



# General Purposes Committee

## Agenda

**Tuesday, 27 February 2024 at 6.30 p.m.  
Committee Room - Tower Hamlets Town Hall,  
160 Whitechapel Road, London E1 1BJ**

### **Members:**

**Chair:** Councillor Shafi Ahmed

**Vice Chair:** Councillor Abu Chowdhury

Councillor Saied Ahmed, Councillor Kabir Ahmed, Councillor Sabina Akhtar, Councillor Asma Begum, Councillor Rebaka Sultana, Councillor Maium Talukdar and Councillor Peter Golds

**Substitutes:** Councillor Gulam Kibria Choudhury, Councillor Mohammad Chowdhury, Councillor Marc Francis, Councillor Sirajul Islam, Councillor Abdul Wahid and Councillor Abdul Malik

[The quorum for this body is 3 voting Members]

### **Contact for further enquiries:**

Joel West, Democratic Services,  
joel.west@towerhamlets.gov.uk  
020 7364 4207

Town Hall, 160 Whitechapel Road, London, E1 1BJ  
<http://www.towerhamlets.gov.uk/committee>



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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, 27 February 2024

6.30 p.m.

### **APOLOGIES FOR ABSENCE**

#### **1. 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

#### **2. MINUTES (PAGES 9 - 14)**

To agree the unrestricted minutes of the General Purposes Committee meeting held on 12 December 2023.

#### **3. WORK PLAN (PAGES 15 - 20)**

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

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

##### **4.1 Local Authority Governor Applications Feb 2024 (Pages 21 - 62)**

##### **4.2 Constitution Updates (Pages 63 - 76)**

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

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

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



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

### **EXEMPT SECTION (Pink Papers)**

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

### **Next Meeting of the General Purposes Committee**

To be determined at AGM.



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# 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 6.30 P.M. ON TUESDAY, 12 DECEMBER 2023**

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

**Members Present in Person:**

Councillor Shafi Ahmed  
Councillor Saied Ahmed  
Councillor Kabir Ahmed  
Councillor Sabina Akhtar  
Councillor James King  
Councillor Rebaka Sultana  
Councillor Maium Talukdar

**Officers Present in Person:**

Robert Curtis	(Head of Electoral Services)
Janet Fasan	(Director of Legal & Monitoring Officer)
Matthew Mannion	(Head of Democratic Services)
Lorraine Feyi-Shonubi	(Governor Services Officer)
Joel West	(Democratic Services Team Leader (Committee))

**1. DECLARATIONS OF INTERESTS**

Further to Item 4.1, Councillor Shafi Ahmed asked the Committee to note that he was a school governor at a school in Whitechapel Ward, but the school was not mentioned in the report.

Further to Item 4.1, Councillor Maium Talukdar declared that he was a parent of children at Geroge Green School.

**2. MINUTES**

The unrestricted minutes of the General Purposes Committee meeting held on 28 September 2023 were agreed as a correct record.

**3. WORK PLAN**

**RESOLVED** that the work plan be noted.

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

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

Note on order: the Chair indicated that he had received indications that some Committee members wished to discuss information provided in the exempt appendices. Accordingly, he took this item as last on the agenda (after Items 4.2 and 4.3).

The Reasons for Urgency as set out in the report were agreed.

Lorraine Feyi-Shonubi (Governor Services Officer) introduced the report that set out details of applicants who had applied to be nominated as the local authority governor at Tower Hamlets maintained schools. Lorraine explained that a high proportion of the applicants were from BAME backgrounds.

At this point, the Committee resolved to exclude the press and public (see Minute 6 for the full resolution).

Some members of the Committee indicated concern with the application information presented in the report and in the exempt appendices as:

- Some of the applicants' connections to the borough were unclear. For example, the question "Do you or have you had children attending schools in Tower Hamlets, been a school governor before or employed in a Tower Hamlets School or by the council?" covered a range of scenarios and answers were sometimes unclear to which element(s) they were responding affirmatively.
- Control of school governing bodies could be manipulated by persons who did not have the best interest of the school as motivation. For example, it could be used to instigate conversion to academy status against the wishes of the Council, parents and pupils. Knowing the closeness of governors' links to the local community was one way the Council could safeguard against this.
- The process for selection and preference of local authority governors was unclear. Some members indicated the Committee would welcome a work plan item looking at this in more detail.
- Vacancies for positions, even where long-term, were not evidence of lack of interest amongst local people. The Committee needs to investigate if there are additional barriers to their participation.

Other members of the Committee indicated the applicants as presented should be approved as:

- There was a rigorous process in place to select appropriate candidates who demonstrated the skills and attributes necessary to perform the role. The evidence before the Committee said the proposed candidates had passed that process and that the relevant schools had informed the Council they supported the appointments proposed.
- There was no criteria that school governors must be from or have connections to the local community.

