

# General Purposes Committee

## Agenda

**Tuesday, 13 June 2023 at 6.30 p.m.  
Committee Room - Tower Hamlets Town Hall,  
160 Whitechapel Road, London E1 1BJ**

### Members:

**Chair:** Councillor Shafi Ahmed

**Vice Chair:** TBC

Councillor Saied Ahmed, Councillor Kabir Ahmed, Councillor Sabina Akhtar, Councillor Asma Begum, Councillor Abu Chowdhury, Councillor James King, Councillor Rebaka Sultana and Councillor Maium Talukdar

### Substitutes:

[The quorum for this body is 3 voting Members]

### Contact for further enquiries:

Joel West, Democratic Services,

[joel.west@towerhamlets.gov.uk](mailto:joel.west@towerhamlets.gov.uk)

020 7364 4207

Town Hall, 160 Whitechapel Road, London, E1 1BJ

<http://www.towerhamlets.gov.uk/committee>



## 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 may be limited due to health and safety measures. You are advised to contact the Democratic Services Officer to reserve a place.

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## **A Guide to General Purposes Committee**

This Committee is responsible for a range of non executive functions, including electoral matters, personnel issues and appeals. It also has responsibility for considering and making recommendations to Full Council on the introduction, amendment or revocation of new byelaws and can consider and make non-material changes to the Council's Constitution.

The Committee is made up of nine Members of the Council as appointed by Full Council. Political balance rules apply to the Committee. Each political group may also appoint up to three substitutes. The quorum is three Members of the Committee.

The full terms of reference for the committee is set out in the - Council Constitution

### **Public Engagement**

Meetings of the Committee are open to the public to attend, and a timetable for meeting dates and deadlines can be found on the council's website.

# London Borough of Tower Hamlets

## General Purposes Committee

Tuesday, 13 June 2023

6.30 p.m.

### **APOLOGIES FOR ABSENCE**

#### **1. TO ELECT A VICE CHAIR FOR 2023-24**

To elect a Vice Chair from amongst the Committee's members for the 2023-24 municipal year.

#### **2. DECLARATIONS OF INTERESTS (PAGES 7 - 8)**

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

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

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

#### **3. MINUTES (PAGES 9 - 20)**

To agree the unrestricted minutes of the General Purposes Committee meeting held on 28 February and of the extraordinary meeting on 28 March 2023.

#### **4. WORK PLAN (PAGES 21 - 26)**

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

#### **5. REPORTS FOR CONSIDERATION**

##### **5.1 General Purposes Committee Terms of Reference, Membership and Dates of Meetings 23-24 (Pages 27 - 38)**

##### **5.2 Local Authority Governor Applications May 2023 (Pages 39 - 48)**



**5.3 Update on Elections Act 2022 (To Follow)**

**5.4 Constitution Updates (Pages 49 - 72)**

**6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

**7. EXCLUSION OF THE PRESS AND PUBLIC**

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

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

**EXEMPT SECTION (Pink Papers)**

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

**8. EXEMPT MINUTES (PAGES 73 - 76)**

To agree the exempt minutes of the General Purposes Committee meeting held on 23 February 2023.

**Next Meeting of the General Purposes Committee**

Thursday, 28 September 2023 at 6.30 p.m. to be held in Committee Room - Tower Hamlets Town Hall, 160 Whitechapel Road, London E1 1BJ



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# Agenda Item 2

## **DECLARATIONS OF INTERESTS AT MEETINGS– NOTE FROM THE MONITORING OFFICER**

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

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

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

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

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

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

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

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

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

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

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

### **Guidance on Predetermination and Bias**

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

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

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

**Further Advice** contact: Janet Fasan, Monitoring Officer, Tel: 0207 364 4800.

## APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the Member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.





#### **4. REPORTS FOR CONSIDERATION**

##### **4.1 LA Governor Appointment Report Feb 2023**

Farhad Ahmed, (Head of Governor Services) introduced the report that introduced the report that set out details of applicants who had applied to be nominated as local authority governors at Tower Hamlets maintained schools.

Farhad outlined the background and suitability of all candidates for the positions.

Further to questions from committee members, Farhad confirmed that whilst the candidates resided outside of the borough, all had demonstrated local connections.

**RESOLVED** that:

1. The Committee agrees to nominate the applicants as outlined in the report to the positions that are available for local authority governors at maintained schools in Tower Hamlets.

##### **4.2 A summary review of Governors within Tower Hamlets Feb 2023**

Farhad Ahmed, (Head of Governor Services) introduced the report that provided a breakdown of the most up-to-date data equality information held for Governors in the borough and detailed active workstreams tackling inequalities and helping to deliver more diverse boards. Farhad provided a summary of work to date the Council had undertaken to promote and encourage applicants for school governor positions and explained some of the key challenges encountered.

Further to questions from Committee members Farhad:

- Explained that, whilst the Council still had a comparatively high number of maintained schools, the move toward academy status removed all council influence from governance arrangements in those schools.
- Explained that the capacity of governor services and its focus as a trading service did not allow for significant time investment in promoting BAME representation. Ideally the service would like a dedicated officer to progress this workstream.
- Explained how the Council maintains dialogue with schools and works with existing networks and peers across London to explore ways to encourage BAME participation.
- Explained that the service has engaged with the lead member and Mayor to apprise them of progress.
- Explained how the Council engages with governors to develop and improve the training and support provided to them.

Further to the officer presentation and questions, the Committee:

- Discussed how BAME representation in school governor roles in LBTH remains low and disappointing.

- Encouraged Farhad to progress bids to secure dedicated officer resources to promote and progress diverse representation in school governor bodies

**RESOLVED** that the Committee noted:

1. The equality information provided.
2. That Governor Services is undertaking the task of obtaining equality information from all governors in the borough.
3. The planned work to further improve diversity on Governing Boards across the borough as detailed in section 3 of the report.

#### **4.3 Constitution Working Group**

Joel West, (Democratic Services Team Leader, Committees) introduce the report that asked the Committee to confirm agreement to the establishment of a constitution working group, note the plans for its initial meeting and agree to receive any decision reports following its work as required.

Further to questions from Members, Joel advised that the working group would be informal and would have no decision-making powers. Any recommendations it made would be brought back to the Committee in accordance with the existing provisions for constitution changes.

Janet Fasan, Director Legal and Monitoring Officer, provided further detail, specifically:

- Advised that nominations to the working group would be made via the Council's political group apparatus and agreed by the Committee. The Committee agreed to delegate authority to the Monitoring Officer to make or amend appointments to the constitution working group in accordance with the nomination by a political group, following consultation with the Chair.
- Explained that the reference to Monitoring Officer in paragraph 3.2 of the report was only to provide a legal opinion of any proposals arising from the working group.

