road
Fern Street Open Space	Poplar Parkway
Ford Square	Poplar Recreation Ground

Furze Green Open Space	Prospect Park
Raines Mansions	Stonebridge Wharf
Ravenscroft Park	Stoneyard Lane Open Space
Rectory Gardens	Swedenborg Gardens
Rope Walk Gardens	The Oval
Ropemakers Fields	Three Colt Street/Mitre Site
Rounton Road Open Space	Tower Hamlets Cemetery
Royal Mint Square	Trafalgar Gardens
Schoolhouse Kickabout Area	Tredegar Square
Selwyn Green	Trinity Gardens
Shacklewell Street 10'Clock Club	Trinity Square Gardens
Shacklewell Street Ball Games Area	Twelve Trees Crescent
Shandy Park	Vallance Road Gardens
Sidney Square Gardens	Vaughan Way Open Space
Sir John McDougal Gardens	Victoria Park
Spitalfields Farm	Virginia Gardens
St Annes Churchyard	Wapping Gardens
St Bartholomews Gardens	Wapping Green
St Dunstan's Churchyard	Wapping Rose Gardens
St George's in the East	Wapping Woods
St James Gardens	Warner Green Open Space
St Johns Churchyard	Waterside Gardens
St Johns Park	Weavers Fields
St Matthews Church Garden	West India Dock Road
St Matthias Church	White Horse Lane Open Space
Stepney Clock Tower	Whitehorse Road Park
Stepney Green Gardens	Wyvis Street Open Space
Stepney Green Park	York Square Gardens

SCHEDULE 2

GROUNDS REFERRED TO IN CERTAIN BYELAWS

OPENING TIMES (BYELAW 3(1))

The grounds referred to in byelaw 3(1) are:

Albert Gardens
Arbour Square Gardens
Bethnal Green Gardens
Carlton Square

Grove Hall Park
King Edward Memorial Park
Museum Gardens
Paradise Gardens
Poplar Recreation Ground
Tower Hamlets Cemetery
Tredegar Square
Trinity Square Gardens
Victoria Park
Wapping Gardens
Wapping Rose Gardens
York Square Gardens

Opening times are dawn until dusk.

SCHEDULE 3

RULES FOR PLAYING BALL GAMES IN DESIGNATED AREAS (BYELAW 24)

Any person using a designated area for playing ball games is required by byelaw 24 to comply with the following rules:

- (1) No person shall play any game other than those ball games for which the designated area has been set aside.
- (2) No person shall obstruct any other person who is playing in accordance with these rules.
- (3) Where exclusive use of the designated area has been granted to a person or group of persons by the Council for a specified period, no other person shall play in that area during that period.
- (4) Subject to paragraph (5), where the designated area is already in use by any person, any other person wishing to play in that area must seek their permission to do so.
- (5) Except where they have been granted exclusive use of the designated area for more than two hours by the Council, any person using that area shall vacate it if they have played continuously for two hours or more and any other person wishes to use that area.
- (6) No person shall play in the designated area when a notice has been placed in a conspicuous position by the Council prohibiting play in that area.

Equality Impact Analysis (EIA) – impact on residents, service users and wider community

Section 1: Introduction

Name of proposal
For the purpose of this document, 'proposal' refers to a policy, function, strategy or project
The adoption of issuing Fixed Penalty Notices in relation to breaches of the Council's byelaws.
Service area and Directorate responsible
Safer Neighbourhoods Operations – Community Safety – Health Adults and Community
Name of completing officer
Barry Scales
Approved by (Corporate Director / Divisional Director/ Head of Service)
Ann Corbett
Date of approval
05/11/2021


Where a proposal is being taken to a committee, please append the completed EIA(s) to the cover report.

Conclusion – To be completed at the end of the Equality Impact Analysis process

This summary will provide an update on the findings of the EIA and what the outcome is. *For example, based on the findings of the EIA, the proposal was rejected as the negative impact on a particular group was disproportionate and the appropriate actions cannot be*

undertaken to mitigate risk. Or, based on the EIA, the proposal was amended, and alternative steps taken.

The focus of this is to analyse the impacts of the proposal on residents, service users and the wider community that are likely to be affected by the proposal. If the proposed change also has an impact on staff, the committee covering report should provide an overview of the likely equality impact for staff, residents and service users and the range of mitigating measures proposed.

Conclusion	Current decision rating (see Appendix A)
<p>The supervision, performance monitoring and reporting regime to assure proportionality already in place in the service regarding the issuing of Fixed Penalty Notices by THEOs, will enable identification of any emerging needs to mitigate impacts should they arise.</p> <p>The overall needs in this borough to tackle the high levels of ASB must be a priority for the council and its partners because it negatively impacts upon the members of all communities. There is a definition of ASB which defines it as behaviour or conduct which is, or is likely to cause harassment, alarm or distress to any person or nuisance or annoyance in relation to a person's occupancy of their home. That means all communities and individuals with and without protected characteristics can be impacted and also a range of members of all communities can be responsible for ASB and it is the role of the enforcement services to support all communities. The available data supports this and the variations that are apparent with the numbers of those from the White categories for example, although still fitting the overall distribution, is accounted for because of the types of behaviour encountered and detailed later in the assessment.</p> <p>The THEO service adopts a general approach to enforcement which is entirely in line with this and also with the Council's Enforcement Policy covering all the service's activities. This is to act proportionately and only take enforcement action where this is necessary and only after an initial engagement and support if necessary. This proposal to create the option for THEOs to issue Fixed Penalty Notices (FPNs) for breaches of byelaws whilst retaining the option to prosecute, will be treated within this same approach.</p>	

The Equality Act 2010 places a ‘General Duty’ on all public bodies to have ‘due regard’ to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between those with ‘protected characteristics’ and those without them
- Foster good relations between those with ‘protected characteristics’ and those without them

This Equality Impact Analysis provides evidence for meeting the Council’s commitment to equality and the responsibilities outlined above. For more information about the Council’s commitment to equality, please visit the Council’s [website](#).

Section 2: General information about the proposal

Describe the proposal including the relevance of proposal to the general equality duties and protected characteristics under the Equality Act 2010

Antisocial Behaviour (ASB) in the London Borough of Tower Hamlets has been and remains an extremely high priority and concern for all of our residents. It also remains a Corporate and Mayoral priority. In 2017 the Council published an ambitious ASB Blueprint for action and committed utilising all of its powers to tackle the issues that impact on the quality of life for all residents and ensuring that victims are at the heart of our actions. The recently published Community Safety Partnership Plan prioritises tackling Neighbourhood Crime and ASB.

Currently, the only means to deal with breaches of byelaws in Tower Hamlets is by way of prosecution. This restricts both the timeliness and effectiveness of our overall response to incidents of ASB. Tower Hamlets Enforcement Officers (THEOs) already have existing powers and a number of these, if offences are taking place, can be dealt with by issuing a fixed penalty notice (FPN). There is however a further range of activities and behaviours often causing ASB, covered in the Council’s byelaws. They cover a broad sweep of prohibited activity in places such as parks but also in other open spaces, all places which the whole community should be able to enjoy and not be blighted by ASB.

The types of behaviours that are covered by the byelaws within this proposal extracted from the full set of over 45, are only those that are relevant to the role of THEOs in tackling ASB in this borough. They are:

Climbing – No person shall without reasonable excuse climb on any wall or fence in or enclosing the ground, or any tree, or any barrier, railing, post or other structure.

Gates – 1) No person shall leave open any gate to which this byelaw applies and which he has opened or cause to be opened. 2) This applies to any gate to which is attached, or near to which is displayed, a conspicuous notice stating that leaving the gate open is prohibited.

Camping – No person shall without the consent of the Council, erect a tent or use a vehicle, caravan or any other structure for the purpose of camping (except in a designated area for camping).

Fires – No person shall light a fire or place, throw or drop a lighted match or any other thing likely to cause a fire. (Exceptions around properly constructed camp stove in an authorised camp ground)

Interference with lifesaving equipment – No person shall, except in case of emergency, remove from or displace with the ground or otherwise tamper with any lifesaving appliance provided by the Council.

Cycling – No person shall without reasonable excuse ride a cycle in the ground except in any part of the ground where there is a right of way for cycles or on a designated route for cycling, nor in such a way which may endanger the public.

Skateboarding – No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles in such a manner as to cause danger or give reasonable grounds for annoyance to other persons.

Bathing – No person shall without reasonable excuse bathe or swim in any waterway.

Boats – No person shall sail or operate any boat, dinghy, canoe, sailboard or inflatable on any waterway without the consent of the Council.

Fishing – No person shall in any waterway cast a net or line for the purpose of catching fish or other animals except in a designated area for fishing and with the prior consent of the Council and in accordance with the rules governing such consent.

Model Aircraft – No person shall cause any power-driven model aircraft to, take off or otherwise be released for flight or control the flight of such an aircraft in the ground or land in the ground without reasonable excuse.

Excessive Noise – No person shall, after being requested to desist by any other person in the ground, make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground by shouting or singing, playing on a musical instrument or by operating or permitting to be operated by any radio, amplifier, tape recorder or similar device (does not apply to persons holding or taking part in any entertainment held with the consent of the Council).

Obstruction – No person shall obstruct any officer of the Council in the proper execution of his duty, any person carrying out an act which is necessary to the proper execution of any contract with the Council or any other proper use of the ground.

The types of behaviour or conduct where the above byelaws can be applied and

where THEOs could consider dealing with by way of FPN, are encountered in parks and other open spaces where a range of people can be present. These can represent both those committing the offences and those who are adversely affected by them and neither are confined to groups possessing any particular protected characteristics.

This proposal is intended to address a means to improve service delivery to a priority issue that our residents consistently tell us is of greatest concern to them. They require the council and other services to tackle ASB in their neighbourhoods more effectively and provide visibility. Having the option to issue an FPN at the time to a person committing offences, often with residents witnessing the action, gives our service more opportunity to achieve this. We still retain the option to prosecute a person, for example in an extreme case or a repeat offender, but we see the benefits of issuing notices there and then in most cases to be of greatest benefit. The issue of how we ensure we do this proportionately and do not negatively impact some groups rather than others by doing this is explored below.

Section 3: Evidence (consideration of data and information)

What evidence do we have which may help us think about the impacts or likely impacts on residents, service users and wider community?

ASB does not just affect some members of our community but it impacts residents and visitors from all communities and if not tackled, has a detrimental impact on the quality of all their lives. As an enforcement service, we clearly have a duty to improve the lives of all our residents but ensuring this is done in a proportionate way. The information from our reporting systems at the council only record demographic information if users reporting ASB choose to provide it and the take up is low and of course ASB is reported to a number of other agencies, not least of which is the police. Again demographic data is not available to us on the breakdown of who reports ASB to the police. Information is more available in regard to those who commit ASB in our borough and is explored later in this assessment.

It is acknowledged by the Safer Neighbourhood Operations Service that enforcement alone is not the solution to long term reductions to the very high numbers of incidents, but it is nevertheless a key tool for providing respite for our communities. We work with a number of key partners to deliver our services which includes joint working with a range of support services such as drugs and alcohol services, young people's services and housing support. The role of effective

partnerships across council/police/social housing providers is also clearly a factor in ensuring that enforcement is applied proportionately and this is a priority for the Community Safety Partnership at LBTH. This statutory partnership body has recently established a specific board reporting to it, focussing solely on the delivery of services to tackle neighbourhood ASB and crime and that focus includes the balance of engagement, support and diversion before enforcement.

Reports of ASB

The evidence is that regarding the impact of ASB, LBTH still has a very high level of reported ASB in London. Reports made to the Police regarding ASB incidents within Tower Hamlets have also increased year on year for the past 2 years. The table below shows that there was an increase of 4.4% in FY 2018-2019 and another increase of 14.5% in FY 2019-2020 with additional pressure from the COVID-19 situation. At the time of this report, for 2021 to date, calls to the 101 number for support from the police have fallen although the reason for this is not yet clear and overall, reports to the council and police are still higher than most other boroughs, LBTH is regularly highest or second highest in London.

	17-18	18-19	19-20
April	1379	1369	1327
May	1227	1310	1487
June	1159	1345	1688
July	1493	1477	2005
August	1492	1354	1891
September	1153	1168	1483
October	1286	1245	1407
November	1179	1280	1253
December	903	1029	1052
January	1195	1160	1106
February	967	1105	1095
March	1029	1254	1492
Total	14462	15096	17286

VS previous FY	Down 21%	Up 4.4%	Up 14.5%
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Population

The borough has a very diverse population.