- Recruitment to governor roles was challenging. One of the roles had reportedly been vacant for up to three years because the school felt previous candidates proposed by the Council did not have the necessary experience.
- It was understandable that persons in the education sphere are interested in pursuing a role as a governor and should be encouraged to take up vacant positions.

Other points raised by members included:

- Details of the demographic makeup of the board of governors in each case would be helpful.
- The Council should ensure applicants that have children attending schools in the borough have priority for local authority nominated school governor positions.

Councillor Maium Talukdar proposed, and Councillor Kabir Ahmed seconded a motion that candidate (b) be nominated to the indicated position and the remaining candidates' nominations be deferred until further information on the selection process for school governor applicants is received. On a vote of four in favour, three against and no abstentions, it was:

**RESOLVED** that:

1. Candidate (b) from paragraph 3.2 of the report is nominated to the position of local authority governor at Halley School.
2. The nominations of candidates a, c, d and e from paragraph 3.2 of the report are deferred pending review of additional information.

#### **4.2 Guidance for Members and Officers on Outside Organisations**

The reasons for urgency as set out in the report were agreed.

Janet Fasan, Director Legal and Monitoring Officer introduced the report that presented the current Guidance for Members and Officers on Outside Organisations and invited them to review the Guidance and consider whether it is content to approve the draft final version attached to this report. Janet explained the Guidance had been revised following helpful suggestions made by Standards Advisory Committee between September 2022 and September 2023. Matthew Mannion, (Head of Democratic Services) added further detail.

In response to questions from the Committee, Janet and Matthew:

- Asked members to note that any training related to this guidance could be funded from the corporate members training budget and that the member steering group on training could review how that training might look and whether an additional element could be added to the Councillor Role Profile to cover outside bodies duties.

- Attendance of members on outside bodies is not formally monitored by the Council, though nominees have an obligation to report back to the relevant nominator (which is usually the Mayor).
- The guidance is designed for persons appointed to outside bodies on behalf of the Council. The Council does not provide advice to Councillors for appointments undertaken in a person capacity.

**RESOLVED** that the General Purposes Committee:

1. Agrees The Guidance Members and Officers on Outside Organisations as attached at Appendix 1 to the report.
2. Notes that the guidance will be circulated to all Members and in particular those Members who are appointed to sit on Outside Bodies by the Council.

#### **4.3 Review of polling places**

Robert Curtis, (Head of Electoral Services) provided a verbal update for members on the progress and timetable of the review of polling places. Robert explained that the timetable had slipped and due to the potential combination that could happen with the GLA and General Election in early 2024, was unlikely to be completed by January 2024 as originally planned. Robert asked members to note that the review didn't have to finish until January 2025 so he recommended the Council maintained the status quo for the upcoming GLA and for the general election (if combined), then look at the review in greater detail or, if the GLA is a standalone election, continue the review shortly after that election.

Robert provided an overview of activity on the review to date, noting that

- Consultation responses had been low, with only 4 responses received. One of which was later withdrawn and the other three were relating to minor issues.
- There are some minor tweaks proposed to arrangements.
- A review on the policy of using schools as polling places was recommended as it was a cause of frequent enquiries.
- Initial results indicate that Canary Wharf would benefit from a closer review of polling arrangements.

Further to questions from the Committee, Robert:

- Explained that further to the low responses to the consultation, the elections service would ensure the Council is doing all it can to promote its consultation methods and to ensure they reached as wide an audience as possible and were accessible for all residents. He noted that 80 disabled organisations in the borough were contacted directly.  
explained that anecdotal evidence suggested most voters are happy with current arrangements.

- Provided an update on the preparation for voter ID, including the numbers of applications for voter authority certificates. It was anticipated that applications for these, as with absent voter applications, would increase significantly if a General Election was announced. However, the Council was ahead of the curve in its preparations for this.
- Provided an overview of the new parliamentary constituencies: the borough would from the next General Election include 3 constituencies, one of which (Stratford and Bow) was under the jurisdiction of Newham election authority. Robert explained how the Council was planning for the challenges this presented and that whilst this was a new development for Tower Hamlets, shared constituencies were fairly common nationally.

Further to questions, Committee members made the following observations:

- venues that people familiar with and where turn-out had previously been high should be the preferred places and, conversely, places should be reviewed where their turnout is lower than expected.

Robert Curtis welcomed the contributions from Committee members as providing valuable local knowledge.

**RESOLVED** that the Committee noted the verbal update.

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

None.