Further to officers presentation and questions, Members of the Committee:

- Indicated it disagreed with the proposal for the working group to meet on an ad hoc basis. It asked that a meeting timeline, reporting schedule and planned end point should be agreed by the General Purposes Committee.
- Stressed that the remit and work plan of the working group should be set by the General Purposes Committee. The Committee should provide some initial advice and direction to ensure work can proceed at pace.
- Felt it was important that views of ungrouped Councillors be included in the constitution review and welcomed the inclusion of a standing invitation to ungrouped Councillors on the working group.

**RESOLVED** that the Committee:

1. Notes the establishment of the Constitution Working Group.
2. Agrees to review and approve the working groups work plan, meeting schedule and reporting arrangements at a future meeting of the Committee.
3. Agrees to delegate authority to the Monitoring Officer to make or amend appointments to the constitution working group in accordance with the nomination by a political group, following consultation with the Chair of General Purposes Committee.

#### **4.4 Constitution Updates**

Joel West, Democratic Services Team Leader, Committees, introduced the report that provided an update on minor amendments to the Constitution for noting.

**RESOLVED** that:

1. The updates to the constitution as set out in the report be noted.

#### **4.5 Employee Relations Casework Policy Update 22/23 Q3**

Musrat Zaman, Dir. of Workforce, OD & Business Support and Pat Chen, Head of HR introduced the quarterly report that updated the Committee on the level and management of employee relations casework within the Council and highlighted progress made for the period October 2022 – December 2022.

Further to questions from members, Pat explained the context and measures in place to address attendance management performance.

Musrat and Pat noted that future reports (from quarter 4 22/23) would include the additional detail previously requested by the Committee.

Dashboard. Additional detail will be added to future reports not included here as being prepared at the end of the last year.

**RESOLVED** that:

1. The report be noted.

#### **4.6 Update on Senior Recruitment**

Musrat Zaman, Dir. of Workforce, OD & Business Support introduced the report that updated Members on senior posts and recent recruitment activity. Musrat advised that, in addition to the Place Directorate post listed, the Director Public Realm was also due to leave the Council shortly and that the

Corporate Director Place had indicated she wished to review the Place management structure generally before recruiting for permanent posts.

Musrat also welcomed the recently appointed Interim Corporate Director Resources and s151 Officer, Caroline Holland, who joined the meeting remotely.

Further to questions from Members, Musrat advised that whilst provisional work had begun, there was no timeline for recruitment to the Corporate Director Resources post on a permanent basis at present.

Further to questions, Members indicated they would welcome a breakdown of all interim and acting-up arrangements across the Council's management structure at a future meeting.

**RESOLVED** that:

1. The current position on the recruitment to senior management vacancies in the Council structure and interim arrangements be noted.

#### **4.7 Process for agreeing Special Severance Payment**

Musrat Zaman, Dir. of Workforce, OD & Business Support introduced the report which asked the Committee to agree to the establishment of an Independent Panel (IP) to review and approve the proposed Special Severance Payment (SSP) for the outgoing Chief Executive. The report explained the legislative underpinning of the process and officers' advice to ensure any Council decision to approve the SSP was compliant with it. The report noted that Full Council would be asked to vote on the final decision. In addition, officers advised their recommendation was for any recommendations of the IP to be brought back to the Committee for discussion, before submission to the full Council.

Further to questions from the Committee, officers provided further detail on:

- The full Council voting process. A simple majority would be required to approve any settlement.
- The timescales and process for the independent panel (IP). The panel was due to meet imminently and the report to the panel would include the advice of the Council's Chief Finance officer and Monitoring Officer. The full Council would be asked to vote on the IP recommendations at the meeting on 1 March 2023.
- The rationale for proposing that the recommendation of the IP is reviewed by the Committee prior to full Council. Janet Fasan, Director Legal and Monitoring Officer, explained that the relevant regulations required that the Council made proper enquiries into the IP recommendation. She felt that full Council discussion may not satisfy this requirement, so had proposed the recommendations are brought to the Committee first, to mitigate risk.
- Options for convening an urgent meeting of the Committee.

- Options for promoting reasonable discussion of the IP recommendations at the full Council meeting, including the suspension of standing orders.
- Officers' opinion regarding the risks of an approach to forward the IPs recommendation straight to full Council, removing the need for consideration by the Committee. This approach was not recommended due to the relatively new nature of the legislation and lack of precedent.
- Options and implications if full Council chose to deviate from the IP recommendations.

At the invitation of the Chair, Richard Penn, Consultant, addressed the Committee. In response to questions from members, Mr Penn advised that whilst guidance was new and there was a lack of precedent, in his view, the process as set out in the report would provide sufficient check and balance and therefore he saw no necessity for the Committee to consider the IP recommendation prior to full Council.

Further to questions, the Committee discussed the report and officers' advice for the approval process.

Some members of the committee indicated they felt that the proposal for the Committee to discuss the IP recommendations prior to full Council consideration was unnecessary as:

- Full Council would provide full probity and discussion of the IP recommendations. Standing orders could be suspended to ensure this if necessary.
- There was no legal requirement for the recommendations to be discussed or approved by the Committee. Members noted the process as provided in the report did not include General Purposes Committee discussion of IP recommendations.
- The need for swift action meant holding more meetings would risk derailing the process.

Some members of the Committee indicated they felt the Committee should discuss the IP recommendations prior to full Council as:

- Officers advice was this would represent good practice. Advice of officers should be taken note of.
- Doing so would ensure that both the Committee and full Council could discuss the recommendation, mitigating overall risk.
- The Committee had a role to advise Council on senior staffing matters. To relinquish its role on this occasion would call into question the rationale for the Committee's establishment.

At this point the Chair proposed a vote on the proposal to request that the recommendation of the independent panel be discussed by the Committee prior to submission to full Council. The motion was put to the vote and was **defeated**.

The following members wished it to be recorded they voted **for** the motion

- Councillor Asma Begum
- Councillor Maisha Begum
- Councillor James King

The following members wished it to be recorded they voted **against** the motion

- Councillor Saif Uddin Khaled
- Councillor Kabir Ahmed
- Councillor Musthak Ahmed
- Councillor Abu Chowdhury
- Councillor Maium Talukdar

The Chair proposed a vote on the proposal to apply the process as set out in the report submitted. The motion was put to the vote and was **agreed**.

The following members wished it to be recorded they voted **for** the motion

- Councillor Saif Uddin Khaled
- Councillor Kabir Ahmed
- Councillor Musthak Ahmed
- Councillor Abu Chowdhury
- Councillor Maium Talukdar

The following members wished it to be recorded they voted **against** the motion

- Councillor Asma Begum
- Councillor Maisha Begum
- Councillor James King

Therefore it was:

#### **RESOLVED**

1. Review and note the process for agreeing the Special Severance Payment to the outgoing Chief Executive.
2. To agree to the establishment of a Panel of Independent Persons to review and approve the Special Severance Payment to the outgoing Chief Executive before the proposal is submitted to Council for a final decision as set out in Section 3 of the report.