Age – 0 to 19 years accounts for 25% around the average for London
 20 to 39 years accounts for 46% which is higher than the London average
 65 and over only 6% compared to 12% in London

Gender – Male 52% which is a higher ratio to females than the London average

Sexual Orientation – Data from the 2011 census is limited but is being updated by the 2021 census. Experimental estimates published in 2015 for LBTH are that around 4.3% of the population is from the LGBT+ community

Ethnicity – Bangladeshi 32%, White British accounts for 31.2%, White Other 12.4%, Black/Black British is 7.3%.

Means to assure proportionate use of FPNs in relation to breaches of the proposed selected byelaws:

The range of ASB that our THEO enforcement service encounters involves perpetrators from across all of our communities and with some variations for types of behaviour, this distribution reflects the basic demographics set out in the previous paragraph but numbers within the groups vary due to the circumstances and behaviours encountered and details are included in the statistics section below. For example, a large number of those engaged in ASB behaviours related to their drugs or other substance misuse are from the street population with a variety of complex needs and vulnerabilities. They are mainly older, from the white British or white other categories and male with only 20% female. There remains our longstanding approach, shared with our support service partners, of engagement, support and with enforcement as a last resort. This is the tailored approach to this group and incidents of ASB that occurs. If enforcement does have to be the result, routes to it are taken that ensure that conditions such as positive requirements to engage in support activities which are provided by powers such as civil injunctions are most appropriate and not the issuing of a fixed penalty notice to this cohort.

Another example is the enforcement of the recently introduced Public Spaces Protection Order (PSPO) for the misuse of Nitrous Oxide (NOx). There is a

declared commitment to engagement, particularly with young people but also with adults, regardless of ethnic background, signposting to support services suitable for each before considering enforcement. Again this is a monitored intervention, to ensure that the proportionate approach is effective but also of course properly balanced against our overall obligation to deal with the ASB that results from these activities for the benefit of the whole community. The support offered before enforcement takes into account age and ethnicity with commitment from support agencies to work with us. Fixed penalty notices are not issued by THEOs to persons under 18 years of age for any offence and those individuals are managed by more diversion and support interventions unless behaviour is such that it requires the intervention of police using other powers. However with adults, the use of FPNs to deal with breaches of the PSPO will be used, taking into account the general stance set out above.

With all this in mind, supervised, monitored and proportionate means of dealing with particular groups according to the circumstances of each incident and the behaviour encountered has been and remains our adopted approach. Additionally the activities of our enforcement service is informed and tasked through intelligence and identification of hot spots and not simply random patrolling and therefore interventions have evidenced proportionality.

Statistics regarding those committing ASB at LBTH – ASB is dealt with by a large number of agencies and the data available across the piece relating to the ethnicity of those committing ASB is far from definitive or complete. However, this proposal is about the activities of our THEO service specifically and some useful data is available showing the ethnicity and ages of those they encounter and/or to whom they issue fixed penalty notices using their existing powers.

Data derived from the issuing of ASB Incident Reports by THEOs regarding the ethnicity and age of those they encountered and who were engaged in ASB shows the following and informs our proportionate enforcement approach.

In the years 2019/2020 and 2020/21 combined, there were 2985 ASB Incident Reports recorded.

Of the 860 reports for females, 102 were without details of ethnicity for reasons of preference or it was not recorded. Of the 758 remaining records, 640 (84.43%), were White British or White Other. The remainder shows that 33 (4.35%) were Mixed/Dual Heritage – White and Black Caribbean, 25 (3.3%) were Black/Black British – Somali and 19 (2.51%) were Asian – Bangladeshi. There were very low numbers for the remaining recorded ethnicities.

Of the 2125 reports for males, 386 were without details of ethnicity for reasons of

preference of was not recorded. Of the 1739 remaining records, 1152 (66.24%) were White British or White Other. The remainder shows that 233 (13.4%) were Asian – Bangladeshi, 87 (7.53%), 62 (5.38%) were Black/Black British African and 30 (2.6%) were Black/Black British Caribbean.

The ages of those encountered for females was mainly within the range 26 to 45 years and for males, 21 to 50. Young people aged 13 to 20 represented just 2.8% for females and 10.24% for males. Traditionally there remains a perception that ASB is associated predominately with the activities of young people. Consistently the perceptions of residents are not confirmed by either the experience of enforcement officers or national statistics. Young people of course are involved in ASB, sometimes serious ASB, but in general as the above figures show, it is older aged people that commit the most. We have included some byelaws that might be viewed as putting young people's behaviour disproportionately in focus. For example the climbing byelaw is included in this proposal but it is included not to be aimed at young people who may be climbing trees in parks, this would likely be dealt with by intervening, engaging and possibly a warning. It is included to deal with the more dangerous activities that older people engage in, such as climbing and jumping from old cranes and gantries in places like Shadwell Basin in the summer months and additionally the swimming, fishing, interference with safety equipment and noise byelaws will also be used most where the behaviour is committed by older people.

The UK/London trend relating to those from a Black ethnicity background is that they are generally overrepresented in some enforcement activity such as stop and search and arrests. The data above does not indicate that this is the case for the interactions THEOs have in their enforcement activities.

Conclusion - It is contended through consideration of the content of this assessment, that the introduction of the option using FPNs to deal more effectively with breaches of byelaws to tackle ASB will not disproportionately affect any particular group of people within those possessing protected characteristics. However, means to assure this will be our regular monitoring. It is already part of the overall performance monitoring, reported through the established performance management regime of the THEO service, through the service's senior management to the regular corporate performance boards including the Equalities Board.

Section 4: Assessing the impacts on different groups and service delivery

Groups	Positive	Negative	Neutral	Considering the above information and evidence, describe the impact this proposal will have on the following groups?
Protected				
Age (All age groups)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The approach adopted of engagement, support then enforcement will apply to the enforcement of byelaws as with all the activities of our services. Support is tailored to age with options for all age groups to be supported before enforcement by FPN is considered for breach of byelaws.</p> <p>The positive impact is that overall and in line with our duty to deal with ASB that impacts all communities, is that those in this group will be given more respite from the effects of ASB.</p>
Disability (Physical, learning difficulties, mental health and medical conditions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitoring information on protected characteristics other sex, age and ethnic background were not available.

Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Males are over-represented in local data and therefore most likely to be impacted by this proposal, however the impact is not assessed as being disproportionate.</p> <p>The positive impact is that overall and in line with our duty to deal with ASB that impacts all communities, the introduction of this proposal will enhance our ability to deal with ASB and give those within this group as with all other residents, more respite from what is of major concern.</p>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitoring information on protected characteristics other sex, age and ethnic background were not available.
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitoring information on protected characteristics other sex, age and ethnic background were not available.
Religion or philosophical belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitoring information on protected characteristics other sex, age and ethnic

				background were not available.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Those of white ethnic backgrounds are over-represented in local data and therefore most likely to be impacted by this proposal, however the impact is not assessed as being disproportionate.</p> <p>The positive impact is that overall and in line with our duty to deal with ASB that impacts all communities, the introduction of this proposal will enhance our ability to deal with ASB and give those within this group as with all other residents, more respite from what is of major concern.</p>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitoring information on protected characteristics other sex, age and ethnic background were not available.
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitoring information on protected characteristics other sex, age and ethnic background were not available.
Other				
				Monitoring information on protected

<p>Socio-economic</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>characteristics other sex, age and ethnic background were not available.</p> <p>The imposition of an £80 Fixed Penalty Notice could have a negative impact upon those from those with socio-economic challenges and have less impact upon the wealthier. However the proposal to permit the issuing of FPNs for breaches of byelaws does not replace the option to prosecute an offender and permit the conduct to be evaluated by a court and a penalty imposed following this process. If a person does not pay an FPN they will most usually be prosecuted for non-payment and in both cases this can lead to a criminal conviction. Payment of an FPN discharges the person's liability completely.</p>
<p>Parents/Carers</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Monitoring information on protected characteristics other sex, age and ethnic background were not available.</p>
<p>People with different Gender Identities e.g. Gender fluid, Non-Binary etc</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Monitoring information on protected characteristics other sex, age and ethnic background were not available.</p>



TOWER HAMLETS

Any other groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitoring information on protected characteristics other sex, age and ethnic background were not available.
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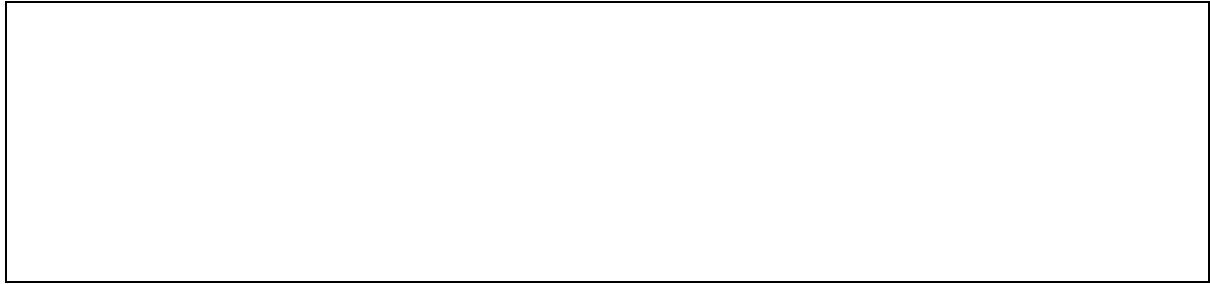
Section 5: Impact analysis and action plan

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Update on progress
Ensure current monitoring of all the enforcement activities of the THEO service includes the use of FPNs for breaches of selected byelaws	Include in performance monitoring dashboard	Dashboard updated for reporting in the first quarter after the proposal becomes live	Keith Stanger Head of Safer Neighbourhood Operations	

Section 6: Monitoring




What monitoring processes have been put in place to check the delivery of the above action plan and impact on equality groups?

The activities of the THEO service in relation to the use of FPNs for breach of byelaws will be monitored as part of current performance management processes.. Regular oversight will be maintained of the use of FPNs for byelaws in relation assuring proportionate use involving groups with protective characteristics.



Appendix A

EIA decision rating

Decision	Action	Risk
<p>As a result of performing the EIA, it is evident that a disproportionately negative impact (direct, indirect, unintentional or otherwise) exists to one or more of the nine groups of people who share a Protected Characteristic under the Equality Act and appropriate mitigations cannot be put in place to mitigate against negative impact. It is recommended that this proposal be suspended until further work is undertaken.</p>	<p>Suspend – Further Work Required</p>	<p>Red</p> 
<p>As a result of performing the EIA, it is evident that there is a risk that a disproportionately negative impact (direct, indirect, unintentional or otherwise) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. However, there is a genuine determining reason that could legitimise or justify the use of this policy.</p>	<p>Further (specialist) advice should be taken</p>	<p>Red Amber</p> 
<p>As a result of performing the EIA, it is evident that there is a risk that a disproportionately negatively impact (as described above) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. However, this risk may be removed or reduced by implementing the actions detailed within the <i>Impact analysis and action plan</i> section of this document.</p>	<p>Proceed pending agreement of mitigating action</p>	<p>Amber</p> 

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Non-Executive Report of the: GP Committee 22 nd March 2022	 TOWER HAMLETS
Report of: Kevin Bartle, Interim Corporate Director Resources	Classification: Unrestricted
Localism Act 2011 – Pay Policy Statement 2022/23	

Originating Officer(s)	Musrat Zaman, Director of Workforce, OD and Business Support
Wards affected	All wards

Executive Summary

Under Section 38(1) of the Localism Act 2011, the Full Council is required to adopt a pay policy statement for each financial year.

A statement for 2022/23 (draft attached as Appendix 1) should be approved and adopted by 31 March 2022, to enable it to be published as soon as is practical in the new financial year. The council’s first pay policy statement was in 2012/13 and subsequent pay policy statements were agreed for each of the subsequent years, with the latest being for 2021/22.

The [Local Government Transparency Code 2015](#) includes guidance on the calculation of the pay multiple, which forms part of the pay policy statement. No further supplementary guidance has been published in relation to the 2022/23 pay policy statement.

Should guidance or an updated Code be published after the 2022/23 pay policy has been considered by the GP Committee and/or Full Council, which requires minor amendments, it is proposed that GP Committee delegate the authority to make minor amendments to the Chief Executive following consultation with the Director of Workforce, OD and Business Support, Chair of the GP Committee and Monitoring Officer. Should any fundamental changes be required, the pay policy statement will be sent back to GP Committee for further consideration.