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

During consideration of Item 4.1, the Committee indicated it wished to discuss the candidates in more detail. It was therefore:

**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 in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972.

The meeting ended at 7.50 p.m.

Chair, Councillor Shafi Ahmed  
General Purposes Committee

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

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Agenda Item 3

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
3.	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
4.	Communicating electoral changes to residents	Robert Curtis, Head of Electoral Services	June 2023	Report presented to September 2023 meeting.
5.	LA Governors report - deep dive into the process for selection and preference of local authority governors.	Farhad Ahmed, Head of Governor Services	December 2023	See appendix to governors appointment report on February agenda.

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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	
3. Elections Act 2022 (Electorate Engagement)	To set out communications and engagement to inform residents of changes as a result of new electoral legislation.	Robert Curtis Head of Electoral 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	
3. Review of polling places	To note and inform the annual review of polling places in the borough.	Robert Curtis Head of Electoral Services	Full Council, 24th Jan 24
4. Guidance to Members serving on outside bodies	To present the guidance, following comment from the Standards Advisory Committee	Matthew Mannion, Head of Democratic Services	SAC September 2023

**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>  February 2024	 <b>TOWER HAMLETS</b>
<b>Report of Steve Reddy, Corporate Director (Children’s Services)</b>	<b>Classification:</b> [Unrestricted or 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**

##### **New appointments**

- a) The Headteacher and Chair of **Woolmore** support the appointment of **Samantha Kangal-Nurse**- Application is enclosed as **Appendix 1**.
- b) The Headteacher and Chair of **Elizabeth Selby** support the appointment of **Oliver Hopwood** - Application is enclosed as **Appendix 2**
- c) The Headteacher and Chair of **Marnar** support the appointment of **Myles Henry** - Application is enclosed as **Appendix 3**.
- d) The Headteacher and Chair of **George Green** support the appointment of **Tesfa Abrahaley** - Application is enclosed as **Appendix 4**.
- e) The Headteacher and Vice Chair of **Bonner** support the appointment of **Alan Ball** - Application is enclosed as **Appendix 5**.
- f) The Headteacher and Chair of **Bishop Challoner** support the appointment of **Daryl Greensdale** - Application is enclosed as **Appendix 6**.
- g) The Headteacher of Swanlea and the Executive Headteacher of Stewart Headlam and Hague Schools' Federation (**Weavers Federation**) support the appointment of **Sophie Fanning-Tichborne** - Application is enclosed as **Appendix 7**.
- h) Headteacher and Chair of **Arnhem Wharf** support the appointment of **Lucy Wride** - Application is enclosed as **Appendix 8**.

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

- i) The Headteacher and Chair of **Langdon Park** support the re-appointment of **Paul Bargery** - Application is enclosed as **Appendix 9**.

- j) The Headteacher and Chair of **Oaklands** support the re-appointment of **Rt Rev Adam Atkinson** - Application is enclosed as **Appendix 10**.
- k) The Chair of **Morpeth** support the re-appointment of **Robert Crothers** – Application is enclosed as **Appendix 11**

**Appendix 12** is the additional data on candidates Tesfa Abrahaley, Samantha Kangal-Nurse, Myles Henry, and Oliver Hopwood, whose nominations was deferred from the last GPC on December 12<sup>th</sup> 2023, where some councillors expressed uncertainty about how candidates were nominated. The data breakdown in the appendices and information aims to address these concerns directly, providing clear insights into the selection process.

**Appendix A** is a report providing comprehensive overview of the processes and support mechanisms involved in identifying and nominating suitable candidates for the position of Local Authority governor

#### **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**

- Appendix A – Governor application process
- Appendices 1 – 12 [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

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Non-Executive Report of the:  <b>General Purposes Committee</b>  February 2024	 <b>TOWER HAMLETS</b>
<b>Report of Steve Reddy, Corporate Director (Children's Services)</b>	<b>Classification:</b> [Unrestricted or Exempt]
<b>Framework for LA Governor Nominees</b>	

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

### Executive Summary

This report provides a comprehensive overview of the processes and support mechanisms involved in identifying and nominating suitable candidates for the position of Local Authority (LA) governor. It outlines the statutory legislation, the role and of LA governors, the challenges in governor recruitment, and the collaborative efforts between the Governor Service and schools to ensure a robust selection process identify individuals with the skill and the time to serve effectively on a board.