#### **4.8 Process for agreeing Interim Chief Executive arrangements**

Musrat Zaman, Dir. of Workforce, OD & Business Support introduced the report which set out the process and proposals for agreeing interim arrangements for the Chief Executive, Head of Paid Service and Electoral Returning Officer positions and asked the Committee to agree interim arrangements due to an urgent need to appoint an Interim Head of Paid Service/Chief Executive by 2 March 2023.

At this point the Chair proposed a motion that, under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government Act, 1972. The motion was put to the Committee and was **agreed**.

At the invitation of the Chair, Richard Penn, Consultant, addressed the Committee. Members asked Mr Penn, Musrat and Janet Fasan questions relating to the recruitment and selection process summarised in the restricted Appendix A, including the assessments he had made of the prospective candidates. These included consideration of personal statements as well as CVs. Interviews had tested candidates' skills, experience, fitness and motivation for the role.

Further to questions from the Committee, officers advised that the final decision on the appointment would be made by full Council on 1 March 2023.

The Chair proposed the Committee vote on the recommendations as set out in the report. The motion was put to the vote and was **agreed**.

The following members wished it to be recorded they voted **against** the motion

- Councillor Asma Begum
- Councillor Maisha Begum
- Councillor James King

The following members wished it to be recorded they voted **for** the motion

- Councillor Saif Uddin Khaled
- Councillor Kabir Ahmed
- Councillor Musthak Ahmed
- Councillor Abu Chowdhury
- Councillor Maium Talukdar

Therefore it was:

## **RESOLVED**

1. To review the process and proposals for agreeing interim arrangements for the Chief Executive, Head of Paid Service, Electoral Registration Officer and Returning Officer roles.
2. To recommend the appointment of Stephen Halsey to Full Council as Interim Chief Executive ( Head of Paid Service) and Electoral Returning Officer positions) effective from 2 March 2023 until such time as a Permanent Chief Executive is appointed.



3. To note that under the Council's Constitution, appointment of Head of Paid service is reserved to Full council upon recommendation of an Appointments sub-committee (GPC) but that in this case the General Purposes Committee agrees to make the recommendation to Council without a Sub-Committee recommendation due to the urgency of the need to appoint an Interim Head of Paid Service /Chief Executive by 2 March 2023.

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

None.

**6. EXCLUSION OF THE PRESS AND PUBLIC (IF REQUIRED)**

See Item 4.8 for the minute of the exclusion of press and public.

The meeting ended at 8.52 p.m.

Chair, Councillor Saif Uddin Khaled  
General Purposes Committee

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**LONDON BOROUGH OF TOWER HAMLETS**  
**MINUTES OF THE GENERAL PURPOSES COMMITTEE**

**HELD AT 5.30 P.M. ON TUESDAY, 28 MARCH 2023**

**COMMITTEE ROOM - TOWER HAMLETS TOWN HALL, 160 WHITECHAPEL  
ROAD, LONDON E1 1BJ**

**Members Present in Person:**

Councillor Saif Uddin Khaled (Chair)  
Councillor Kabir Ahmed  
Councillor Musthak Ahmed  
Councillor Asma Begum  
Councillor Abu Chowdhury  
Councillor James King  
Councillor Maium Talukdar

**Apologies:**

Councillor Abdal Ullah

**Others Present in Person:**

Richard Penn Consultant

**Officers Present in Person:**

Agnes Adrien (Head of Litigation, Legal Services)  
Pat Chen (Head of HR)  
Matthew Mannion (Head of Democratic Services)  
Musrat Zaman (Director of HR, OD & Business Support Services)  
Joel West (Democratic Services Team Leader (Committee))

**1. DECLARATIONS OF INTERESTS**

None were declared.

**2. REPORTS FOR CONSIDERATION**

**2.1 Update on Senior Recruitment**

Pat Chen, Head of HR, introduced the report that updated Members on recruitment to senior posts and sought agreements to formally launch the process for recruiting a new permanent Chief Executive, Corporate Director, Resources (S151 Officer) and Director of Finance (Deputy S151 Officer).

Further to questions from Members, Pat explained

- The outline timeline for the Chief Executive recruitment. It was hoped to fill the post by Summer 2023. It was important that Members involved in the selection process align their diaries to mitigate risk of this timeline slipping.
- A recruitment agency had yet to be selected.
- It was planned to include all roles referred to in the report in a combined advert.
- How other stakeholders would be engaged in the selection process for the new Chief Executive.
- That the selection would be undertaken according the Council's existing procedures for senior officer recruitment, including a politically balanced appointment panel which would agree its preferred candidate to be referred to full Council for final approval.
- Recommendation 2 should also include reference to Corporate Director, Resources (S151 Officer) and Director of Finance (Deputy S151 Officer).

Further to questions, Members asked officers to find out and report if the Committee would have a role to consider or approve the preferred candidate once selected by the appointment panel.

**RESOLVED** that the Committee:

1. Notes the current position on the recruitment to senior management vacancies in the Council structure and any interim arrangements in place.
2. Agrees to formally launch the process for recruiting new permanent Chief Executive, Corporate Director, Resources (S151 Officer) and Director of Finance (Deputy S151 Officer).

The meeting ended at 5.55 p.m.

Chair, Councillor Saif Uddin Khaled  
General Purposes Committee



# **GENERAL PURPOSES COMMITTEE WORK PLAN and ACTION LIST 2023/24**

Contact Officer:	Joel West Democratic Services
Email:	<a href="mailto:joel.west@towerhamlets.gov.uk">joel.west@towerhamlets.gov.uk</a>
Telephone:	020 7364 4207
Website:	<a href="http://www.towerhamlets.gov.uk/committee">www.towerhamlets.gov.uk/committee</a>

**GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24**

## ACTIONS LIST

Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
1.	Interim and Acting Up Arrangements	Musrat Zaman, Dir Workforce, OD and Business Support	February 2023	Added to Human Resources Committee work plan following changes to GPC terms of reference.
2.	Headteacher Forum	Farhad Ahmed, Head of Governor Services	February 2023	To be carried into 23-24 work plan. To report on engagement with the Headteacher forum
	Constitution Working Group	Janet Fasan, Director of Legal and Monitoring Officer / Matthew Mannion, Head of Democratic Services	February 2023	To report as necessary on the work of the Constitution Working Group

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

**GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24**

**13 JUNE 2023**

<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
1. Annual administrative reports	To receive the ordinary annual reports such as to note terms of reference, membership, quorum and meeting dates.	Matthew Mannion Head of Democratic Services	
2. Local Authority Governor Applications	To endorse nominations for appointments to Local Authority Schools	Farhad Ahmed Head of Governance Information and Traded Services	
3. Constitution Update	To receive any updates to the Constitution	Matthew Mannion Head of Democratic Services	
4. Update on the Elections Act 2022	To receive an update on the Elections Act 2022	Robert Curtis Head of Electoral Services	
5. Appointment of Deputy Electoral Registration Officer	Appointment of Deputy Electoral Registration Officer	Robert Curtis Head of Electoral Services	

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**GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24**