The 2022/23 proposed pay policy statement should be approved and adopted by 31 March 2022, to enable it to be published as soon as is practical in the new financial year. Due to the timings of the report and committees, this year the report will be considered and agreed by GP Committee by 31 March 2022 but will not be considered by Full Council until 25 May 2022. It will be published as soon as possible after this.

The pay policy statement sets out the council's current policies and practice in relation to pay for all parts of the Council's directly employed workforce (including some elements that cover agency workers), with the exception of school based employees. Any changes to the way in which staff are remunerated would need to be dealt with as outlined in section 5 – Legal comments.

Recommendations:

GP Committee is recommended to:-

Consider the draft 2022/23 pay policy statement, proposing any changes and, subject to such changes, recommend policy for adoption by Full Council on 25 May 2022.

Delegate to the Chief Executive, in consultation with the Director of Workforce, OD and Business Support, Chair of the GP Committee and Monitoring Officer, any minor changes to the 2022/23 pay policy statement.

1. REASONS FOR THE DECISIONS

- 1.1 The Localism Act 2011 received Royal Assent on 15 November 2011. Additionally, the 'Code of Recommended Practice for Local Authorities on Data Transparency' was published in September 2011, under Section 2 of the Local Government, Planning and Land Act 1980. The Code sets out key principles for local authorities in creating greater transparency through the publication of data. Supplementary guidance, 'Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act', was published on 20 February 2013.
- 1.2 The Act's intention is to bring together the strands of increasing accountability, transparency and fairness, with regards to pay.
- 1.3 The provisions of the legislation required Local Authorities to adopt and publish a pay policy statement for 2011/12 and then for each subsequent financial year. Statements must be approved by Full Council and have regard to the guidance published by the Secretary of State. Authorities will be constrained by their policy statement when making determination on senior officer pay, although the statement may be amended at any time by further resolution of Full Council.

2. ALTERNATIVE OPTIONS

- 2.1 As the publication of a pay policy statement and the nature of its content is a legislative requirement, there are no alternative options.

3. DETAILS OF THE REPORT

- 3.1 The pay policy statement must set out the authority's policies for the financial year relating to remuneration of its officers. It must include:
- A policy on the level and elements of remuneration for each Chief Officer
 - A policy on the remuneration of lowest paid employees (together with a definition of 'lowest paid employees' and reasons for adopting that definition)
 - A policy on the relationship between the remuneration of chief officers and the remainder of the workforce
 - A policy on other specific aspects of chief officers' remuneration (remuneration on recruitment, increases and additions to remuneration, use of PRP and bonuses, and the approach to termination payments).
- 3.2 Additionally, the council must have regard to other statutory guidance or recommendations, e.g. relating to pay multiples, it should be noted that, the statutory guidance emphasises that each LA has the autonomy to take its own decisions on pay and pay policies.
- 3.3 The draft 2022/23 pay policy statement takes into account Local Government Association (LGA)/Association of Local Authority Chief Executives (ALACE) guidance issued to local authority Chief Executives 'Localism Act: Pay Policy Statement Guidance for Local Authority Chief Executives'. The statement details the council's current arrangements; using the definitions contained in the Act and associated guidance. The pay policy statement should also set out the council's position in relation to appointments to posts with salary packages over £100,000 and redundancy packages over the same amount.
- 3.4 The Localism Act defines senior executives, and in this statement they are the Chief Executive, Corporate Directors, the Monitoring Officer and Directors.
- 3.5 The draft 2022/23 pay policy statement refers to information already published by the council in relation to senior salary data, to meet with the requirements of the Government's transparency agenda. In addition, the Local Government Transparency Code 2015, also covers the way in which the pay multiple included in the pay policy should be calculated. Should any minor changes to the 2022/23 pay policy statement be required as a result of the publication of an updated Code, these amendments could be made by the Chief Executive, after consultation with the Director of Workforce, OD and Business Support, Chair of the GP Committee and Monitoring Officer. Should any fundamental changes be required, the pay policy statement will be sent back to the GP Committee for consideration.

Pay Multiple

- 3.6 There is a requirement to publish a ratio, or pay multiple. There are a variety of ways to approach this and the Hutton Review of Fair Pay in the Public Sector (2011) supported the publication of the ratio of the council's highest paid employee (the Chief Executive) to that of its median earner (i.e. the mid-point between the highest and lowest salaries). This multiple is quoted in the draft 2020/21 pay policy statement. The ratio last year was 1:5.82 and this year it is 1:5.58.
- 3.7 Since the 2014/15 pay policy statement, an additional ratio demonstrating the relationship between the council's highest paid employee (total salary package) and the lowest salary of the non-schools workforce is included. This ratio last year was 1:13.65 and this year is 1:11.45. This allows greater comparison with other boroughs that provide this ratio. Comparison of ratios for this year is not possible until after 01 April 2022 when pay policies are published. However, please see the table below which sets out a comparison of ratios against other London boroughs, including the other inner London boroughs, for the previous 2 years.

Borough	2020/21		2021/22	
	Highest to median	Highest to lowest	Highest to median	Highest to lowest
Tower Hamlets	1:5.82	1:13.65	1:5.58	1:11.45
Haringey	1:5.8	1:9.5	1:5.6	1:9.4
Camden	1:5	1:8.2	1:5.08	1:8.3
Hammersmith and Fulham	1:5.3	1:9.9	1:5.1	No data
Greenwich	1:6.12	No data	1:6.10	No data
Wandsworth	1:7.89	No data	1:7.89	No data
Kensington and Chelsea	1:5.2	No data	1:5.6	No data
Westminster	1:5.5	No data	1:5.7	No data
Islington	No data	1:8	1:5.68	1:8
Lewisham	No data	No data	1:4.75	1:9.34
Southwark	No data	No data	1:6.03	No data
City of London	No data	No data	1:7.38	No data
Lambeth	No data	No data	1:4.81	No data
Newham	No data	No data	1:6.1	No data

- 3.8 The Local Government Transparency Code 2015, states that the pay multiple is defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce. If this definition is applied, the ratio is 1:11.45 (Please note that the ratio figures will be updated in April 2022, when a full tax

year can be taken into consideration, to ensure they are accurate and up to date).

- 3.9 For clarity, apprentices and schools' staff are not included in the pay multiple calculations, though posts that are designated as apprenticeships are. Apprentices are excluded due to the fact the multiples apply to employees only. Schools must publish their own pay policy, which is different to the Council's policy, and therefore their staff would be covered by these. The Pay Policy is clear that the pay multiples only apply to the non-schools workforce.

London Living Wage

- 3.10 The council is an accredited Living Wage Employer. This means that we adhere to the Living Wage Foundations accreditation statement, which states that "Employees based in London Boroughs (shall be paid) not less than the London Living Wage; and increase the amount which it pays to affected employees by the same amount as any increase to the London Living Wage, within 6 months of the date on which any increase in the London Living Wage is officially announced."
- 3.11 The London Living Wage (LLW) increases annually and the latest rise was announced on 15 November 2021. The LLW rate increased from £10.85 to £11.05 per hour.
- 3.12 The council has 6 months in which to apply the new LLW rates, i.e. by 15 May 2022.
- 3.13 The lowest paid staff in the council are currently paid on spinal column point 1, which equates to (£21,815 annual) £11.95 per hour, which is already above the new LLW rate of £11.05 per hour. The national NJC annual pay award for 2021/22 is still pending.

Changes to the Pay Policy

- 3.14 The only change to the Pay Policy 2022/23, other than minor changes to post titles to ensure they reflect recent restructures, is in section 8.1, which delegates the authority to agree a starting salary above the minimum spinal column point to Heads of HR/Senior HR Business Partners on behalf of the Director, Workforce, OD and Business Support. The Corporate Operating Procedures within the Council's Constitution have been amended to reflect this change.

Public Sector Exit Payment Cap

- 3.15 The Public Sector Exit Payment Regulations 2020 came into force on 4 November 2020 and introduced a £95k cap on the total value of exit payments. However, on 12 February 2021, after extensive review of the application of the Cap, the Government concluded that the Cap may have had unintended consequences and the Regulations should be revoked.

- 3.16 As there is still a proposal to implement the Cap, the paragraph previously included in the pay policy to cover the Cap before it was introduced has been reinserted at section 12.4.3. Should the Cap come into effect, the Pay Policy 2022/23 will be reflected in year to cover this.

4. EQUALITIES IMPLICATIONS

- 4.1 It should be noted that the statement describes existing policies and practice rather than proposing new ones. Should there be amendments, further advice on the impact will be given.

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 This report sets out the council's pay policy for 2022/23, which is required by law. It ensures that employees receive an appropriate salary for the work they undertake and that the council's approach to pay is set out clearly.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 There are no direct financial implications arising from this report.
- 6.2 The costs of meeting the Council's Pay Policy will need to be contained within existing staffing budgets agreed through the Annual Budget and MTFs process. The annual Employees budget for General Fund areas is circa £219m.

7. COMMENTS OF LEGAL SERVICES

- 7.1 The main legal considerations regarding the pay policy requirements are set out in the body of the report.
- 7.2 The statements attached to this report are compliant with the relevant provisions (S.38 and 39) of the Localism act 2011.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 – Draft Pay Policy Statement 2022/23
- Appendix 2 – Redundancy/severance packages over £100,000

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.

Localism Act 2011

LGA / ALACE - ‘Localism Act: Pay Policy Statement Guidance for Local Authority Chief Executives’

DCLG - Openness and Accountability in Local Pay: guidance under section 40 of the Localism Act

DCLG - ‘Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011’ Supplementary Guidance

Communities and Local Government - The Code of Recommended Practice for Local Authorities on Data Transparency

Officer contact details for documents:

Musrat Zaman, Director of Workforce, OD and Business Support 020 7364 4922

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London Borough of Tower Hamlets Pay Policy statement 2022/2023

1 Introduction

- 1.1 Sections 38 to 43 of the Localism Act 2011 require the Council to produce a policy statement that covers a number of matters concerning the pay of the Authority's staff, principally its Chief Officers and the Authority's lowest paid employees. This pay policy statement meets the requirements of the Localism Act 2011 and takes account of the guidance issued by the Secretary of State for Communities and Local Government in February 2012 and the supplementary guidance issued in February 2013 both entitled "Openness and accountability in local pay: Guidance under section 40 of the Localism Act" together with the Local Government Transparency Code 2015 where applicable. It also takes into account the 'Use of severance agreements and 'off payroll' arrangements Guidance for local authorities" published by the Department for Communities and Local Government (DCLG) in March 2015.
- 1.2 This pay policy statement does not apply to employees of schools maintained by the Council and is not required to do so. This pay policy statement is required to be approved by a resolution of the Full Council before it comes into force. Once approved by Full Council, this policy statement will come into immediate effect, superseding the 2021/2022 pay policy statement.

2 Definitions

- 2.1 All the posts in this section (2.1) are collectively referred to as **Chief Officer** in accordance with the Localism Act 2011 and the Local Government and Housing Act 1989
- **Head of the Paid Service**, which is the post of Chief Executive
 - **Statutory Chief Officers**, which are:-
 - Corporate Director, Children and Culture
 - Corporate Director, Health, Adults and Community who is the Council's designated Director of Adults Social Services (and Deputy Chief Executive)
 - Corporate Director, Resources who is the Council's Chief Finance Officer under section 151 Local Government and Housing Act 1989 (the Director of Finance is the Deputy section 151 officer)
 - Director of Legal who is the Authority's Monitoring Officer under section 5 Local Government and Housing Act 1989
 - Director of Public Health

- **Non-statutory Chief Officers and Deputy Chief Officers**, which are:-

- The Corporate Director, Place
- Directors that report to a Chief Officer.

2.2 The **Lowest Paid Employees** are defined as employees paid on Spinal Column Point 1 of the National Joint Council (NJC) for Local Government Services pay scales. This definition has been adopted as it is the lowest level of remuneration attached to a post in this Authority (see section 6 below).

3 Pay and grading structure

3.1 The majority of employees' pay and conditions of service are agreed nationally either via the National Joint Council (NJC) for Local Government Services, or the Joint National Council (JNC) for Chief Officers, with regional or local variations.

3.2 The rest of the workforce are employed on Soulbury conditions of service, some on conditions determined by the Joint National Council for Youth and Community Workers, some staff covered by the School Teachers Pay and Conditions Document and some staff on locally agreed terms and conditions for Lecturers and Tutors.