- **Overview of LA Governor Role:** LA governors are nominated by the local authority and appointed by the Governing Body to serve as members of a school's governing body. Their role is crucial as they contribute to the strategic direction, oversight, and overall management of the school, ensuring it meets its educational objectives and maintains high standards.
- **Support Mechanisms:** The Governor Service facilitates the nomination and appointment process for LA Governors through establishing collaborative partnerships, providing comprehensive guidance, facilitating nominations, offering ongoing support and development, and engaging in community outreach and diversity initiatives.
- **Challenges and Conclusion:** The document highlights the challenges in governor recruitment, such as vacancy rates, time commitment, changing personal circumstances, and lack of awareness or understanding of the role's importance. It concludes by emphasising the pivotal role of Governor Services in supporting schools, enhancing board diversity, and maintaining educational excellence through collaborative efforts.

Additionally, this report also provides a data breakdown and additional information about candidates whose nomination was deferred in the last GPC on is presented due to several key reasons

### Recommendations:

This report is for noting.

## 1. REASONS FOR THE DECISIONS

1.1 This report is for noting and no decision is required at this stage.

## 2. ALTERNATIVE OPTIONS

## 3. DETAILS OF THE REPORT

### 3.1 Local Authority Governors (LA Governors)

Maintained schools are required to have a local authority governor on their board. This is a voluntary role. They are nominated by the local authority (LA) and appointed by the board to serve as members of a school's governing body. While regulations do not specify additional criteria, these governors are expected to bring perspectives and skills deemed necessary by the governing board to effectively oversee their school.

#### **What they do**

Their role is the same as any other governor. The statutory guidance supporting the regulations states that all governors must work for the benefit and success of the school or group of schools and must not pursue any other agenda.

#### **Statutory legislation**

The School Governance (Constitution) (England) Regulations 2012 regulation 8 states that

8. In these Regulations “local authority governor” means a person who—

(a) is **nominated** by the local authority; and

(b) is **appointed** as a governor by the governing body having, *in the opinion of the governing body, met any eligibility criteria that they have set.*

The [Governance Handbook](#) explains this on page 64:

“LA governors must govern in the interests of the school and not represent or advocate for the political or other interests of the local authority; it is unacceptable practice to link the right to nominate local authority governors to the local balance of political power.”

#### **Governor Services Role**

Tower Hamlets Governor Services is dedicated to supporting schools in identifying suitable candidates for the position of LA governor. Collaboration between Governor Service and schools is essential to ensuring a robust selection process to support boards in filling this role.

Governor Services facilitates the nomination and appointment process for LA Governors in Tower Hamlets through the following:

1. Establishing Collaborative Partnerships:

- Engagement: The service actively cultivates relationships with schools, engaging in discussions about governance roles' importance. Governor Services actively supports schools in recruiting governors from underrepresented groups, providing accessible tools for school leaders. We share information via GovernorHub and the Council's website.

We recently commissioned a campaign to enhance representation across all governor categories on boards. This involved the commissioned company meeting with a focus group of Tower Hamlets Education Partnership (THEP) Headteachers, followed by one-on-one meetings with six Tower Hamlets headteachers and some clerks to Governors to drive this effort. The company also directly engaged with governing bodies across the borough, conducting interviews with 14 school and college governors. Many of these individuals were later featured in the tools developed to support our aims. A toolkit was additionally developed to support recruitment and retention.

A handbook and online training programme were developed and available to the wider community via [this link](#).

The campaign and other resources we have created to drive this work are available on the Council's website and can be viewed [here](#).

- For schools that have a service level agreement with Governor Services, the clerk is usually responsible for finding potential governors and vetting our internal applications. This involves thoroughly reviewing and evaluating their suitability by assessing skills and following up with a telephone call to ensure candidates meet the requirements that the school is seeking and we mitigate common concerns such as explaining that governance usually requires about 6 hours per month and term time only.

For potential candidates applying for the LA governor position, if both the candidate and school key individuals (GB) are happy, we submit the same application form to the General Purposes Committee (GPC) and the Chair and/or Headteacher will propose the candidate to

the GB and write a brief supporting statement endorsing the candidate to the GPC as an LA governor nominee.

We acknowledge that our current application forms may not always effectively capture information, which is why follow-up calls, candidate meetings with Chairs and Headteachers, and attendance at meetings as observers are vital. We are currently working on new application forms, aiming to have them in place by the end of January 2024.

- Collaborative Decision-Making: Engaging in consultative processes with school leadership to finalise nominations, ensuring alignment with school ethos and objectives.
- Information Dissemination: We set up consistent communication channels to convey the importance of the roles held by LA governors, offering clear guidance and nomination criteria.

### **Case study**

After an LA governor stepped down this academic year, the Chair of George Green's school sought guidance on nominating a replacement. The service provided comprehensive direction, emphasising the role's importance, referencing relevant legislation, and maintaining regular communication to address queries and ensure a robust selection process. The governing board approached a governor recruitment charity, stressing the need for candidates with a strong community interest and the strong finance skills they needed to further strengthen their board, resulting in seven applications. A dedicated recruitment working group meticulously reviewed the submissions, ultimately selecting a candidate suitable for the board. While the school is not part of the Governor Service Level Agreement (SLA), they chose to involve the LA due to the service's commitment to effectively communicate with key stakeholders, ensuring alignment with the school community's needs.