<b>28 SEPTEMBER 2023</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
1. Local Authority Governor Applications	To endorse nominations for appointments to Local Authority Schools	Farhad Ahmed, Head of School Governance, Information and Traded Services	
2. Constitution Update	To receive any updates to the Constitution	Matthew Mannion Head of Democratic Services	




**GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24**

<b>12 DECEMBER 2023</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
1. Local Authority Governor Applications	To endorse nominations for appointments to Local Authority Schools	Farhad Ahmed, Head of School Governance, Information and Traded Services	
2. Constitution Update	To receive any updates to the Constitution	Matthew Mannion, Head of Democratic Services	

**GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24**

<b>27 FEBRUARY 2024</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
1. Local Authority Governor Applications	To endorse nominations for appointments to Local Authority Schools	Farhad Ahmed, Head of Governance Information and Traded Services	
2. Constitution Update	To receive any updates to the Constitution	Matthew Mannion Head of Democratic Services	

Non-Executive Report of the:  <b>General Purposes Committee</b>  Tuesday 13 June 2023	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Janet Fasan, Director Legal and Monitoring Officer	<b>Classification:</b> Open
<b>General Purposes Committee, Terms of Reference 2023/24</b>	

<b>Originating Officer(s)</b>	Joel West, Democratic Services Team Leader
<b>Wards affected</b>	(All Wards);

## Executive Summary

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

### Recommendations:

The General Purposes Committee is recommended to:

1. Note its terms of reference, quorum, membership and dates of future meetings as set out in Appendices 1, 2 and 3 to this report.

### 1. REASONS FOR THE DECISIONS

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

### 2. ALTERNATIVE OPTIONS

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

### 3. DETAILS OF THE REPORT

- 3.1 At the Annual Meeting of the Full Council on 17 May 2023, Council re-established General Purposes Committee, appointed its membership and delegated to it a range of duties and responsibilities in accordance with the Constitution. The Annual Meeting also established a new Human Resources Committee. The Human Resources Committee has been delegated some of the functions previously delegated to General Purposes Committee.
- 3.2 Following the Annual Meeting of the Council, the various committees established note their Terms of Reference, quorum and membership for the

forthcoming municipal year. These are set out in the appendices 1 and 2 to this report. Appendix 1 shows the changes made to the Committee's previous terms of reference following the establishment of the Human Resources Committee. Crossed-through text has been removed from the Committee's terms of reference.

3.3 The Committee's meeting dates for the remainder of the year were also agreed at the Annual Meeting of the Council. The dates of General Purposes Committee meetings in 2023/24 are attached at Appendix 3.

3.4 In accordance with the calendar, meetings are scheduled to take place at 6.30pm.

3.5 Should the Annual Council Meeting agree any changes to the information presented in the appendices to this report, officers will advise the Committee verbally at the meeting.

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

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

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

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

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

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

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

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

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

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

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**Linked Reports, Appendices and Background Documents**

**Linked Report**

- NONE.

**Appendices**

- Appendix 1 – Committee Terms of Reference (tracked changes)
- Appendix 2 – Membership of the Committee in 2023/24
- Appendix 3 – Dates of scheduled meetings of the Committee in 2023/24

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

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

- NONE.

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## General Purposes Committee

**Summary Description:** The Committee is responsible for a range of non-executive functions including matters such as; electoral matters, personnel issues and byelaws, that have not been delegated to other Committees.

**Membership:** 9 Councillors

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

and their subordinate bodies, consistent with the proportionality rules	to make or amend Committee/ Sub-committee appointments in accordance with Section 24 of this Constitution
6. To consider and make changes to the Council's Constitution upon the recommendation of the Monitoring Officer	
<del>7. To determine major policy on the terms and conditions on which staff hold office within allocated resources</del>	
<del>8. To determine the criteria for the appointment of the Head of Paid Service and other statutory and non-statutory chief officers and deputy chief officers and to establish Appointments Sub-Committees to consider such appointments</del>	The Monitoring Officer and the Director of Workforce, OD and Business Support are authorised to appoint members to Appointment Sub-Committees in line with the Governance and Resource Directorates Schemes of Delegation in Part D of the Constitution
<del>9. To make recommendations to Full Council on the appointment of the Head of Paid Service</del>	
<del>10. To establish a Sub-Committee to consider any proposal to discipline and/or dismiss the Head of the Paid Service, the Monitoring Officer or the Chief Financial Officer in accordance with the Officer Employment Procedure Rules set out in Part C, Section 38 of this Constitution and to appoint a minimum of two (2) 'Independent Persons' to such Sub-Committee</del>	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee/ Panel appointments in accordance with Section 24 of this Constitution.
11. To consider and determine any appeal in respect of any function for which the Council is responsible (except where statutory arrangements exist or where the appeal function is delegated elsewhere in the Constitution) including: (a) Education awards appeals; (b) Appeals by governing bodies; (c) Appeals by employees under human resources procedures requiring a Member level decision.	None



<b>12.</b> Appeals in respect of refusals to register premises under the Marriage Act 1994 or the attachment of any condition to an approval	None
<b>13.</b> To establish <del>Employee Appeals Sub-Committees and other Appeals Sub-Committees</del> as appropriate to be convened by the Monitoring Officer or Director of Workforce, OD and Business Support as appropriate for determination of the above appeals referred to in paragraph 11 above. Such Sub-Committees to comprise a maximum of five (5) Members of the Council with a quorum of three (3) and as far as possible to reflect ethnicity and gender balance	<p>The Monitoring Officer is authorised to make or amend Committee/ Sub-committee appointments in accordance with Section 24 of this Constitution.</p> <p>The Director of Workforce, OD and Business Support is authorised to appoint Members to Employee Appeals Sub-Committees in line with the Resources Directorate Scheme of Delegation as set out in Part D of the Constitution</p>
<del><b>14.</b> To receive general update reports on employee appeals against dismissal and other Appeals processes and cases as required (as determined by the Director of Workforce, OD and Business Support)</del>	None
<b>15.</b> Any other functions which under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, may not be the responsibility of the Executive and which are not delegated elsewhere under this Constitution.	None
<b>16.</b> In cases of emergency or extreme urgency any non-executive function delegated under this Constitution whether or not reserved to the Council and where the Chief Executive does not consider it appropriate to exercise his/ her power in relation to such decisions under Part B Section 24 of this Constitution	None

**Quorum:** 3 Members of the Committee

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<b>GENERAL PURPOSES COMMITTEE</b> (Nine members of the Council)		
<b><i>Aspire Group (5)</i></b>	<b><i>Labour Group (4)</i></b>	<b><i>Ungrouped (0)</i></b>
Councillor Kabir Ahmed Councillor Saied Ahmed Councillor Shafi Ahmed Councillor Abu Talha Chowdhury Councillor Maium Talukdar  Substitutes  Councillor Abdul Wahid Councillor Gulam Kibria Choudhury Councillor Abdul Malik	Councillor Sabina Akhtar Councillor Asma Begum Councillor James King Councillor Rebaka Sultana  Substitutes  Councillor Mohammad Chowdhury Councillor Marc Francis Councillor Sirajul Islam	N/A