3.3 There are also a number of staff who are protected by the provisions of TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006) following transfers into the organisation and have retained their existing terms and conditions.

3.4 It is the practice of the Council to seek the views of local trade unions on pay related matters, recognising that elements are settled within a national framework.

3.5 For staff on NJC terms and conditions, the Council uses the national pay spine to determine its pay scale, which is now made up of lettered grades.

3.6 All roles are evaluated as follows i) Up to Grade O under the Greater London Provincial Council (GLPC) job evaluation scheme; ii) Grade P under a local variation to the GLPC job evaluation scheme; and iii) Above Grade P under the Joint Negotiating Committee for Chief Officers job evaluation scheme.

3.7 The Council signed a Single Status agreement in April 2008 with trade unions. This brought former manual grades into the GLPC job evaluation scheme and replaced spot points with narrow grade bands. This has been implemented by the Council. One of the key aims of the agreement was to eliminate potential pay inequality from previous pay structures and ensure that new pay structures are free from discrimination.

3.8 New and changed jobs are evaluated using the relevant job evaluation scheme, with the appropriate grade being determined using a range of factors.

3.9 The scale point on which an individual is appointed to the post is normally the lowest of the grade but will depend on skills and experience. There may be exceptional circumstances where an individual may be appointed higher (e.g. to match a current salary) which would require the relevant evidence and appropriate approval.

4 Head of Paid Service, Statutory Chief Officer, Non-Statutory Chief Officer and Deputy Chief Officer remuneration

4.1 Pay for the Head of Paid Service; Corporate Director, Children and Culture; Corporate Director, Health, Adults and Community; Corporate Director, Resources; and Corporate Director, Place is made up of 3 elements:

- Basic pay (defined by a locally agreed grade)
- London weighting allowance
- Travel allowance payment

4.2 The Chief Executive receives fee payments pursuant to his appointment as Returning Officer at elections.

4.3 Directors; other non-statutory Chief Officers and Deputy Chief Officers receive basic pay (defined by a locally agreed grade).

4.4 Chief Officer salary data is published on the Council's website as part of the Government's transparency agenda. For details, please see [here](#).

5 Salary packages

5.1 All salary packages for posts at Chief Officer level are in line with locally agreed pay scales.

5.2 All salary packages for posts at Chief Officer level of £100,000 or more will be subject to General Purposes Committee approving the structure and grade for posts at Chief Officer level – and noting by Full Council.

6 Lowest paid employees (excluding Schools based staff)

6.1 The Council's lowest paid London based employees are those who are paid on the lowest scale point, which is above the level of London Living Wage.

Appendix 1

- 6.2 The Council's lowest paid non London based employees are those who are paid on the lowest scale point, which is above the level of National Living Wage.
- 6.3 The Council's Apprentices are paid at least the London Living Wage rate.
- 6.4 The Council will implement the increase to the London Living Wage on 01 April 2022 and as the London Living Wage rises in future years, the council will continue to increase pay levels for the lowest paid staff to ensure that they are paid the nearest scale point above the London Living Wage.

7 National pay bargaining

- 7.1 Annual pay increases across the Council's grades are set through the process of national pay bargaining which the Council subscribes to.
- 7.2 The Council contributes to the negotiation process by providing an employer view through the annual Local Government Employers' regional pay briefings. The employers' side then negotiate with trade unions at a national level.
- 7.3 National pay rates are set using a number of factors, including:
- The sector's ability to pay
 - Movement in market rates
 - Inflation levels
 - Other pay awards
 - The Government's policy position regarding public sector pay

8 Starting salaries and salary progression

- 8.1 Starting salaries for staff shall be based on the lowest spinal column point of the grade, unless the individual is already earning more than this, in which case we will match their salary where this is available to match. Staff will only be placed on a higher spinal column point in exceptional circumstances. Directors can authorise appointment to one spinal column point higher. Appointment to a spinal column point above this is subject to evidence and a business case agreed before an offer is made to a candidate and in line with budget affordability. This must be pre-agreed by the relevant Head of HR/Senior HR Business Partner, on behalf of the Director of Workforce, OD and Business Support, ahead of offers being made. The exception to this provides the Chief Executive authority to agree and set pay for Corporate Directors and Directors in conjunction with the Director of Workforce, OD and Business Support.

Appendix 1

- 8.2 There should be no increase in spinal points for staff directly matched to a post as part of internal restructuring. If staff are directly matched at the same grade, they should be on the same salary point. If staff are directly matched at a higher grade, it should be at the bottom spinal point of the new grade. If there is a cross over in spinal point between the old and new grade the individual stays at the same spinal point in the new grade.
- 8.3 For staff below Chief Officer level, incremental progression is on an annual basis for those staff who are not at the top of their grade. In exceptional circumstances an increment may be withheld due to poor performance. Chief Officers have to demonstrate satisfactory performance through a formal annual appraisal before being awarded incremental progression.

9 Additional payments and allowances

- 9.1 A range of allowances and payments are paid as appropriate to the nature and requirement of specific posts, groups of posts and working patterns. These include car and travel allowances, overtime, standby, weekend and night work, shift and call-out payments.
- 9.2 Staff undertaking additional duties to a more senior grade will receive payment as appropriate using clear criteria, and where a clear business need is identified.
- 9.3 The Council has a staff relocation package, available to new entrants to the Council's employment, and subject to tight eligibility criteria, for which appropriate approval must be obtained prior to any offer of employment.
- 9.4 The Council's Director of Workforce, OD and Business Support also has authority to agree the payment of market supplements and other payments for recruitment and retention purposes, where there is a strong business case and appropriate criteria are met. (Details are set out in the Council's Market Supplement Policy and Recruitment and Retention Policy).
- 9.5 The Council does not currently operate a performance related pay scheme or bonus scheme.
- 9.6 Where a negotiated settlement is appropriate in circumstances which do not amount to a dismissal, it will be approved by the Head of Paid Service or a Corporate Director in consultation with the Monitoring Officer and Section 151 Officer and input from the Director of Workforce, OD and Business Support.

10 Pensions

Appendix 1

- 10.1 All employees (with the exceptions set out below) of the Council up to 75 years of age and who have a contract of more than 3 months' duration are entitled to join the Local Government Pension Scheme (LGPS). Decisions on delegated provisions are agreed by the Pensions Committee. The LGPS is a contributory scheme, whereby the employee contributes from their salary. The level of contribution is determined by whole time salary and contribution levels are set by Government who then advise the employer.
- 10.2 All employees of the Council from 18 to 75 years of age and who are employed on Teacher, Youth Work or Tutor/Lecturer terms and conditions are entitled to join the Teachers' Pension Scheme. The Teachers' Pension Scheme is a contributory scheme, whereby the employee contributes from their salary and contribution levels are set by Government.

11 Non-permanent workforce resources

- 11.1 To ensure flexibility in delivering services, the Council supplements its employee workforce with workers who are not Council employees or on the Council payroll. This non-permanent resource includes consultants and interims, procured through approved third party providers or the Council's agency contract.
- 11.2 In managing its non-permanent workforce resource, the Council seeks to ensure that: the Council and the wider public sector achieve value for money; tax and national insurance liabilities are managed appropriately; and contractual relationships between the Council, workers and third parties are properly reflected. In this regard, it is the Council's policy not to engage directly with self-employed individuals, or wholly owned one person limited companies in all but the rarest of exceptions. Where such arrangements are used, the Council seeks to limit them to a maximum duration of 24 months.
- 11.3 Where it is necessary to engage a worker, it will usually be on a rate that is comparable with the grade for the post, where there is a clear comparator.

12 Compensation for loss of office

12.1 Financial terms for redundancy

The Council has guidance linked to its policy for Handling Organisational Change which sets out the terms for redundancy and early termination of staff (subject to qualifying criteria), which apply to all staff. In certain circumstances, individuals may also qualify for early release of their pension. The Handling Organisational Change policy does not apply to Chief Officers.

12.2 Redundancy/severance packages

A severance package for any member of staff of £100,000 or more (including an employee's right to contractual redundancy/severance and pension/pension lump sum payments) will be subject to the approval of General Purposes Committee and noting by Full Council.

12.3 *Ill health*

Where termination of employment arises from ill health, payments will be made in accordance with the contract of employment. In certain circumstances, individuals may also qualify for early release of their pension.

12.4 *Re-employment or re-engagement following redundancy/early retirement/receipt of compensation for loss of office*

Any member of staff who has left the Council by reason of redundancy or early retirement and received a redundancy/severance payment is required to have a gap before reemployment. The gap should be at least 2 years after the date of termination for all staff who left due to compulsory redundancy or voluntary redundancy before they can return, either as a directly employed member of staff, an agency worker or a consultant. This does not prevent them from working in Tower Hamlets Schools during this period.

12.4.1 To allow for exceptional circumstances, when it might be necessary to reemploy or re-engage someone sooner than set out above, a Director, in conjunction with the Director of Workforce, OD and Business Support, and after consultation with the Chair of the General Purposes Committee, has authority to waive the 2 year requirement (as appropriate), provided there is justification.

12.4.2 If the Repayment of Public Sector Exit Payments Regulations 2016 come into force, any employee or office holder who earns above the threshold set out in the Regulations, will be required to repay in full or part, to the employer who made the payment, any exit payment they receive should they return to any part of the public sector (see the Regulations for a full list), either on or off payroll, within 12 months. This is in addition to the requirements already set out in the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999. This requirement can only be waived in exceptional circumstances and by a decision of Full Council.

12.4.3 If the Public Sector Exit Payment Regulations 2016 come into force, they will introduce a £95k cap on the total value of exit payments. This cap will include all forms of exit payment available to employees on leaving employment, for example cash lump sums, such as redundancy payments, the cost to the

employer of funding early access to unreduced pensions ('pension strain'), severance payments, ex gratia payments and other non-financial benefits, such as additional paid leave. This requirement can only be waived in exceptional circumstances and by a decision of Full Council.

13 Pay multiples / comparisons

- 13.1 The Council's pay and grading structures reflect a wide range of job requirements and levels of responsibility across the organisation, with pay and grading being determined by the Council's job evaluation schemes.
- 13.2 The pay ratio demonstrating the relationship between the Council's highest paid employee (total salary package) and the median (mid-point between the highest and lowest) salary position of the non-schools workforce is 1:5.58.
- 13.3 The pay ratio demonstrating the relationship between the Council's highest paid employee (total salary package) and the lowest salary of the non-schools workforce is 1:11.45.
- 13.4 The Council will have regard to its pay ratios and keep them under review, seeking to balance the following:
- Ensuring appropriate reward mechanisms which value knowledge, skills and experience at a senior level, and ensure that the Council can recruit and retain the best talent
 - Addressing its commitment to matching the London Living Wage for our lowest paid staff, and encouraging the developmental progression for staff in the lowest graded roles.

14 Equality issues

- 14.1 The policy elements described in this report derive from national terms and conditions and bargaining, or local discretion. The Council has a keen regard for equality issues and should any changes be made to the pay policy in the future, proposals would go through an Equality Analysis. One of the key aims of Single Status agreement was to eliminate potential pay inequality from previous pay structures and ensure that new pay structures are free from discrimination.

15 Review

- 15.1 The Pay Policy Statement is reviewed annually and submitted to General Purposes Committee for noting and Council for approval. In the interests of improving accountability and transparency, all appointments made to posts attracting remuneration of £100,000 or more per annum and all severance packages of £100,000 or more during the previous financial year shall be highlighted to Full Council.

Appendix 1

- 15.2 Should changes to the Pay Policy be contemplated that would result in an amended statement being published in the year that it applies, these would be subject to a detailed consultation process before adoption by Full Council.

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Appendix 2 - Exits over £100k between 01.04.21- 28.02.22

Directorate	Total cost (including Pension strain)
Resources	£120,786.74
Place x2	£236,662.30
Grand Total	£357,449.04

Date went to GPC Committee
5th October 2021
5th October 2021 (both)

Non-Executive Report of the: General Purposes Committee 22 March 2022	 TOWER HAMLETS
Report of: Director of Workforce, OD & Business Support	Classification: Unrestricted
Update on Senior Recruitment – 8 March 2022	

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 January 2022 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 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.