#### **2. Providing Comprehensive Guidance:**

- Training and Induction: We offer training sessions and an induction highlighting governor responsibilities, expectations, and benefits.
- Sharing detailed information that outlines the nomination process, eligibility criteria, and the scope of the role.

#### **3. Facilitating Nominations:**

- We actively encourage diverse applications from both the school community and the borough. We firmly believe that governance benefits greatly from a variety of perspectives and experiences represented at the table. Schools do not have to recruit through Governor Services, and some schools reach out to governor recruitment organisations such as Governors for Schools, which offer a skills-based matching service to identify potential candidates.

Additionally, we maintain a relationship with this organisation, providing an extra layer of vetting to ensure suitability, aligning with our objectives.

- Assistance in Selection: Supporting schools in shortlisting and selecting nominees, offering advisory guidance as needed. Schools can

#### 4. Ongoing Support and Development:

- Continuous Assistance: Providing ongoing support to LA governors post-appointment, offering resources, networking opportunities, and training sessions.
- Performance Evaluation: Conducting periodic assessments to gauge the effectiveness and impact of LA governors, aiding in their continuous development. As an example, in cases of poor attendance, we will step in to encourage and improve attendance levels.

#### 5. Community Engagement and Diversity:

- Inclusivity: Encouraging diversity in nominations, ensuring representation from varied backgrounds, including parents, community members, and professionals. We are currently in discussions with London Met and Queen Mary University, London to engage young people on boards.
- Community Involvement: Engaging community stakeholders in raising awareness of being a governor and how to go about it. Pre- Covid, two officers from the team attended community events such as Parent Conference held by colleagues in the Family Support Service to raise awareness about being a governor regardless of the category. This is something the service wishes to resume including attending a variety of community events which we have already identified but with funding stretched, this may not be possible.
- Pre-Covid, the service had leaflets and application forms in libraries. This is a practice we aim to reinstate.

## The Challenges

There's a national vacancy rate of 10% for all governor roles, leading to numerous empty positions. Closing this gap demands considerable effort, which can be challenging at times. The role itself can be time-consuming and demanding, and individuals' personal circumstances may change (relocating for work or family reasons and work demands). This underscores the reason why Governors Services places a strong emphasis on supporting schools to recruit effectively and ensuring our clerks anticipate any upcoming vacancies in advance.

1. **Vacancy Rates:** There's often a significant number of empty governor positions nationally (currently 10%), making it challenging to fill all roles effectively.
2. **Time Commitment:** The role of a school governor can be time-consuming, deterring potential candidates who might already have demanding schedules.

3. **Skills and Expertise:** Finding individuals with the right skills and expertise to contribute effectively to governing bodies can be difficult. Many boards are now paperless and a number of forms are completed electronically upon joining and annually.
4. **Changing Personal Circumstances:** Individuals' personal situations, like relocating for work or family reasons, or facing time constraints, can lead to governor vacancies.
5. **Awareness and Engagement:** Lack of awareness or understanding of the role's importance can result in challenges retaining governors..

## **Conclusion:**

Tower Hamlets Local Authority plays a pivotal role in supporting schools by providing guidance, assistance, and resources to identify nominees for Local Authority Governor positions. We also highlight the benefits of being a governor such as that the role allows individuals to develop their skills both personally and professionally. This collaborative approach ensures that school governance reflects the diversity and aspirations of the school community while maintaining educational excellence.

As of the latest data collection in December 2023, 32.5% of governors in Tower Hamlets come from the Global Majority (also known as Black, Asian, and Minority Ethnic - BAME) backgrounds. In comparison, the national figure for England stands at 3.5% (NfER, last data in 2020). This illustrates Tower Hamlets' dedicated efforts to enhance board diversity. For LA governors, while the LA oversees the nomination process, the board holds the appointment authority.

## **4. EQUALITIES IMPLICATIONS**

- 4.1 It is important that governing boards reflect their communities so that their decisions consider the needs, perspectives and lived experiences of those communities. This is supported in the Governance Handbook 2020, p36, which states '*A board composed of governors and academy trustees who bring a diverse range of skills, experiences, qualifications, characteristics and perspectives and who are from different backgrounds and settings will have a positive impact on setting the strategic direction for the organisation*'.