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**General Purposes Committee meeting dates 2023-24**

1. 13 June 2023
2. 28 September 2023
3. 12 December 2023
4. 27 February2024

All 6.30pm in Committee Room, Town Hall, Whitechapel, E1 1BJ

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Non-Executive Report of the:  <b>General Purposes Committee</b>  13 June 2023	
<b>Report of</b> James Thomas, Corporate Director (Children's Services)	<b>Classification:</b> Part Exempt
<b>Local Authority Governor Application</b>	

<b>Originating Officer(s)</b>	Farhad Ahmed
<b>Wards affected</b>	All wards

### Executive Summary

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

### Recommendations:

The General Purposes Committee is recommended to:

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

### 1. REASONS FOR THE DECISIONS

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

### 2. ALTERNATIVE OPTIONS

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

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

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

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

3.1 Applications to be nominated as the Local Authority governor to 3 schools are attached as Appendices to this report in the restricted area of the agenda.

#### **3.2 APPLICATIONS**

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

- a) The Headteacher and Chair of **English Martyrs** support the appointment of **Michael Topley** - Application is enclosed as **Appendix 1**.
- b) The Headteacher and Chair of **Christ Church** support the appointment of **Richard Hough** - Application is enclosed as **Appendix 2**.
- c) The Headteacher and Chair of **St Agnes** support the appointment of **Sylvette Peksa** - Application is enclosed as **Appendix 3**.

### **4. EQUALITIES IMPLICATIONS**

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

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

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

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.

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



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

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

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

- 7.1 Section 19 of the Education Act 2002 requires each maintained school to have a governing body, which is a body corporate constituted in accordance with the Regulations. Each maintained school is required to have an instrument of government, which specifies the membership of the governing body. Regulations require a governing body to include person appointed as a local authority governor and for a number of associated matters.
- 7.2 The 2012 Regulations detail the composition of the governing body and the appointment of governors, including local authority governors. The 2012 Regulations provide that there can be only one local authority nominated governor. A local authority governor is a person who is nominated by the local authority and is appointed by the governing body after being satisfied that the person meets any eligibility criteria set by the governing body. It is for the governing body to decide whether the Local Authority nominee has the skills to contribute to the effective governance and success of the school and meets any eligibility criteria they have set. If the governing body has set eligibility criteria, then these should be notified at the meeting, so the Committee can consider them before making a nomination.
- 7.3 Schedule 4 to the 2012 Regulations set out the circumstances in which a person is qualified or disqualified from holding or continuing in office as a governor, details of which are as follows –
- A person who is a registered pupil at a school is disqualified from holding office as a governor of the school.
  - A person must be aged 18 or over at the date of appointment to be qualified to be a governor.
  - A person cannot hold more than one governor post at the same school at the same time.
  - A governor who fails to attend meetings for six months without the consent of the governing body becomes disqualified from continuing to hold office.
  - A person is disqualified from holding or continuing in office if: (1) his or her estate is sequestered (under bankruptcy) or the person is subject to a bankruptcy restrictions order or an interim order; (2) he or she is, broadly speaking, disqualified from being a company director; (3) he or she has been removed from office as trustee of a charity; (4) he or she has a criminal conviction of a specified kind within a specified time period; (5) he or she is subject to a specified prohibition or restriction on employment, such as being barred from 'regulated activity' relating to children under the Safeguarding of Vulnerable Groups Act 2006; or (6) he or she refuses to apply for a criminal records certificate when requested to do so by the clerk to the governing body.

- A person is disqualified from appointment as a local authority governor if he or she is eligible to be a staff governor.
- 7.4 Once appointed, a governor will hold office for a fixed period of four years from the date of appointment, except in a limited number of circumstances. This does not prevent a governor from being elected for a further term. A governor may resign, be removed or be disqualified from holding office in the circumstances specified in the relevant Regulations.
- 7.5 In determining whether to appoint an authority governor, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't. The Committee will wish to be satisfied that the process of selection is fair, open and consistent with furtherance of these equality objectives.
- 7.6 The Council's Constitution gives the General Purposes Committee responsibility for appointment of local authority school governors.
- 

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

### **Linked Report**

- NONE

### **Appendices**

- Appendices 1 – 3 [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

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

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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<p>Non-Executive Report of the:</p> <p><b>General Purposes Committee</b></p> <p>13 June 2023</p>	 <p><b>TOWER HAMLETS</b></p>
<p><b>Report of:</b> Janet Fasan, Director of Legal and Monitoring Officer</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Constitution Update</b></p>	

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

## Executive Summary

Following the Annual Meeting of Council signing off the current Constitution on 17 May 2023, day-to-day oversight of the document returns to the General Purposes Committee.

This report provides an update on amendments to the constitution made to allow for decisions taken at that Annual Meeting of Council.

## Recommendations:

The General Purposes Committee is recommended to:

1. Note the updates set out.

### 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 The report offers the Committee the opportunity to consider a review of any parts of the Constitution it wishes.

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

- 3.1 The General Purposes Committee receives regular reports on agreed and proposed updates to the Constitution as part of its role overseeing the effectiveness of the Constitution.
- 3.2 The Committee are asked to note the following factual changes required following decisions at the Annual Meeting of Council on 17 May 2023:
- Amendment to the Executive Scheme of Delegation (Cabinet Member changes).
  - Amendments throughout the Constitution to allow for the introduction of the Human Resources Committee.
  - Amendment to the Council procedure rules on urgent motions.
- 3.3 In addition, changes to the Organisation Structure Chart are included to allow for incoming and exiting officers.
- 3.4 As all the changes are factual they can be approved by the Monitoring Officer. However, all changes are presented to the Committee for noting in line with its role managing the Council's Constitution.
- 3.5 The changes are set out as track changes in the attached Appendices (there are no changes to Part D of the Constitution). Note that the Appendices only include those parts of the Constitution that have been changed.

#### Constitution Working Group

- 3.6 The Committee are asked to note that the Constitution Working Group has been set up and membership agreed. However, it has not yet been possible to arrange a satisfactory first meeting date. A further update will be provided to the next Committee meeting. The Procedure Note of the Constitution Working Group are attached as Appendix 4 to this report for information.

### **4. EQUALITIES IMPLICATIONS**

- 4.1 An up to date Constitution is important in supporting proper decision-making which includes consideration of equalities implications.

### **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 Failure to maintain an up-to-date Constitution could impact on any/all of the above implications.

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

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

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

7.1 The Council's Constitution delegates amendments to the Constitution to the General Purposes Committee. The matters set out in this report are therefore within the powers of the General Purposes Committee to decide.

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

### **Linked Report**

- None specifically but the General Purposes Committee receives regular reports in relation to Constitution Updates.