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

Job title and directorate	Current arrangements	Comments
Corporate Director of Resources (S.151 Officer)	Retaining current interim arrangements pending recommencement of recruitment to this role.	Advertising preparations are underway. The advert is expected to run throughout April 2022 and the shortlist and final interviews are to be held in June 2022.
Director Commissioning and Culture	Current arrangements to remain in place until the current post holder retires in August 2022.	Advertising preparations are underway. The advert is expected to run throughout April 2022 and the shortlist and final interviews are to be held in May 2022.

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 will be 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 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. Section 112 of the Local Government Act 1972 requires a local authority to appoint such officers as it thinks necessary for the proper discharge of their functions. The matters set out in this report comply with the above legislation.

Linked Reports, Appendices and Background Documents

Linked Report

- none

Appendices

- none

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<p>Non-Executive Report of the:</p> <p>General Purposes Committee</p> <p>22 March 2022</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Janet Fasan, Director of Legal and Monitoring Officer</p>	<p>Classification: Unrestricted</p>
<p>Member Induction Plan 2022</p>	

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

Executive Summary

In readiness for the May 2022 local elections, the Council is preparing a Member Induction Programme for all Members (both new and returning). This is seen as particularly important this year as there is expected to be a large cohort of new Members following the elections.

The induction planning has been led by an officer group and there has been extensive consultation with Committees, Members and officers. The programme has also been worked up with reference to plans at other London authorities.

Following earlier presentation of the draft Member Induction Plan, the Committee are asked to review the final programme, make any necessary comments/suggestions and then sign off the Plan for 2022.

Recommendations:

The General Purposed Committee is recommended to:

1. Review, comment and approve the final Member Induction Plan 2022.
2. Note that subject to availability of trainers and officers the dates of certain training sessions may be amended as required. Feedback will also be taken during the programme and extra sessions added where a need is identified.

1. REASONS FOR THE DECISIONS

- 1.1 The General Purposes Committee has a role in determining a number of aspects of support to the democratic process including around elections and the constitution.

- 1.2 The Committee is also a forum for discussing related matters around support for Members such as reports on Member Enquiries.
- 1.3 The Member Induction programme plays a vital part in ensuring that Members are able to undertake their roles under the constitution and it is therefore important to ensure that Members have signed off on the plans.

2. ALTERNATIVE OPTIONS

- 2.1 The Committee are welcome to make any suggestions as to the content and nature of the Member Induction Programme.

3. DETAILS OF THE REPORT

- 3.1 Planning is well underway for the Member Induction Programme 2022, with a cross directorate working group set up to identify the areas that need to be covered. Councillors, officers and the Standards Advisory and General Purposes Committees have also been consulted for their feedback and suggestions.
- 3.2 Key criteria for developing the plan include:
- Ensuring statutory requirements are met quickly.
 - Giving directorates an opportunity to introduce themselves and their services to Members.
 - Creating a timetable that provides information efficiently without overloading Members with too much information too early.
 - Ensuring the exercise is valuable to Members and isn't just about the Council passing on data/information.
 - Considering how new technology can help support the programme in ways that were not possible in 2018.
- 3.3 The key elements of the 2018 programme and current good practice around member induction will inform the programme for this year.
- 3.4 In general, feedback from 2018 was good and it is intended to use the 2018 plan as the basis for this year. In updating the plan the following were used as the initial basis for the changes:
- Discussions and training with the London Member Development Network has highlighted that best practice is to not rush to include all the seminars and briefings in the first few weeks as it is very difficult for new Councillors to take in all that information so quickly. It is seen as much better to provide the absolute essentials straight away and then gradually work through the rest of the content over the next few months.

- New technology not available in 2018 means that it will now be possible to run briefings and seminars virtually through Teams rather than always requiring attendance at the town hall. This should help to encourage attendance and better fit in with the Councillors' other commitments.
- The plan considers those sessions which would be relevant for co-opted Members.
- The introduction of sessions led by Members is being looked at, including an 'introduction to being a councillor' seminar run by experienced councillors as well as a 'meet the Mayor' opportunity for new Members to talk to the Mayor and gain a better understanding of how they engage with the Elected Mayor position.

Covid-19 Pandemic

- 3.5 Any potential impact of the Covid-19 pandemic is being monitored but for the moment the plans work on the basis that key parts of the programme will be able to take place in person at the town hall.

Preparing the plan / consultation

- 3.6 A cross-directorate working group of officers is leading the review of the Induction Plan. This group is meeting regularly and is currently working through different aspects of the plan until everything is covered.
- 3.7 In addition, feedback has been sought from Members and reports have/are being presented to DLTs and CLT. CLT in particular play an important role in reviewing and signing off the Induction Plan.
- 3.8 Feedback from the Member Seminars and Standards Advisory Committee/General Purposes Committee was also received. Highlights of comment received from various people/groups is set out here:

Issue/Suggestion	Response
Make it clear what the purposes of each seminar is and who it is aimed at.	The seminars have been split into three broad types (See below) and also set out who is required to attend.
Strong support for spacing out the seminar programme. There was also some support for holding a weekend of sessions	Different options were reviewed but the majority position was in favour of spreading out the programme so that is what is proposed. The plan runs from May to November 2022.
Important functional training is provided straight away.	The early sessions are targeted at functional and statutory issues.
Think about the information made available in advance of the election such as a rough guide to being a councillor. Think about expectation management	All candidates will be written to providing details of the induction programme and link to a web page containing useful information and guidance for new Members. Expectation management will also feature in a number of early seminar sessions e.g. around developing

	policy.
Provide good basic information straight away such as contact details for services	The Member Hub will be fully updated with relevant information and Members will be shown how to access this when they collect their new ICT equipment.
Ensure public health and adult services are properly covered.	Both are included in the seminar programme.
Hybrid training likely to be the best option.	This is the default assumption for most of the training.
How to best keep Members in touch with how services operate, maybe include 'shopfloor' visits to help them understand how services operate as opposed to just seeing outcomes.	Directorates have been asked to think about alternative methods of running seminars and at the end of the programme Members will be asked what additional training would prove useful and this could include shopfloor visits.
Use Members to present sessions.	After the election experienced Members will be approached to help run various sessions on being a councillor, decision making and similar. Cabinet Members will also be asked to support relevant service area seminars.
Linking seminars (e.g. Culture and Sports/Leisure	Directorates have been asked to think about this and there may be further changes where useful.
Invite co-optees to relevant sessions	A specific introduction session has been added for Co-optees and they will be invited to relevant general and subject area seminars. Standards Advisory Committee Independent Persons and Co-optees will also be involved in ethics training.

3.9 Note – feedback from Directorates has been particularly useful in refreshing the series of seminars planned as the main part of the programme.

Elements of the Induction Plan

3.10 The Induction Plan has a number of elements:

- Admin and setup – IDs cards, laptops, emails, website, forms, etc
- Statutory – Register of Interests, Code of Conduct, certain committee training, Acceptance of Office etc.
- Orientation and Introductions – welcome evening, meet CLT, Mayor etc
- Training and Seminars – the largest section involves the seminar programme and training on topics such as ICT and using the Member Enquiries portal.

3.11 A summary of the overall plan timeline is as follows:

Time period	Actions
Pre-Election	<ul style="list-style-type: none"> • Write to all candidates with useful information and Member Induction timetable • Prepare Members Hub website • Book external trainers • Agree final seminar plans • Prepare ICT equipment
At the Count	<ul style="list-style-type: none"> • Sign the acceptance of office
First week	<ul style="list-style-type: none"> • Undertake initial tasks such as ID Cards, ICT collection, meet and greets, register of interests and other forms. • Welcome evening with the Chief Executive and CLT (Thursday 12 May)
Rest of May	<ul style="list-style-type: none"> • Statutory and other key member training and information seminars • Annual Council 25 May and allocation of seats on Committees
June / July	<ul style="list-style-type: none"> • Further training and information seminars with areas around the role of members (decision making, policy, compliance) prioritised. • 'Open evenings' for Members to meet Democratic Services officers to raise questions • Further ICT support available • Committee meetings start to take place (usually at least one of each committee before August)
Autumn	<ul style="list-style-type: none"> • Remaining seminars conclude • Evaluate feedback • Report to Standards Advisory Committee on seminar programme and feedback. • Review next steps
2023-28	<ul style="list-style-type: none"> • Regular Member Learning and Development programme takes over for the rest of the municipal cycle

3.12 To supplement the above summary, Appendix 1 to this report sets out the Detailed Induction seminar programme (which also includes some of the high level administrative tasks).

3.13 The Induction Plan includes three broad types of training and seminar sessions:

Statutory Training	Member-focussed development	Information Gathering
Training required under our statutory and constitutional requirements. Also includes sessions	Training looking at how Members can best perform their many roles.	Sessions set up to help Members learn how the Council operates its key services and the main goals/issues

to fill in Register of Interest and similar forms.		faced by those services.
Examples include Ethics and Probity training and committee specific sessions	Examples include How decisions are taken, Member Enquiries, ICT (including collection of equipment), Communications & Social Media	Examples include Housing, Social Care, Health.
Training led by relevant officers. External trainers used where useful.	A focus on ensuring a variety of training leads including external experts, senior Councillors, etc.	Sessions supported by the relevant services. Where relevant the Cabinet Member will also be asked to be present.
Mandatory for all Members (or Mandatory for all Members of the specific Committee)	Mandatory for new Members – other Members encouraged to attend.	All Members encouraged to attend.
<p>Full List:</p> <ul style="list-style-type: none"> • How democracy works (committee procedures, decision making, interests etc) • Ethics and Probity • Committee Specific Training • Corporate Parenting and Prevent • Safeguarding Adults • Promoting Equalities and Diversity 	<p>Full List:</p> <ul style="list-style-type: none"> • ICT and collecting equipment (plus additional training if required) • Session to sign forms, get ID cards etc. • So...you've become a Councillor (and follow up session) • MEs, Information Governance etc. (and follow-up session) • How policy is developed / what Members can and can't do • Chair's Training (mandatory for Chairs) • What is Scrutiny (and follow up good scrutiny sessions) • Council Finance (two sessions) 	<p>Full List:</p> <ul style="list-style-type: none"> • Public Health • Planning and Infrastructure • Schools and Education • Performance and Partnerships • Housing • Waste and Street Cleaning • Civil Contingencies • Customer Services • Regeneration • Adult Social Care and Community Safety • Employment Support • Highways, Transport and Parking • Climate Emergency • Community Buildings and Capital Programme

	<ul style="list-style-type: none"> • Media, Communications and Social Media (including online safety) • Outside Bodies 	<ul style="list-style-type: none"> • Workforce • Culture and Sport
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- 3.14 Timings – the timetable has been established with the aim that, at least after the initial training, two topics are chosen each week with them both being available during the day and evening. For example, during the day on Tuesday and in the evening on Thursday. A different course would then operate the reverse (i.e. evening Tuesday, daytime Thursday). This gives Members some flexibility on when to attend and also means that a member can complete the training programme whilst only devoting one day a week to training.
- 3.15 For the second half of the programme most of the training is ‘information gathering’ so Members could choose to only attend the courses that were of interest to them. This will help balance workload as committee and other responsibilities start to increase.
- 3.16 Mid-way Review – there is a break in the programme during August. Officers will take the opportunity to review the Induction Plan at that point and may adjust the second half of the programme depending on any feedback received. More generally, the number of information seminars may be scaled back or otherwise reviewed should attendance numbers start to fall off.
- 3.17 Committee Calendar – the Committee calendar begins following the Annual Meeting on 25 May. However, where possible, first meetings of committees have been moved to later June/July to allow Members time to familiarise themselves with their new role before committee responsibilities fully take effect. The calendar is being prepared alongside the Member Induction plan to avoid difficult clashes where possible.

Guides, Member Hub and Member Bulletin

- 3.18 The Members Hub is being updated ready for the elections and will perform the role of an electronic ‘Handbook’ to all Members. It will include key information on how the Council operates, contact details, guidance on surgeries and similar.
- 3.19 The weekly Member Bulletin email will include reminders about upcoming seminars as well as highlighting key areas of information on the Hub and other useful notes. The content in the bulletin can easily be adjusted depending on feedback and to react to any issues that arise.

Feedback and next steps

- 3.20 Having reviewed the content of this report and appendices, the Committee are asked to comment on and agree the plans set out.
- 3.21 In advance of the elections, all candidates will be written to and given information on how the induction programme will take place as well as links to relevant web-based information on the role of Councillor.