## **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 The Public sector equality duty came in to force in April 2011 (s.149 of the Equality Act 2010) and public authorities are now required, in carrying out their functions, to have due regard to the need to achieve the objectives set out under s149 of the Equality Act 2010 to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 To ensure transparency, and to assist in the performance of this duty, the Equality Act 2010 (Specific Duties) Regulations 2011 require public authorities, named on , to publish:

- equality objectives, at least every four years (from 6th April 2012)
- information to demonstrate their compliance with the public sector equality duty (from 31st January 2012)

7.3 The provision of additional equality information from the remaining governors whose data is currently unknown will better enable the Council to ensure that they are meeting their equality duty.

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**Linked Reports, Appendices and Background Documents**

**Linked Report**

- LA Governor Appointment

### **Appendices**

- None

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

#### **List of “Background Papers” used in the preparation of this report**

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

- NONE

#### **Officer contact details for documents:**

Farhad Ahmed

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of the Local Government Act 1972.

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Non-Executive Report of the:  <b>General Purposes Committee</b>  <b>Tuesday, 27 February 2024</b>	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Janet Fasan, Director of Legal and Monitoring Officer	<b>Classification:</b> Open (Unrestricted)
<b>Constitution Updates</b>	

<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 Constitution on 17 May 2023, day-to-day oversight of the document returns to the General Purposes Committee.

This report asks the Committee to agree some Terms of Reference changes for a number of Committees as well as providing a brief update on the work of the Constitution Working Group.

**Recommendations:**

The General Purposes Committee is recommended to:

1. Agree the updates to the Constitution set out in Appendices 1 – 2 to the report and in Paragraph 9 of the report.
2. Note that the changes listed in Appendix 1 come into force for the new municipal year.
3. To note the remaining contents of the report including the Terms of Reference of the Health and Wellbeing Board set out at Appendix 3.

**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 Committee are welcome to request a review of any parts of the Constitution as it so wishes.

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

- 3.1 The General Purposes Committee receives regular reports on agreed and proposed changes to the Constitution as part of its role overseeing the effectiveness of the Constitution.
- 3.2 This report sets out some Terms of Reference changes for agreement and also provides a brief update on the work of the Constitution Working Group.

#### **Terms of Reference**

##### Audit Committee

- 3.3 At its meeting on 22 January 2024, the Audit Committee considered guidance on the operation of Local Authority Audit Committees issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). Following discussion of the report, the Committee agreed a number of changes which will impact on the Terms of Reference of that Committee. These include restrictions on Cabinet Members being on the Committee and a reduction in the overall size of the Committee.
- 3.4 The updated Terms of Reference are set out in Appendix 1. The Audit Committee determined that these changes should only come into force from the Annual Meeting of Council onwards.
- 3.5 General Purposes Committee are therefore asked to agree to the proposed amendment to the Constitution with them being implemented following the Annual Meeting on 15 May 2024 (where Council will be presented with an updated version of the Constitution to agree which will include this update).

##### General Purposes Committee

- 3.6 A minor amendment has been identified for correction following the transfer of responsibility for Employee Appeals to the Human Resources Committee. In general, the Terms of Reference were amended to reflect that change at the time but one paragraph remained that will now be removed.
- 3.7 The opportunity is therefore also taken to highlight wording added to address a previous concern of this Committee that where it set out the Monitoring Officer's powers to appoint Members to Committees it didn't confirm that these were from nominations received from Members/Groups.

##### Health and Wellbeing Board

- 3.8 The Board has recently agreed an updated Terms of Reference. This is going to be presented to a future meeting of Council for final approval so is just presented here for information. The Terms of Reference have received a general make over which will be set out in the Council report but in relation to the Constitution the relevant sections are included in Appendix 3 to this report.

## Licensing Committee

- 3.9 Finally, one change is proposed for the Licensing Committee. The constitution requirement is that the quorum should be a quarter of voting Members (rounded up where necessary). The quorum on the Licensing Committee is currently incorrectly stated as three so this will be amended to four (one quarter of the 15 Members rounded up).

## **Constitution Working Group Update**

- 3.10 Since the first meeting of the Group in the autumn, officers have commissioned the Association of Democratic Services Officers (ADSO) to undertake a review of the Constitution, firstly to look for any significant governance issues (for example legislation having been updated which wasn't reflected in the Constitution) and then secondly looking at comparisons with other similar authorities to see if there were lessons we could learn from their Constitutions.
- 3.11 Both reports have now been submitted and officers are reviewing their contents. The next meeting of the Constitution Working Group is planned to take place within the next couple of months where officers will provide them with an update and proposals for next steps.

## **4. EQUALITIES IMPLICATIONS**

- 4.1 None specific to this report, although a well functioning Constitution is important in ensuring that the Council is able to fulfil all its equalities responsibilities.