### **Appendices**

- Appendices 1-3 – Changes made to Parts A – C of the Constitution
- Appendix 4 – Procedure Note for the Constitution Working Group

### **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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### 3 How Decisions are Made

[...]

#### **Decision-Making by Other Committees and Sub-Committees Established by the Council**

20. Council has established a number of other Committees and Sub-Committees to undertake specific decision-making functions.

21. The following Committees have been established:

- Audit Committee
- General Purposes Committee
- **Human Resources Committee**
- Licensing Committee
- Pensions Committee
- Standards Advisory Committee
- Strategic Development Committee & Development Committee

22. Section 10 provides more information about the Council's Committees.

## 13 Officers of the Council

### Appointments

1. General. The Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.
2. Chief Officers. The Council will engage persons for the following posts who will be designated chief officers:
  - Chief Executive (designated Head of Paid Service)
  - Corporate Director, Children and Culture
  - Corporate Director, Health, Adults and Community
  - Corporate Director, Place
  - Corporate Director, Resources (designated Chief Finance Officer)
3. The above posts may be subject to change from time to time in which case this Constitution will be updated as soon as reasonably practicable to reflect any change in the designated chief officers.

### Statutory Officers

4. In addition to the designation of the Head of Paid Service statutory position to the Chief Executive and the Chief Finance Officer position to the Corporate Director, Resources, the Council has designated the Monitoring Officer position to the Director of Legal. Part B Section 25 of the Constitution sets out the main statutory officer allocations.
5. **The Management Structure.** Chief Executive will determine and publicise a description of the overall structure of the Council showing the management structure and deployment of officers. This is set out below.

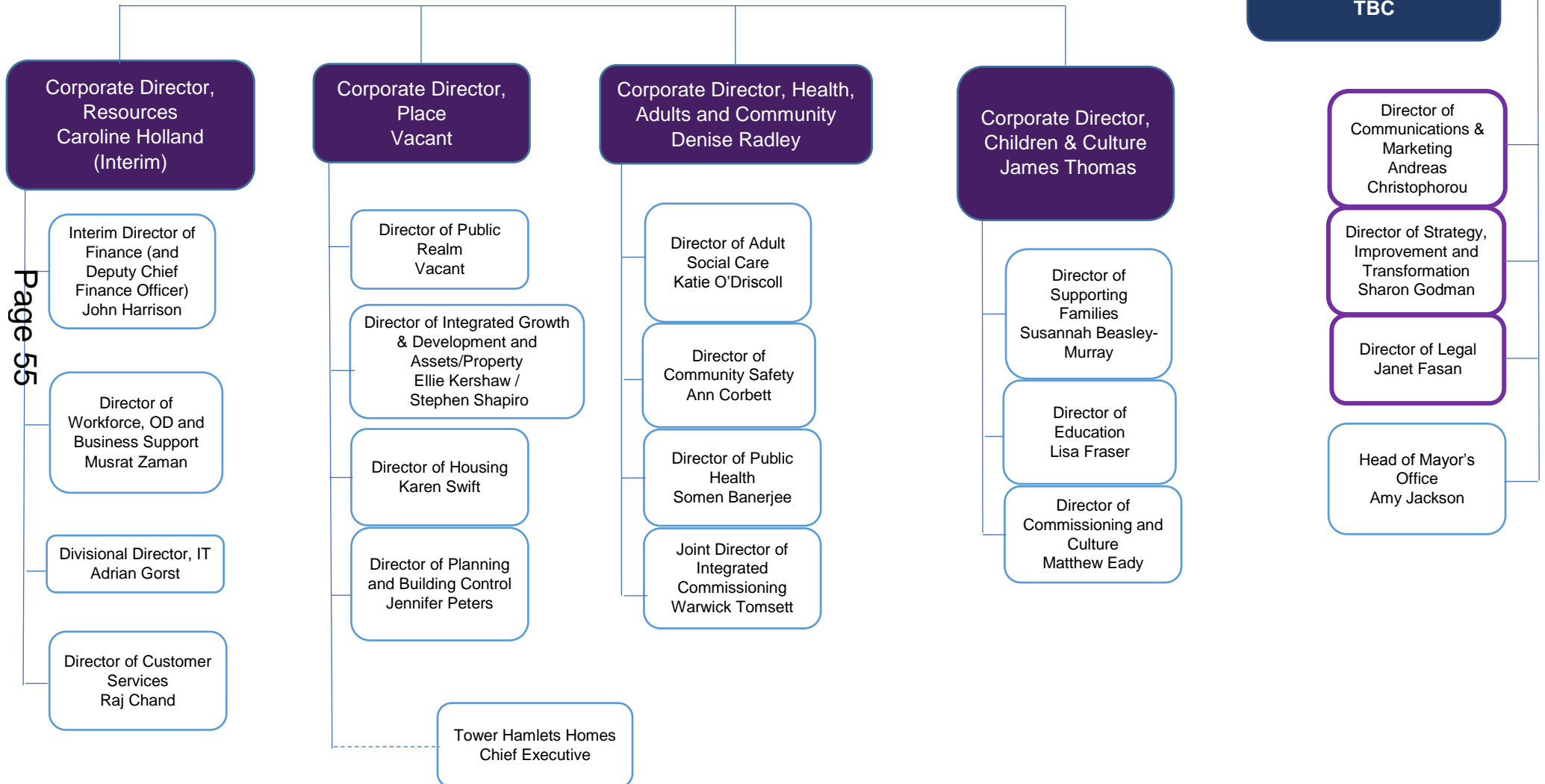
### Conduct

6. Officers will comply with the Employees' Code of Conduct and the Member/ Officer Relations' Protocol set out in Part C of this Constitution.

# TOWER HAMLETS COUNCIL CURRENT ORGANISATIONAL STRUCTURE

**Interim Chief Executive  
Stephen Halsey**

**Deputy Chief Executive**  
(Appointed from current CLT members)  
**TBC**







# Part B – Responsibility for Functions and Decision Making Procedures

## 19 Terms of Reference – Council and Committees

### **Council and Committees (including Sub-Committees and Boards of those Committees)**

1. The Council has established a number of Committees, Sub-Committees, Boards and Panels with delegation powers and/or responsibility for various functions of Council. Summary terms of reference are included below setting out the powers of each body. Where useful, more detailed procedures and processes are set out in Part D of the Constitution.
2. The Council has established the following bodies:
3. Council
4. Audit Committee
5. Appointments Sub-Committee
6. Children and Education Scrutiny Sub-Committee
7. Development Committee
8. Employee Appeals Sub-Committee
9. General Purposes Committee
10. Health and Adults Scrutiny Sub-Committee
11. Housing and Regeneration Scrutiny Sub-Committee
12. **Human Resources Committee**
13. Licensing Committee
14. Licensing Sub-Committee
15. Overview and Scrutiny Committee
16. Pensions Committee
17. Strategic Development Committee
18. Standards Advisory Committee
19. Tower Hamlets Health and Wellbeing Board

**NB In the absence of any express statutory prohibition to the contrary, all Council bodies listed from 4 onwards may establish Sub-Committees pursuant to section 101 of the Local Government Act 1972 and/or may make specific delegations to officers.**

Where a Council Committee appoints a Sub-Committee under the above provision, the Committee shall appoint a Member to serve as Chair of the Sub-Committee. If the Committee does not do so, the Sub-Committee may appoint its own Chair from amongst the Members appointed by the Committee to the Sub-Committee. Each Committee, Sub-Committee may appoint a Vice-Chair from amongst its membership.