4. EQUALITIES IMPLICATIONS

- 4.1 A strong Member Induction programme is important in helping to ensure that Members from all communities and backgrounds are able to undertake their role effectively.
- 4.2 Specific training will also be included to help Members consider equalities issues whilst undertaking their roles including when taking decisions or dealing with constituents.
- 4.3 Following the election, Democratic Services will work with the political groups to ensure appropriate attendance at all the relevant sessions.

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 is a Best Value risk to the Council and a risk to its decision making and leadership capabilities if the Member Induction plan is not effectively.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 Any associated costs will be minimal and accommodated within existing budgets.

7. COMMENTS OF LEGAL SERVICES

- 7.1 Section 111 of the Local Government Act 1972 permits local authorities to do anything which is calculated to facilitate the discharge of any of their functions. The matters referred to in this report comply with the above legislation.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 – Draft Seminar Programme 2022

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

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Appendix 1 – Draft Induction Plan

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Thu 5/5 Fri 6/5	Election Day Election Counts (sign acceptances of office)		
Mon 9/5	PM – Early Access for new Members (visit the town hall for tea/coffee /orientation/basic admin etc)		
Tue 10/5	(Repeat) PM – Early Access as above and forms/ID etc as available)		
	Welcome evening – introduction by CE, meet the Senior Leadership team etc. (All Members Expected)		
Wed 11/5	All Day - Booked Member slots (Pre-Book slots to collect kit, sign forms, get ID card, see Town Hall, get photo, iCasework etc)		
	(New Members in person – all Members will have some tasks)		
Thu 12/5	All Day - Booked Member slots (Pre-Book slots to collect kit, sign forms, get ID card, see Town Hall, get photo, iCasework etc)		
	(New Members in person – all Members will have some tasks)		
Fri 13/5	Mop up sessions as required (collection of kit, sign forms etc)		
Mon 16/5		Space for political group AGMs etc	

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Tue 17/5	<p>How local democracy works - session led by Dem Servs and legal on Constitution, different roles of officers, members, how meetings work, brief bit on code/allowances etc Plus expectations of Members.</p> <p>(All Members)</p>	<p>So...you've become a Councillor? (session on what being a cllr is all about partly led by some experienced cllrs) <u>(includes Member safety)</u></p> <p>Concluding with 'Meet the Mayor' session.</p> <p>(New Members)</p>	
Wed 18/5			
Thu 19/5	<p>(Repeat) So...you've become a Councillor? (session on what being a cllr is all about partly led by some experienced cllrs) <u>(includes Member safety)</u></p> <p>Concluding with a 'Meet the Mayor' session.</p> <p>(New Members)</p>	<p>(Repeat) How local democracy works - session led by Dem Servs and legal on Constitution, different roles of officers, members, how meetings work, brief bit on code/allowances etc</p> <p>Plus expectations of Members.</p> <p>(All Members)</p>	
Fri 20/5			
Mon 23/5	<p>ICT Drop-ins (additional ICT support slots – Pre-Book)</p>	<p>Space for political group meetings</p>	
Tue 24/5	<p>Ethics and Probity – full Code of Conduct training session</p> <p>(All Members)</p>	<p>MEs, Information governance and security, handling data, use of systems, confidentiality etc - social media basics</p> <p>(New Members)</p>	

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Wed 25/5		Annual Meeting of Council – election of Members to Special Responsibility Posts Also Speaker's Reception	
Thu 26/5	(Repeat) MEs, Information governance and security, handling data, use of systems, confidentiality etc - social media basics (New Members)	(Repeat) Ethics and Probity – full Code of Conduct training session (All Members)	
Fri 27/5	ICT Drop-ins (additional ICT support slots – Pre-Book)		
Mon 30/5		Pensions Committee Training (All welcome – mandatory for Committee Members)	
Tue 31/5		Licensing Committee Training and Licensing Committee meeting (All welcome – mandatory for Committee Members)	
Wed 1/6		Planning Training (All welcome – mandatory for Committee Members)	
Thu 2/6	Bank Holiday		
Fri 3/6	Bank Holiday		
Mon 6/6		Monthly Open Door (opportunity for Members to pop in to Democratic Services to ask questions/ raise issues etc)	

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Tue 7/6	How policy is developed / members roles in the above (what can and can't members do) (New Members)	Chair's Training (Mandatory for new Chairs but others welcome – must pre-book)	Licensing Sub-Committee
Wed 8/6			Strategic Development Committee
Thu 9/6	(Repeat) Chair's Training (Mandatory for new Chairs but others welcome – must pre-book)	(Repeat) How policy is developed / members roles in the above (what can and can't members do) (New Members)	
Fri 10/6			
Mon 13/6	Pensions Board	Co-optee Session on how the Council works (Seminar specifically for co-optees) (Evening left free for political groups to have their own meetings/training)	
Tue 14/6			Development Committee
Wed 15/6	Corporate Parenting, Safeguarding (All Members)	Safeguarding Adults (All Members)	
Thu 16/6	(Repeat) Safeguarding Adults (All Members)	(Repeat) Corporate Parenting, Safeguarding (All Members)	
Fri 17/6			
Sat 18/6	Possible Scrutiny Workshop (AM)		
Mon 20/6		(Space for political group meetings/training)	

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Tue 21/6			General Purposes Committee Licensing Sub-Committee
Wed 22/6	Finance 1 (basic introduction to Council finance and treasury management)	What is scrutiny? (an introduction to the role of Scrutiny) (New Members) (Space for Cabinet training)	
Thu 23/6	(Repeat) What is scrutiny? (an introduction to the role of Scrutiny) (New Members)	(Repeat) Finance 1 (basic introduction to Council finance and treasury management) followed by mandatory training for Audit Committee Members	Standards Advisory Committee
Fri 24/6			
Mon 27/6			Overview and Scrutiny Committee Pensions Committee
Tue 28/6	Media, Communications and Social Media (including online safety) (New Members)	ICT Drop-ins (additional ICT support slots – Pre-Book)	Audit Committee
Wed 29/6	ICT Drop-ins (additional ICT support slots – Pre-Book)	(Repeat) Media, Communications and Social Media (including online safety) (New Members)	Cabinet King George's Field Board

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Thu 30/6		<p>Promoting Equalities and Diversity Session 1</p> <p>(External provider so only one session)</p> <p>(All Members)</p>	
Fri 1/7			
Mon 4/7		Monthly Open Door	
Tue 5/7		Public Health	Licensing Sub-Committee
Wed 6/7			<p>Health and Adults Scrutiny Sub-Committee</p> <p>Grants Sub-Committee</p>
Thu 7/7	(Repeat) Public Health	<p>Promoting Equalities and Diversity Session 2</p> <p>Scrutiny training with a specific focus on Equality impact assessments.</p> <p>(External provider so only one session)</p> <p>(All Members)</p>	
Fri 8/7			
Mon 11/7		(Space for political groups to offer training)	
Tue 12/7			Children's Scrutiny Sub-Committee Development Committee

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Wed 13/7	What makes a good ME? – an opportunity to look at early experiences of MEs, and think about how to generate good MEs/FOIs etc (New Members)	Planning and Infrastructure	
Thu 14/7	(Repeat) Planning and Infrastructure	(Repeat) What makes a good ME? – an opportunity to look at early experiences of MEs, and think about how to generate good MEs/FOIs etc (New Members)	Housing Scrutiny Sub-Committee
Fri 15/7			
Sat 16/7	Possible Scrutiny Workshop (AM)		
Mon 18/7	(Space for Groups to offer training)		
Tue 19/7	Schools and Education	Performance and Partnerships	Licensing Sub-Committee
Wed 20/7		(Early access to the Council chamber for reminder on Council processes etc.)	Council
Thu 21/7	(Repeat) Performance and Partnerships	(Repeat) Schools and Education	Strategic Development Committee Audit Committee
Fri 22/7			
Mon 25/7			Overview and Scrutiny Committee
Tue 26/7	Housing	Waste and Street Cleaning	Health and Wellbeing Board Licensing Sub-Committee

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Wed 27/7			Cabinet
Thu 28/7	(Repeat) Waste and Street Cleaning	(Repeat) Housing	
Fri 29/7			
AUGUST BREAK			
Tue 30/8			
Wed 31/8	Prevent and Civil Contingencies		Licensing Sub-Committee
Thu 1/9		(Repeat) Prevent and Civil Contingencies	
Fri 2/9			
Mon 5/9		Monthly Open Door	
Tue 6/9	Finance Part 2 (including process for agreeing the budget)	Customer Services	Development Committee
Wed 7/9		(Space for Cabinet training)	Licensing Committee (SEV)
Thu 8/9	(Repeat) Customer Services	(Repeat) Finance Part 2 (including process for agreeing the budget)	Strategic Development Committee
Fri 9/9			
Mon 12/9	Pensions Board		Overview and Scrutiny Committee
Tue 13/9	Regeneration	Adult Social Care and Community Safety	Licensing Sub-Committee
Wed 14/9			Cabinet
Thu 15/9	(Repeat) Adult Social Care and Community Safety	(Repeat) Regeneration	
Fri 16/9			
Mon 19/9	Tour of the New Town Hall (pre-book required)	Tour of the New Town Hall (pre-book required)	
Tue 20/9	Employment Support	Highways, Transport and Parking	
Wed 21/9		(Space for Cabinet training)	Grants Sub-Committee

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Thu 22/9	(Repeat) Highways, Transport and Parking	(Repeat) Employment Support	Standards Advisory Committee
Fri 23/9			
Mon 26/9			Pensions Committee
Tue 27/9			Licensing Sub-Committee Health and Wellbeing Board
Wed 28/9			Council
Thu 29/9		Effective Scrutiny (looking at Scrutiny in more depth) Three key aspects – 1 effective questioning skills 2 – the strategic role of scrutiny 3 – finance scrutiny External trainer so only one session (CFPS)	
Fri 30/9			
Mon 3/10		Monthly Open Door	
Tue 4/10	Ethics and Probity follow-up (allow further Q&A etc on the Code of Conduct etc) (New Members)	Effective Scrutiny (looking at Scrutiny in more depth) Three key aspects – 1 effective questioning skills 2 – the strategic role of scrutiny 3 – finance scrutiny External trainer so only one session (CFPS)	Development Committee And Licensing Committee
Wed 5/10			
Thu 6/10		(Repeat) Ethics and Probity follow-up (allow further Q&A etc on the Code of Conduct etc) (New Members)	Audit Committee

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Fri 7/10			
Mon 10/10			
Tue 11/10	Community Buildings and Capital Programme	Climate Emergency	Licensing Sub-Committee
Wed 12/10			
Thu 13/10	(Repeat) Climate Emergency	(Repeat) Community Buildings and Capital Programme	Children and Education Scrutiny Sub-Committee General Purposes Committee
Fri 14/10			
Mon 17/10			
Tue 18/10	So...you've been a Councillor for nearly 6 months (follow up to early session led by experienced Councillors)	Outside Bodies	Health and Adults Scrutiny Sub-Committee
Wed 19/10			Strategic Development Committee
Thu 20/10	(Repeat) Outside Bodies	(Repeat) So...you've been a Councillor for nearly 6 months (follow up to early session led by experienced Councillors)	Housing and Regeneration Scrutiny Sub-Committee
Fri 21/10			
Mon 24/10			Overview and Scrutiny Sub-Committee
Tue 25/10	Workforce / Learning hub	Culture and Sport	Licensing Sub-Committee
Wed 26/10			Cabinet King George's Field Charity Board

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Thu 27/10	(Repeat) Culture and Sport	(Repeat) Workforce / Learning Hub	
Fri 28/10			
Mon 31/10		Effective Scrutiny (looking at Scrutiny in more depth) Three key aspects – 1 effective questioning skills 2 – the strategic role of scrutiny 3 – finance scrutiny External trainer so only one session (CFPS)	
Tue 1/11	Understanding and using data sets including performance and borough data	Environmental Health	Development Committee
Wed 2/11			
Thu 3/11	(Repeat) Environmental Health	(Repeat) Understanding and using data sets including performance and borough data	
Fri 4/11			
Mon 7/11			
Tue 8/11			Licensing Sub-Committee

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Wed 9/11	<p>Q&A with Directorates (opportunity to explore issues in more depth and identify areas for greater exploration)</p> <p>[Skills audit on what is still missing? Time to reflect Build towards next year's development plan Maybe do skills audit Jan-Mar Also do a quick survey when they join]</p> <p>(Pre-Book)</p>	<p>Q&A with Directorates (opportunity to explore issues in more depth and identify areas for greater exploration)</p> <p>(Pre-Book)</p>	Grants Sub-Committee
Thu 10/11		<p>Resilient groups, interpersonal skills and group cohesion</p> <p>External trainer so only one session</p>	
Fri 11/11			

<p>Non-Executive Report of the:</p> <p>General Purposes Committee</p> <p>Tuesday, 22 March 2022</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Janet Fasan, Director of Legal and Monitoring Officer</p>	<p>Classification: Open (Unrestricted)</p>
<p>Constitution Updates</p>	

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 a few minor additions/amendments to the Constitution.