## **5. OTHER STATUTORY IMPLICATIONS**

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:
- Best Value Implications,
  - Consultations,
  - Environmental (including air quality),
  - Risk Management,
  - Crime Reduction,
  - Safeguarding.
  - Data Protection / Privacy Impact Assessment.
- 5.2 None specific to this report although a well functioning Constitution is important in ensuring that the Council is able to fulfil all its statutory responsibilities.

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

6.1 There are no financial implications of this report.

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

7.1 Section 9P of the Local Government Act 2000 requires local authorities to prepare a constitution and to keep it up to date.

7.2 Part A of the Constitution sets out the responsibilities for amending different parts of the Constitution, and different types of amendments.

7.3 The matters set out in this report comply with the above legislation and with the Constitution.

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

### **Linked Report**

- Approval of the Council's Constitution at the Annual Meeting of Council on 17 May 2023.

### **Appendices**

- Appendices 1-2 – Updated Terms of Reference (for agreement)
- Appendix 3 – Updated Terms of Reference (for noting)

### **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

## Updated Audit Committee Terms of Reference

### 4. Audit Committee

#### Summary Description:

1. The Audit Committee is a key component of the Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of the Audit Committee is to provide independent assurance to the Members of the adequacy of the risk management framework and the internal control environment. It provides independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

**Membership:** 79 Councillors. **There can only be a maximum of one Member of the Executive on the Committee (who must not be the Cabinet Member for Resources) and** they must not be the Chair.

#### Independent Person:

The Audit Committee may choose to appoint an Independent Person (IP) to advise and support the Committee. The IP will not be a member of the Audit Committee but would be entitled to attend all the meetings and associated training of the Committee. The IP can receive and comment on any reports submitted to the Committee, including restricted agenda items.

Functions	Delegation of Functions
<u>Governance, Risk and Control</u>	None
1. To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.	None
2. To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.	None
3. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.	None
4. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.	None

5. To monitor the effective development and operation of risk management in the Council.	None
6. To monitor progress in addressing risk-related issues reported to the committee.	None
7. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.	None
8. To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.	None
9. To monitor the counter-fraud strategy, actions and resources.	None
10. To review the governance and assurance arrangements for significant partnerships or collaborations.	None
<u>Internal audit</u>	None
11. To approve the internal audit charter.	None
12. To review proposals made in relation to the appointment of external providers of internal audit services.	None
13. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.	None
14. To approve significant interim changes to the risk-based internal audit plan and resource requirements.	None
15. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.	None
16. To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Internal Audit. To approve and periodically review safeguards to limit such impairments.	None
17. To consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include: <ul style="list-style-type: none"> <li>a. Updates on the work of internal audit including key findings, issues of concern and management actions as a result of internal audit work.</li> <li>b. Regular reports on the results of the Quality Assurance and Improvement Programme (QAIP).</li> <li>c. Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards (PSIAS) and the associated Local Government Application Note (LGAN) published by the Chartered Institute of Public Finance and Accountancy (CIPFA) considering whether the non-conformance is significant enough that it must be included in the AGS.</li> </ul>	None



18. To consider the Head of Internal Audit's annual report, including:  a. The statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement.  b. The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the committee in reviewing the AGS.	None
19. To consider summaries of specific internal audit reports as requested.	None
20. To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.	None
21. To contribute to the QAIP and in particular to the external quality assessment of internal audit that takes place at least once every five years.	None
22. To consider a report on the effectiveness of internal audit to support the AGS, where required to do so by the Accounts and Audit Regulations.	None
23. To provide free and unfettered access to the Audit Committee chair for the Head of Internal Audit, including the opportunity for a private meeting with the committee.	None
24. To commission work from internal audit.	None
25. To consider the Council's RIPA policy under the Regulation of Investigatory Powers Act 2000 and the Investigatory Powers Act 2016.	None
26. To consider the Council's use of surveillance in accordance with the Regulation of Investigators Powers Act 2000 and the Investigatory Powers Act 2016.	None
<u>External audit</u> 27. To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA) or the authority's auditor panel as appropriate.	None
28. To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.	None
29. To consider specific reports as agreed with the external auditor.	None
30. To comment on the scope and depth of external audit work and to ensure it gives value for money.	None

31. To commission work from external audit.	None
32. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.	None
<u>Financial reporting</u> 33. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.	None
34. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.	None
<u>Accountability arrangements</u> 35. To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.	None
36. To report to full Council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.	None
37. To publish an annual report on the work of the committee.	None