## 5. Appointments Sub-Committee

**Summary Description:** Ad-hoc Sub-Committee of the ~~Human Resources Committee General Purposes Committee~~ which meets to determine senior officer appointments.

**Membership:** Membership will be selected afresh for each appointment process based on the Council's proportionality calculations as agreed by the ~~Human Resources Committee General Purposes Committee~~. At this time they consist of a sub-committee of 5 Councillors. Three nominated by the Leader of the Majority Aspire Group and two nominated by the Leader of the Opposition Labour Group.

Functions	Delegation of Functions
1. To determine Chief Officer and Deputy Chief Officer appointments.	None

**Quorum:** Any three Members of the Sub-Committee

## 8. Employee Appeals Sub-Committee

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

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

<b>Functions</b>	<b>Delegation of Functions</b>
1. To determine appeals by employees requiring a Member level decision.	None
<b>Quorum:</b> Any three Members of the Sub-Committee	

## 9. General Purposes Committee

**Summary Description:** The Committee is responsible for a range of non-executive functions including matters such as; electoral matters, personnel issues and byelaws, that have not been delegated to other Committees.

**Membership:** 9 Councillors

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

	appointments in accordance with Section 24 of this Constitution
6. To consider and make changes to the Council's Constitution upon the recommendation of the Monitoring Officer	
<del>7. To determine major policy on the terms and conditions on which staff hold office within allocated resources</del>	
<del>8. To determine the criteria for the appointment of the Head of Paid Service and other statutory and non-statutory chief officers and deputy chief officers and to establish Appointments Sub-Committees to consider such appointments</del>	The Monitoring Officer and the Director of Workforce, OD and Business Support are authorised to appoint members to Appointment Sub-Committees in line with the Governance and Resource Directorates Schemes of Delegation in Part D of the Constitution
<del>9. To make recommendations to Full Council on the appointment of the Head of Paid Service</del>	
<del>10. To establish a Sub-Committee to consider any proposal to discipline and/or dismiss the Head of the Paid Service, the Monitoring Officer or the Chief Financial Officer in accordance with the Officer Employment Procedure Rules set out in Part C, Section 38 of this Constitution and to appoint a minimum of two (2) 'Independent Persons' to such Sub-Committee</del>	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee/ Panel appointments in accordance with Section 24 of this Constitution.
11. To consider and determine any appeal in respect of any function for which the Council is responsible (except where statutory arrangements exist or where the appeal function is delegated elsewhere in the Constitution) including: (a) Education awards appeals; (b) Appeals by governing bodies; <del>(c) Appeals by employees under human resources procedures requiring a Member level decision.</del>	None

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

**Quorum:** 3 Members of the Committee

## 12. Human Resources Committee

**Summary Description:** The Committee is responsible non-executive HR and personnel issues such as recruitment of chief officers and employee appeals against dismissal.

**Membership:** 9 Councillors

1. To determine major policy on the terms and conditions on which staff hold office within allocated resources	
2. To determine the criteria for the appointment of the Head of Paid Service and other statutory and non-statutory chief officers and deputy chief officers and to establish Appointments Sub-Committees to consider such appointments	The Monitoring Officer and the Director of Workforce, OD and Business Support are authorised to appoint members to Appointment Sub-Committees in line with the Governance and Resource Directorates Schemes of Delegation in Part D of the Constitution
3. To make recommendations to Full Council on the appointment of the Head of Paid Service	
4. To establish a Sub-Committee to consider any proposal to discipline and/or dismiss the Head of the Paid Service, the Monitoring Officer or the Chief Financial Officer in accordance with the Officer Employment Procedure Rules set out in Part C, Section 38 of this Constitution and to appoint a minimum of two (2) 'Independent Persons' to such Sub-Committee	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee/ Panel appointments in accordance with Section 24 of this Constitution.
5. To consider and determine any appeal by employees under human resources procedures requiring a Member level decision.	None
6. To establish an Employee Appeals Sub-Committees to be convened by the Monitoring Officer or Director of Workforce, OD and Business Support as appropriate for determination of the above appeals referred to in paragraph 6 above. Such Sub-Committees to comprise a maximum of five (5) Members of the Council with a quorum of three (3)	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee appointments in accordance with

<p>and as far as possible to reflect ethnicity and gender balance</p>	<p>Section 24 of this Constitution.</p> <p>The Director of Workforce, OD and Business Support is authorised to appoint Members to Employee Appeals Sub-Committees in line with the Resources Directorate Scheme of Delegation as set out in Part D of the Constitution</p>
<p>7. To receive general update reports on employee appeals against dismissal and other Appeals processes and cases as required (as determined by the Director of Workforce, OD and Business Support)</p>	<p>None</p>

**Quorum:** 3 Members of the Committee



## 26 Council Procedure Rules

[...]

### 11. MOTIONS – ON NOTICE

- 11.1** Except for motions which can be moved without notice under Rules 12 and 14, written notice of every motion, signed by the Member of Council proposing the motion and a seconder, must be delivered to the Monitoring Officer no later than noon seven clear working days before the meeting not including the day of delivery of the notice and the day of the meeting. The notice shall specify the Council meeting for which it is submitted. For any meeting, no Member of Council may propose more than one motion by way of written notice. A Member may second as many motions as they so wish.
- 11.2** A Member of Council who wishes to move the suspension of this Rule to enable a motion to be debated where prior notice has not been given as above **must provide a copy of the proposed motion to the Monitoring Officer at least 24 hours before the meeting. They must also** state the reason for urgency before the proposal to suspend this Rule is put to the meeting. If the Speaker does not accept the reason for urgency then the Motion will not be accepted.

## 29 Executive Procedure Rules

[...]

### 5. THE COMPOSITION OF THE EXECUTIVE

5.1 The Executive shall consist of ten (10) people, namely the Mayor and nine (9) Cabinet Members as set out below:-

Name	Portfolio
Deputy Mayor and Cabinet Member for Education, Children and Lifelong Learning (Statutory Deputy Mayor)	Cllr Maium Talukdar
Resources and the Cost of Living	Cllr Saied Ahmed
Regeneration, Inclusive Development and Housebuilding	Cllr Kabir Ahmed
Safer Communities	Cllr <del>Ohid Ahmed</del> Abu Talha Choudhury
Environment and the Climate Emergency	Cllr Kabir Hussain
Health, Wellbeing and Social Care	Cllr Gulam Kibria Choudhury
Jobs, Skills and Growth	Cllr <del>Abu Talha Choudhury</del> Abdul Wahid
Equalities and Social Inclusion	Cllr Suluk Ahmed
Culture and Recreation	Cllr Iqbal Hossain

## Part C – Codes and Protocols

### 36 Financial Regulations and Procedure Rules

[...]