Recommendations:

The General Purposes Committee is recommended to:

1. Review the changes set out in this report and related appendices.
2. Note the changes set out in Paragraphs 3.5 to 3.8 of the report.
3. Agree the changes set out in Paragraphs 3.9 to 3.11 of the report.
4. Consider whether there are any areas of the Constitution it would like to undertake a more in-depth review as part of its workplan for 2022/23.

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 some changes to the Health and Wellbeing Board Terms of Reference and to note changes in relation to the council structure, Executive Scheme of Delegation and to the Place Scheme of Delegation.
- 3.3 Appendix 1 to this report sets out the changes in more detail. Note that for clarity, a number of job title changes are not shown in Appendix 1 where these are simply replacing the previous job title with the new title for the same role. These changes can be made by the Monitoring Officer.
- 3.4 The following paragraphs set out more information on the proposed amendments to the Constitution:

Chief Executive's Office / Council Structure

- 3.5 A few minor amendments are proposed in a number of places to adjust the Council structure to the creation of the Chief Executive's Office (as agreed at the General Purposes Committee meeting on 10 January 2022). This includes renaming the Governance Scheme of Delegation as the Scheme of Delegation for the Director of Legal, refreshing the Council Structure Chart and changes to job titles throughout. As these are seen as factual changes, the Monitoring Officer has delegated authority to make these changes and the Committee as asked to note the amendments. As these are small factual changes throughout the constitution made under delegated authority they are not listed in the Appendix to this report but Members can request a copy of the track changed constitution to see them should they wish.

Executive Scheme of Delegation

- 3.6 As presented to Council on 19 January 2022, the Mayor has agreed some changes to the Executive Scheme of Delegation to better set out the operation of Cabinet meetings. The Mayor has delegated authority to agree changes to the Executive Scheme of Delegation so the Committee are asked to note these changes.
- 3.7 The main affect of these changes is to set out the existing practise of allowing the Chair of Overview and Scrutiny Committee and the Leaders of Opposition Groups the opportunity to address Cabinet should they wish to do so. This is a longstanding practise and it was considered appropriate to formalise it in the Cabinet procedures.

Place Scheme of Delegation

- 3.8 An addition to the scheme of delegation in relation to the execution of agreements or deeds of variation or Unilateral Undertakings for development on Council owned land pursuant to Section 106 of the Town and Country Planning Act 1990 (and also some job title changes to other rows). These changes have been agreed by the Corporate Director, Place under delegated authority and the Committee are asked to note the change.

Health and Wellbeing Board Terms of Reference

- 3.9 At its recent meetings, the Health and Wellbeing Board has agreed a few additions/amendments to its Terms of Reference to reflect changes in the organisational structures of partner bodies who are part of the membership of the Board. The changes were confirmed by the Board on 2 November 2021 and 1 February 2022, and the General Purposes Committee are now asked to agree to make the changes to the Constitution.
- 3.10 Specifically, the changes amend the title for the vice-chair and also amends the quorum requirement to the standard 'one quarter of the membership' by removing a specific job title.

London Housing Consortium

- 3.11 At the request of the London Housing Consortium, the Cabinet at its meeting of Wednesday 9 February 2022 agreed to withdraw from the London Housing Consortium Joint Committee. It is expected that the Joint Committee will be expired by December 2022. New governance arrangements are expected to replace the current set up and these will be added to the Constitution once agreed. Until that time a note has been added to the relevant Terms of Reference within the Constitution. The Committee are asked to agree this addition.

Member Code of Conduct and the Member / Officer Relations Protocol

- 3.12 The new Member Code of Conduct was agreed by Council on 17 November 2021. It was also agreed that it would come into force following the local elections on Thursday 5 May 2022. To avoid confusion, it has not been added to the constitution at this stage and will instead be added in May.
- 3.13 As a follow-up to its work on the Code of Conduct, the Standards Advisory Committee is now reviewing the Member / Officer (And Member / Member) relations protocol. This will be presented to the General Purposes Committee once it is complete.

Constitution Reviews

- 3.14 The General Purposes Committee has responsibility for general oversight of the Constitution. Should the Committee wish to undertake a review of any

particular parts of the Constitution then it should highlight those at the meeting and they can be added to the Committee's workplan.

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 to 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 – Details of constitution changes

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

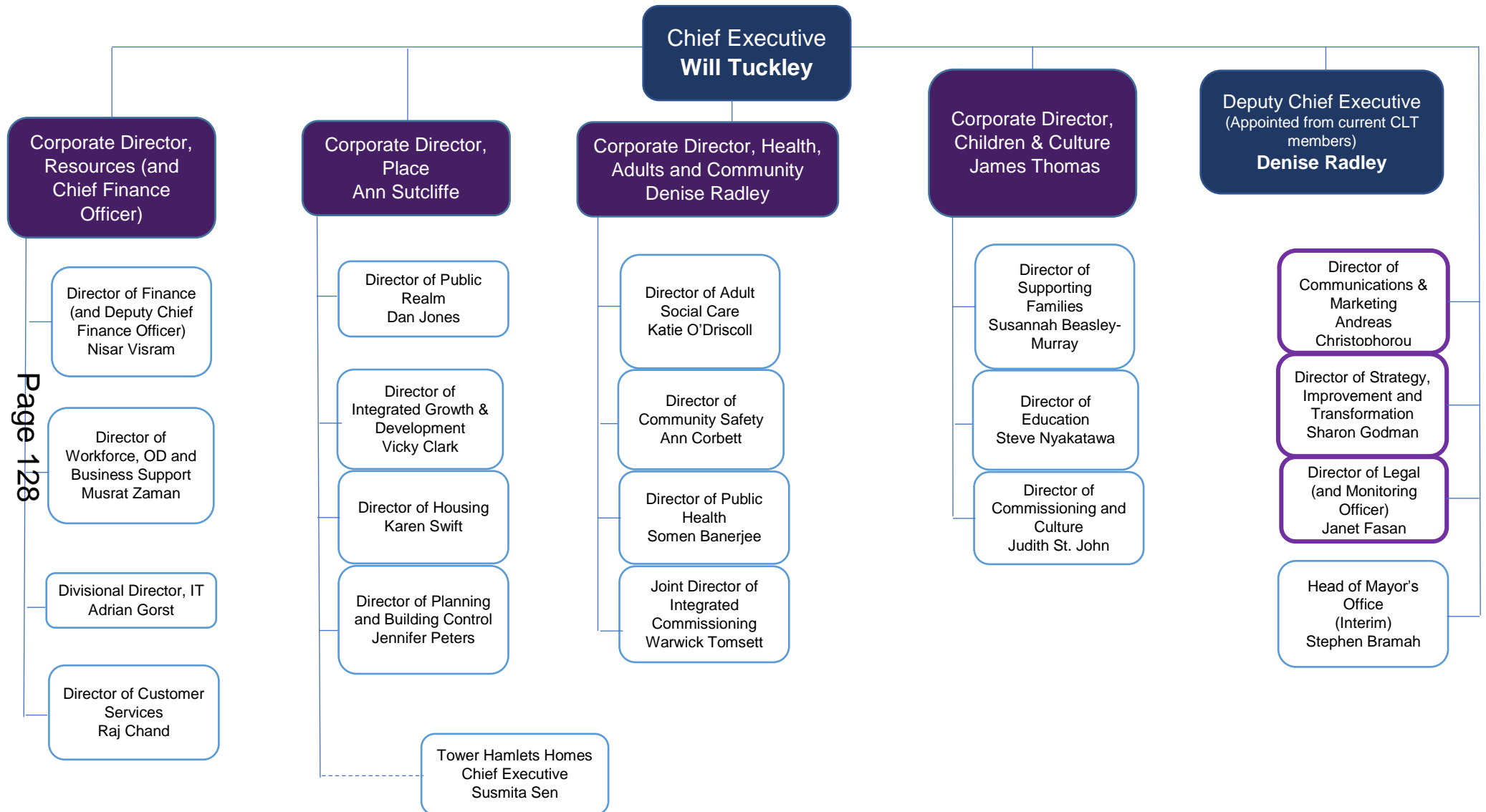
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Appendix 1

Proposed changes to the Constitution for noting and/or agreement as set out in the Cover Report.

Part A – Section 13 Officers of the Council (next page)

TOWER HAMLETS COUNCIL CURRENT ORGANISATIONAL STRUCTURE



Part B – Section 19 – Terms of Reference – Health and Wellbeing Board

17. Tower Hamlets Health and Wellbeing Board

Summary Description: The Health and Wellbeing Board will lead, steer and advise on strategies to improve the health and wellbeing of the population of Tower Hamlets. It will seek to do this through joint work across services in the Borough and the greater integration of health and social care as well as with those accessing services that can help to address the wider determinants of Health. The Board continues to support the ambitions of the Tower Hamlets Partnership outlined within the Tower Hamlets Community Plan.

Membership: The membership of the Board is as follows:

Chair

- Cabinet Member for Adults, Health and Wellbeing (LBTH)

Vice Chair

- Clinical representative of NHS North East London Clinical Commissioning Group (NEL CCG)

Elected Representatives of LBTH

- Cabinet Member for Education & Children's Services
- Cabinet Member for Housing Management and Performance
- Cabinet Member for Resources
- Non-executive majority group councillor nominated by Council

Local Authority Officers - LBTH

- Director, Public Health
- Corporate Director, Children and Culture
- Corporate Director, Health, Adults and Community

Plus Membership from Healthwatch and the NHS.

Co-opted (non-voting) Members include:

- Corporate Director, Communities of Place
- The Young Mayor (LBTH)

Stakeholders that may attend the Board from time to time but are not members include:

- Councillor nominated by Council from the largest opposition group as a stakeholder
- Representative of NHS England
- Chairs of Tower Hamlets Safeguarding Boards (Adults and Children's)
- Chair of the LBTH Health Scrutiny Sub-Committee

Full Membership including all appointments external to Tower Hamlets Council are listed in the Board's procedures in the Supporting Document to this constitution.

Functions	Delegation of Functions
1. To have oversight of assurance systems in operation	None
2. To encourage integrated working between persons who arrange for the provision of any health or social services in Tower Hamlets for the advancement of the health and wellbeing of the people in Tower Hamlets.	None
3. To provide advice, assistance or other support in order to encourage partnership arrangements under Section 75 of the NHS Act 2006.	None
4. To encourage those who arrange for the provision of any health-related services in Tower Hamlets (e.g. services related to wider determinants of health, such as housing) to work closely with the HWB.	None
5. To encourage persons who arrange for the provision of any health or social care functions in Tower Hamlets and those who arrange for the provision of health-related services in Tower Hamlets to work closely together.	None
6. To identify needs and priorities across Tower Hamlets and publish and refresh the Tower Hamlets Joint Strategic Needs Assessment (JSNA) so that future commissioning/policy decisions are based on evidence.	None
7. To prepare the Joint Health and Wellbeing Strategy.	None
8. To develop, prepare, update and publish the local pharmaceutical needs assessments.	None
9. To be involved in the development of any CCG Commissioning Plan that applies to Tower Hamlets and to give its opinion to the CCG on any such proposed plan.	None
10. To communicate and engage with local people on how they could achieve the best possible quality of life and be supported to exercise choice and control over their personal health and wellbeing. This will involve working with Local HealthWatch to make sure there's a continuous dialogue with the public to ensure services are meeting need.	None
11. Consider and promote engagement from wider stakeholders.	None
12. To have oversight of the quality, safety, and performance mechanisms operated by member organisations of the Board, and the use of relevant public sector resources across a wide spectrum of services and interventions, with greater focus on integration across outcomes spanning health care,	None

social care and public health. Areas of focus to be agreed from time to time by members of the Board as part of work planning for the Board.	
13. Such other functions delegated to it by the Local Authority.	None
14. Such other functions as are conferred on Health and Wellbeing Boards by enactment.	None

Quorum: The quorum of the Board in the Terms of Reference is a quarter of the membership.