**Quorum:** 3 Members of the Committee

## Updated General Purposes Committee Terms of Reference

## 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> <p>(a) the provision of assistance at European Parliamentary elections;</p> <p>(b) power to make submissions to the Local Government Commission in relation to the boundaries of the borough or ward boundaries; and</p> <p>(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).</p>	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 <b>(from the nominations received from Members/Groups as required)</b>
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 <b>(from the nominations received from Members/Groups as required)</b>
6. To consider and make changes to the Council's Constitution upon the recommendation of the Monitoring Officer	
7. 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: <b>(a)</b> Education awards appeals; <b>(b)</b> Appeals by governing bodies;	None
8. Appeals in respect of refusals to register premises under the Marriage Act 1994 or the attachment of any condition to an approval	None
9. To establish 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 742 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	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee appointments in accordance with Section 24 of this Constitution. <b>(from the nominations received from Members/Groups as required)</b>  <del>The Director of Workforce, OD and Business Support is authorised to appoint Members to Employee Appeals Sub-Committees in</del>

	<del>line with the Resources Directorate Scheme of Delegation as set out in Part D of the Constitution</del>
<b>10.</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>11.</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

## Updated Health and Wellbeing Board Terms of Reference

### 19. Tower Hamlets Health and Wellbeing Board

**Summary Description:** The Health and Social Care Act 2012 created a statutory Health and Wellbeing Board (HWBB) in every Upper-Tier Local Authority in England, effective from April 2013. The HWBB is a formal committee of the local authority charged with promoting greater integration and partnership between bodies from the NHS, public health and local government.

**Membership:** The Membership of the Board is as follows:

#### Voting members of the Board

Chair: To be determined by the Board

Vice Chair: Tower Hamlets Place Lead, NHS North-East London\*

At least one Councillor nominated by the Mayor of London Borough of Tower Hamlets\*

Local Authority Officers - LBTH

- Director of Public Health\*
- Corporate Director of Children Services\*
- Corporate Director of Health & Adults Social Care\*

Representative from Tower Hamlets Healthwatch\*

#### Partner members of the Board (non-voting)

- Representative from Barts Health NHS Trust
- Representative from East London Foundation Trust
- Representative from North-East London NHS Integrated Care Board
- Representative from the London Metropolitan Police
- Representative from the THCVS
- Representative from the Tower Hamlets Housing Forum
- Independent Scrutineer of Tower Hamlets Safeguarding Children Partnership
- Independent Chair of Tower Hamlets Safeguarding Adults Board
- Chair of Tower Hamlets Together Board
- The Young Mayor or nominated Deputy Young Mayor (LBTH)
- Chair of the Health Scrutiny Sub-Committee (LBTH)
- Councillor nominated by Council from the largest opposition group

*\*Indicate statutory member*

<b>Functions</b>	<b>Delegation of Functions</b>
To lead the improvement of health and wellbeing in Tower Hamlets, undertaking duties required by the Health and Social Care Act 2012.	<b>None</b>
To encourage integrated working between organisations 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.	<b>None</b>
To identify health and wellbeing needs and priorities across Tower Hamlets and publish and refresh a Joint Strategic Needs Assessment (JSNA) so that future commissioning/policy decisions are evidence-based.	<b>None</b>
To prepare and oversee the development and implementation of a Joint Health and Wellbeing Strategy to reduce health inequalities in Tower Hamlets, ensuring that integrated care strategies prepared by the Integrated Care Board (ICB) are taken into account in this process.	<b>None</b>
To provide advice, assistance, or other support to encourage partnership arrangements under Section 75 of the NHS Act 2006.	<b>None</b>
To promote integration and partnership working between health and the council, including social care and public health by providing oversight and accountability of the Tower Hamlets Together partnership.	<b>None</b>
To review, endorse and oversee the successful implementation of the Better Care Fund (BCF).	<b>None</b>
Lead the needs assessment of the local population and subsequent preparation of the borough's Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy. It will ensure that both are updated at regular intervals and that integrated care strategies that are prepared by the Integrated Care Board.	<b>None</b>
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.	<b>None</b>
To develop, prepare, update, and publish the local Pharmaceutical Needs assessments.	<b>None</b>
To be involved in the development of any NHS local strategy delivery plans and commissioning plans that applies to Tower Hamlets and to give its opinion to the	<b>None</b>

NHS North-East London and the Integrated Care Board on any such proposed plan.	
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.	<b>None</b>
Ensure decisions, service developments and programmes impacting on health and wellbeing in the borough are driven by community needs and have coproduction and co-design at its core.	<b>None</b>
Seek assurance of partner plans to responding to a health related emergency, e.g. pandemics.	<b>None</b>
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, 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.	<b>None</b>
Such other functions delegated to the Board by the Local Authority.	<b>None</b>
Such other functions as are conferred on Health and Wellbeing Boards by enactment.	<b>None</b>

**Quorum:** 3 Voting Members of the Committee