#### F: Financial Administration

<b>F12</b>	<b>Employees</b>  Full Council is responsible for confirming the appointment of the Chief Executive/Head of Paid Service, and has delegated to the Appointments Sub-Committee of the <b>Human Resources Committee</b> <del>General Purposes Committee</del> responsibility for appointing to the other Chief Officer and Deputy Chief Officer posts. These are the only appointments that elected Members are involved in apart from the group/Mayor's political assistants.
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## 38 Officer Employment Procedure Rules

[...]

### 5. APPOINTMENT OF CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS

- 5.1 The Chief Executive will establish Appointments Sub-Committees upon criteria approved by the ~~Human Resources Committee~~ ~~General Purposes Committee~~ comprising relevant Members to make appointment to Chief Officer and Deputy Chief Officer posts. Any Appointments Sub-Committee established in accordance with this rule must include at least one (1) Member of the Executive.
- 5.2 Engagement of Chief Officers, to permanent positions or interim positions of over six (6) months, will be through the normal recruitment process overseen by the ~~Human Resources Committee~~ ~~General Purposes Committee~~. The Chief Executive may make appointments to interim positions of up to six (6) months.
- 5.3 Where an interim appointment, approved by the Chief Executive, extends beyond six months it must be approved at the next available ~~Human Resources Committee~~ ~~General Purposes Committee~~ and in any case not later than two months after the end of the extension.
- 5.4 An offer of employment as a chief officer or deputy chief officer shall only be made where no well-founded objection from any Member of the Executive has been received. Subject to Rule 5.6 below, in these Rules, chief officers are defined as:
- (a) the Chief Executive (as Head of Paid Service)
  - (b) the statutory Chief Officers, (including the Chief Financial Officer, Corporate Director, Children's Services, Corporate Director, Adults' Services, and the Monitoring Officer)
  - (c) the non-statutory chief officers which are:
    - (i) Officers for whom the Chief Executive is responsible (other directors);
    - (ii) Officers who report to or who are directly accountable to the Chief Executive by virtue of the nature of their duties; and
    - (iii) Officers who report to or who are directly accountable to the Council itself or any committee of the Council by virtue of the nature of their duties.
- 5.5 Subject to Rule 5.6 below, in these Rules, deputy chief officers are defined as officers in departments who, by virtue of the nature of their duties, either report to or are directly accountable to the statutory or non-statutory chief officer responsible for that department.

**5.6** Rules 5.4 and 5.5 do not apply to:

- (a) officers whose duties are solely secretarial and clerical or are in the nature of support services; or
- (b) Head Teacher and Deputy Head Teacher posts in schools with delegated budgets.

**5.7** A permanent appointment to either the Chief Finance Officer or Monitoring Officer positions proposed by the Appointment Sub-Committee must be confirmed by a meeting of Council.

**6. PROCEDURE FOR THE APPOINTMENT OF CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS**

**6.1 Appointments Sub-Committee Membership.** The Chief Executive, will set up an Appointments Sub Committee upon criteria approved by the **Human Resources Committee** ~~General Purposes Committee~~ comprising relevant Members to make appointments to chief officer and deputy chief officer posts.

## 39 London Borough of Tower Hamlets: Members' Allowances Scheme

[...]

### SCHEDULE 1

#### Special Responsibility Allowance

The following are specified as the special responsibilities for which special responsibility allowances are payable and the amounts of those allowances:

	<b>Eff. 1 April 2023</b>
Mayor	£80,579
Deputy Mayors (Maximum of one allowance)	£32,631
Leader of the Majority Group on the Council	£12,291
Leader of the largest Opposition Group (subject to having at least 10% of the Council)	£12,291
Leader of the largest Opposition Group (if the Group has fewer than 10% of the Council)	£5,439
Leader of any Group (subject to having at least 10% of the Council)	£5,439
Cabinet Members	£21,754
Chair of Overview and Scrutiny Committee	£11,965
Chair of Scrutiny Sub-Committee (Health, Housing or Grants)	£8,702
Lead Member for Scrutiny	£8,702
Chair of Development Committee	£11,965
Chair of Strategic Development Committee	£11,965
Chair of Licensing Committee	£6,526
Chair of General Purposes Committee	£8,702
<b>Chair of the Human Resources Committee</b>	<b>£6,526</b>
Chair of Audit Committee	£6,526
Chair of Pensions Committee	£6,526
Speaker of Council	£10,877
Deputy Speaker of Council	£5,439

## **CONSTITUTION WORKING GROUP 2023**

### **MEMBERSHIP AND PROGRAMME**

#### **1. BACKGROUND**

- 1.1 The General Purposes Committee has responsibility for overseeing the effectiveness of the Constitution (and for agreeing changes, except where these are presented to Council for determination).
- 1.2 The Committee has requested that this Constitution Working Group be established to review the Council's Constitution and to prepare recommendations for agreement by the General Purposes Committee/Council as appropriate.
- 1.3 In addition, the Monitoring Officer is also required 'to monitor and review the operation of the Constitution and make recommendations to ensure that the aims and principles of the Constitution are given full effect' The establishment of a working group will help the Monitoring Officer achieve those goals.

#### **2. CONSTITUTION WORKING GROUP (CWG)**

- 2.1 The working group is set up by the Chief Executive under powers set out in Part B, Section 20 of the Constitution, pursuant to a request by the Monitoring Officer and the General Purposes Committee, to review the constitution and consider potential changes.
- 2.2 Any changes proposed will be submitted to the General Purposes for formal consideration. Major proposed amendments will then need to be submitted to Council for its agreement.

#### **3. MEMBERSHIP AND OFFICER SUPPORT**

- 3.1 Formal Membership of the group will consist of three Members from the Aspire Group and two from the Labour Group. The group will be chaired by a Member of the Majority Group (unless otherwise agreed).
- 3.2 The formal Membership of the group will lead the review and determine the areas of the Constitution to be considered and the final changes to be recommended to the Monitoring Officer/Committee.
- 3.3 Ungrouped Councillors will have a standing invitation to attend should they wish but are not formal Members of the CWG.
- 3.4 The CWG will be supported by Democratic Services and Legal Services. Other officers may be asked to attend to present on specific issues/sections of the Constitution as appropriate.

#### **4. PROGRAMME AND PLANNING**

- 4.1 The CWG will hold an initial meeting to agree its priorities and initial programme of work. Officers will undertake the relevant research work and will then report back to further meetings as appropriate.
- 4.2 Any proposed constitutional changes agreed by the Group will be submitted to the Monitoring Officer for sign-off before being considered by the General Purposes Committee and/or Council as appropriate.



# Agenda Item 8

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

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