Part B – Section 21 – Terms of Reference – Joint Committees

8. London Housing Consortium

[Note – the Council has withdrawn from the Joint Committee which is now expected to be wound up by December 2022. Any replacement arrangements will be listed here.]

Membership: The London Housing Consortium (LHC) is a joint committee pursuant to section 101(5) of the Local Government Act 1972 and is a building procurement consortium for housing, schools and corporate buildings. The LHC is governed by a Board of Elected Members which comprises one voting Councillor representative from the each of the local authority members. The constituent authorities are: Buckinghamshire County Council and the London Boroughs of Brent, Ealing, Hackney, Haringey, Hillingdon, Islington, Lambeth, and Tower Hamlets

Terms of Reference: The terms of reference of the Committee are:

1. To provide specialist technical and procurement services related to building programmes undertaken by London Housing Consortium constituent authorities and other public sector bodies.
2. To establish, develop and manage framework agreements for the procurement of building components and services for the use and benefit of all constituent authorities and other public sector bodies.

Part B – Section 29 – Executive Procedure Rules

Executive Procedure Rules

CONTENTS

Rule	Subject
1	How Does the Executive Operate?
2	How are Executive Meetings Conducted?
3	The Mayor's Executive Scheme of Delegation

1. HOW DOES THE EXECUTIVE OPERATE?

1.1 Who May Make Executive Decisions?

In law, functions which are the responsibility of the Executive may be exercised by

- (a) The Mayor
- (b) The Executive as a whole (the Cabinet);
- (c) A Committee of the Executive;
- (d) An individual Member of the Executive;
- (e) The Chief Executive, a Chief Officer or an officer;
- (f) An area Committee; or a ward councillor in accordance with Section 236 of the Local Government and Public Involvement in Health Act 2007;
- (g) joint arrangements; or
- (h) another local authority;

subject to the Mayor or this Constitution giving delegated authority to the person/meeting listed to discharge the particular function.

The arrangements for the discharge of executive functions at Tower Hamlets are set out in the executive arrangements adopted by the Council (as set out in Part A, Section 8 of this Constitution) and the Executive Scheme of Delegation at Rule 3 of these Rules.

Currently decisions on executive functions are taken by the Mayor, either at the Cabinet meeting or separately, unless the Mayor has delegated either a function as set out in those parts of the Constitution or a specific executive decision.

1.2 The Executive Scheme of Delegation and Executive Functions

At the Annual Meeting of the Council the Mayor will present to the Council a written record of delegations made by the Mayor ('The Executive Scheme of Delegation') for inclusion in the Council's Constitution. The document presented by the Mayor must contain the following information in so far as it relates to executive functions:

- (a) The extent of any authority delegated to any individual Executive Member or ward Councillor including details of the limitation on their authority.
- (b) The terms of reference and constitution of such Executive Committees as the Mayor appoints and the names of Executive Members appointed to them.
- (c) The nature and extent of any delegation of executive functions to area Committees, any other authority or any joint arrangements and the names of those Executive Members appointed to any joint Committee for the coming year.
- (d) The nature and extent of any delegation of executive functions to officers not already specified in Part B of this Constitution, with details of any limitation on that delegation and the title of the officer to whom the delegation is made.

The Mayor may amend or revoke any delegation of an Executive function at any time.

The Executive Scheme of Delegation shall be included at Rule 3 of these Rules.

Within five working days of agreeing any change to the Executive Scheme of Delegation, a Cabinet appointment or portfolio, the Mayor shall present a written record of the change that they have agreed, together with the reasons for that change, to the Monitoring Officer.

Whenever the Monitoring Officer receives notification from the Mayor of any change(s) to the Executive Scheme of Delegation, Cabinet appointment(s) or portfolio(s), the Monitoring Officer will inform all Councillors of the change(s) made and any reasons given by the Mayor.

1.3 Sub-Delegation of Executive Functions

- (a) Where the Mayor, the Executive, a Committee of the Executive or an individual Member of the Executive is responsible for an executive

function, they may delegate further to an area Committee, joint arrangements or an officer.

- (b) Unless the Mayor or Cabinet directs otherwise, if the Mayor delegates functions to the Executive then the Executive may delegate further to a Committee of the Executive or an officer.
- (c) Unless the Mayor directs otherwise, a Committee of the Executive to whom functions have been delegated may delegate further to an officer.
- (d) Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated them.

1.4 The Council's Scheme of Delegation and Executive Functions

- (a) Subject to (b) below, the Council's Scheme of Delegation will be subject to adoption by the Council and may only be amended by the Council. It will contain the details required in Part A, Section 8.
- (b) The Mayor may amend the Scheme of Delegation of executive functions at any time during the year. To do so, the Mayor must give written notice to the Monitoring Officer and the person, body or Committee concerned. The notice must set out the extent of the amendment to the Scheme of Delegation, and whether it entails the withdrawal of delegation from any person, body or Committee or the Executive as a whole. The Monitoring Officer will inform all Councillors of the change(s) made and any reasons given by the Mayor.
- (c) Where the Mayor seeks to withdraw or amend delegations to a Committee, notice will be deemed to be served on that Committee when it has been served on its Chair.

1.5 Interests

- (a) Where a Member of the Executive has a disclosable pecuniary interest this should be dealt with as set out in the Council's Code of Conduct for Members at Part C Section 31 of this Constitution.
- (b) If every Member of the Executive has either a registerable or non-registerable interest and either interest might appear to a fair and informed observer that there was a real possibility of the Members' judgement being or likely to be impaired by the interest then this also should be dealt with as set out in the Council's Code of Conduct for Members in Part C Section 31 of this Constitution.
- (c) Where a Member of the Executive has either a registerable or non-registerable interest and either interest might appear to a fair and informed observer that there was a real possibility of the Member's judgement being or likely to be impaired by the interest then this should be dealt with as set out in the Council's Code of Conduct for Members at Part C Section 31 of this Constitution.

- (d) If the exercise of an executive function has been delegated to a Committee of the Executive, an individual Member, the Chief Executive, a Chief Officer or an officer, and should a disclosable pecuniary interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made or otherwise as set out in the Council's Code of Conduct for Members at Part C Section 31 of this Constitution.
- (e) If the exercise of an executive function has been delegated to a Committee of the Executive, an individual Member, the Chief Executive, a Chief Officer or an officer, and should either a registerable or non-registerable interest and either interest might appear to a fair and informed observer that there was a real possibility of that person's judgement being or likely to be impaired by the interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made or otherwise as set out in the Council's Code of Conduct for Members at Part C Section 31 of this Constitution.

1.6 Meetings of the Cabinet

- (a) Meetings of the Cabinet will be determined by the Mayor or Chief Executive. The Cabinet shall normally meet at the Council's main offices or at another location as appropriate.
- (b) Meetings of the Cabinet will be subject to the Access to Information Procedure Rules and any other relevant procedure rules in this Constitution.

1.7 Quorum

The quorum for a meeting of the Executive shall be three Members of the Cabinet including the Executive Mayor, or where notified in advance to the Monitoring Officer, the Statutory Deputy Mayor'.

1.8 How are Decisions to be taken by the Executive?

- (a) Executive decisions which are the responsibility of the Cabinet as a whole will be taken at a meeting convened in accordance with the Access to Information Rules in Part B of the Constitution.
- (b) Where executive decisions are delegated to a Committee of the Executive, the rules applying to executive decisions taken by them shall be the same as those applying to those taken by the Executive as a whole.

2. HOW ARE EXECUTIVE MEETINGS CONDUCTED?

2.1 Who Presides?

If the Mayor is present they will preside. In their absence, then the Deputy Mayor shall preside. In the absence of both the Mayor and the Deputy Mayor then Cabinet is not quorate and may not meet (as set out in Paragraph 1.7).

2.2 Who may Attend?

- (a) Meetings of the Cabinet will normally be open to the public unless confidential or exempt information is to be discussed.
- (b) Subject to the Access to Information Procedure Rules in Part B Section 27 of this Constitution, meetings may occasionally be private.
- (c) **The Chair (or Vice-Chair) of the Overview and Scrutiny Committee and the Leaders of any Opposition Groups have a standing invitation to observe Cabinet meetings.**

2.3 What Business will be conducted?

At each meeting of the Cabinet the following business will be conducted:

- (a) consideration of the minutes of the last meeting;
- (b) declarations of disclosable pecuniary interest, if any;
- (c) **A verbal update (of no more than ten minutes) by the Chair of the Overview and Scrutiny Committee (or nominated deputy) on the work of the Committee and also on any issues or Pre-Decision Scrutiny Questions relevant to the reports for consideration on the Cabinet agenda.**
- (d) matters set out in the agenda for the meeting, and which shall indicate which are key decisions and which are not, in accordance with the Access to Information Procedure Rules set out in Part B Section 27 of this Constitution.
- (e) consideration of reports from the Overview and Scrutiny Committee;
- (f) matters referred to the Executive (whether by the Overview and Scrutiny Committee or by the Council) for reconsideration by the Executive in accordance with the provisions contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Part B Section 28 of this Constitution;

2.4 Community Engagement/ Consultation

All reports to the Executive from any Member of the Executive or an officer on proposals relating to the Budget and Policy Framework must contain details of the nature and extent of community engagement or consultation with stakeholders, Overview and Scrutiny Committee and the outcome of that consultation. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of community engagement or consultation required will be appropriate to the nature of the matter under

consideration having due regard to the Council's Community Engagement Strategy.

2.5 Who can put Items on the Executive Agenda?

The Mayor and Chief Executive may put on the agenda of any Cabinet meeting any Executive matter which they wish, whether or not authority has been delegated to the Cabinet, a Committee of it, any Member, the Chief Executive, a Chief Officer or officer in respect of that matter. The Corporate Director, Governance will comply with their requests in this respect.

The Monitoring Officer and/or the Chief Finance Officer may include an item for consideration on the agenda of a Cabinet meeting and may require the Chief Executive to call such a meeting in pursuance of their statutory duties. In other circumstances, where any two (2) of the Head of Paid Service, Chief Finance Officer and Monitoring Officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision, they may jointly call a meeting and include an item on the agenda of that meeting or of a Cabinet meeting which has already been called. If there is no meeting of the Cabinet soon enough to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be convened at which the matter will be considered.

2.6 Public and Member Engagement at Cabinet

Whilst the main focus of Cabinet is as a decision-making body, there is an opportunity for the public to contribute through making submissions that specifically relate to the reports that are set out on the agenda. Members of the public may therefore make written submissions in any form (for example; Petitions, letters, written questions) and which to be submitted to the Clerk to Cabinet (whose details are on the agenda front sheet) by 5 pm the day before the meeting. The consideration of such written submissions will be at the discretion of whosoever presides at the meeting.

In addition to rights set out in 2.3(c) above, the Chair (or Vice-Chair in their absence) of the Overview and Scrutiny Committee and the Leaders of any Opposition Groups will have an opportunity to raise their key issues/questions during discussion of the reports on the Cabinet agenda. The Mayor or other person presiding at a meeting of the Cabinet may also at their discretion allow other persons to contribute to the meeting. All requests to raise issues or ask questions must be received by the clerk to the Cabinet (whose details are on the agenda front sheet) by 5pm the day before the meeting.

In line with the Council Procedure Rules for debates, contributors would normally have up to three minutes to address the meeting. However, the Mayor or other person presiding at a meeting of the Cabinet has discretion as to how the meeting operates and may propose amendments to the procedures especially where there are a large number of requests and submissions of a similar nature. The Mayor is also expected to act

reasonably, in allowing speakers to make their case, succinctly but adequately, and to reflect on their contribution.

2.7 Application of Council Procedure Rules

Rules 5 – 9, 16.1 to 16.3 and 17 to 24 of the Council Procedure Rules (Part B Section 26 of this Constitution) shall also apply to meetings of the Cabinet.

Part D – Section 49 – Schemes of Delegation

The Governance Scheme of Delegation has been renamed the Director of Legal's Scheme of Delegation.

Part D – Section 51 – Schemes of Delegation – Place

Additional row added to the Place Scheme of Delegation

	Decision	Corporate Director	Director	Head of Service	Other (name post)
4.21	Authorising Execution of Documents: To Authorise the execution of agreements or deeds of variation or Unilateral Undertakings for development on Council owned land pursuant to Section 106 of the Town and Country Planning Act 1990	Place	Property and Major Programmes	Head of Asset Management	

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

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