

Meeting of the

# GENERAL PURPOSES COMMITTEE

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Wednesday, 13 June 2007 at 7.30 p.m.

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## A G E N D A

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### VENUE

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

Members:	Deputies (if any):
Chair: Councillor Shafiqul Haque Vice-Chair:	
Councillor Rajib Ahmed Councillor Philip Briscoe Councillor Carli Harper-Penman Councillor Waiseul Islam Councillor Lutfur Rahman Councillor M. Mamun Rashid	Councillor M. Shahid Ali, (Designated Deputy representing Councillors Shafiqul Haque, Carli Harper-Penman, Waiseul Islam and Lutfur Rahman) Councillor Stephanie Eaton, (Designated Deputy representing Councillor Rajib Ahmed) Councillor Peter Golds, (Designated Deputy representing Councillor Philip Briscoe)
<b>[Note: The quorum for this body is 3 Members].</b>	

If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact: Angus Dixon, Democratic Services, Tel: 020 7364 4850, E-mail: [angus.dixon@towerhamlets.gov.uk](mailto:angus.dixon@towerhamlets.gov.uk)

# LONDON BOROUGH OF TOWER HAMLETS

## GENERAL PURPOSES COMMITTEE

Wednesday, 13 June 2007

7.30 p.m.

### 1. ELECTION OF VICE-CHAIR

**Note from Chief Executive:** At the Annual Council meeting held on 16<sup>th</sup> May 2007, Councillor Shafiqul Haque was appointed Chair of the General Purposes Committee for the remainder of the Municipal Year. Accordingly, it is necessary to elect a Vice-Chair of the Committee for that period.

### 2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

### 3. DECLARATIONS OF INTEREST

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992.

#### Note from the Chief Executive

In accordance with the Council's Code of Conduct, Members must declare any **personal interests** they have in any item on the agenda or as they arise during the course of the meeting. Members must orally indicate to which item their interest relates. If a Member has a personal interest he/she must also consider whether or not that interest is a **prejudicial personal interest** and take the necessary action. When considering whether or not they have a declarable interest, Members should consult pages 181 to 184 of the Council's Constitution. Please note that all Members present at a Committee meeting (in whatever capacity) are required to declare any personal or prejudicial interests.

A **personal interest** is, generally, one that would affect a Member (either directly or through a connection with a relevant person or organisation) more than other people in London, in respect of the item of business under consideration at the meeting. If a member of the public, knowing all the relevant facts, would view a Member's personal interest in the item under consideration as so substantial that it would appear likely to prejudice the Member's judgement of the public interest, then the Member has a **prejudicial personal interest**.

#### Consequences:

- If a Member has a **personal interest**: he/she must declare the interest but can stay, speak and vote.
- If the Member has **prejudicial personal interest**: he/she must declare the interest, cannot speak or vote on the item and must leave the room.

When declaring an interest, Members are requested to specify the nature of the interest, the particular agenda item to which the interest relates and to also specify whether the interest is of a personal or personal and prejudicial nature. This procedure is designed to assist the public's understanding of the meeting and is also designed to enable a full entry to be made in the Statutory Register of Interests which is kept by the Head of Democratic Renewal and Engagement on behalf of the Monitoring Officer.

	<b>PAGE NUMBERS</b>	<b>WARD(S) AFFECTED</b>
<b>4. MINUTES</b>		
<b>4 .1 Minutes 13th February 2007</b>	<b>1 - 4</b>	
To confirm as a correct record of the proceedings the unrestricted minutes of General Purposes Committee held on 13 <sup>th</sup> February, 2007.		
<b>4 .2 Minutes 25th April 2007</b>	<b>5 - 8</b>	
To confirm as a correct record of the proceedings the unrestricted minutes of General Purposes Committee held on 25 <sup>th</sup> April, 2007.		
<b>4 .3 Minutes 29th May 2007</b>	<b>9 - 10</b>	
To confirm as a correct record of the proceedings the unrestricted minutes of General Purposes Committee held on 29 <sup>th</sup> May, 2007.		
<b>5. REPORTS FOR CONSIDERATION</b>		
<b>5 .1 General Purposes Committee - Terms of Reference, Membership and Dates of Meetings</b>	<b>11 - 14</b>	
<b>5 .2 Appointments to External Bodies</b>	<b>15 - 48</b>	
<b>5 .3 Filling of Casual Vacancies on Committees/Panels</b>	<b>49 - 50</b>	
<b>5 .4 Local Authority School Governor Appointment</b>	<b>51 - 52</b>	
<b>5 .5 Electoral Matters Update</b>	<b>53 - 64</b>	

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## LONDON BOROUGH OF TOWER HAMLETS

### MINUTES OF THE GENERAL PURPOSES COMMITTEE

HELD AT 8.00 P.M. ON TUESDAY, 13 FEBRUARY 2007

COMMITTEE ROOM, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE  
CRESCENT, LONDON, E14 2BG

#### Members Present:

Councillor Marc Francis (Chair)

Councillor Peter Golds  
Councillor Clair Hawkins  
Councillor Fozol Miah  
Councillor Motin Uz-Zaman

#### Other Councillors Present:

#### Officers Present:

Isabella Freeman – (Assistant Chief Executive [Legal Services])  
Angus Dixon – (Democratic Services)  
Tim Revell – (Interim Service Head Democratic Renewal and  
Engagement)

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Shahid Ali.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest made.

#### 3. UNRESTRICTED MINUTES

#### RESOLVED

That the Section 1 Minutes of the meeting of the Overview and Scrutiny Committee held on Wednesday, 15<sup>th</sup> November, 2006 be confirmed as a correct record and the Chair be authorised to sign them accordingly.

Subject to:

The addition of Councillors Motin Uz-Zaman and Stephanie Eaton to the list of 'Members Present'.

#### 4. REPORTS FOR CONSIDERATION

##### 4.1 Appointments to External Bodies and Committees of the Council

The Committee discussed each of the external appointments in the order in which they appeared in Appendix A to the report. For each appointment Mr Dixon, Committee Clerk, gave a summary of the positions that were being nominated for.

a) East London Nursing Society

After discussion the Chair **Moved** and it was

**RESOLVED**

That Ms Anna Lynch be appointed as the London Borough of Tower Hamlets representative to the East London Nursing Society.

b) City Airport Consultative Committee

The Committee was informed that Mr Eric Pemberton, a resident of Tower Hamlets, was the person referenced in the letter of invitation from the City Airport Consultative Committee, and that Mr Pemberton through his campaigning had played an active role in securing Tower Hamlets an invitation to join the Consultative Committee.

The Committee discussed that due to Mr Pemberton's commitment and interest in the field, as well as his apolitical status, that he could be a refreshing and appropriate alternative choice for appointment as the Tower Hamlets representative.

However an adequate reporting arrangement would need to be agreed to ensure that the Council was appropriately informed of the work being undertaken by the Consultative Committee. Additionally it was not clear in the letter of invitation as to whether the Tower Hamlets representative was required to be an Elected Member and therefore if Mr Pemberton would be an acceptable nomination.

The Chair **Moved** and it was

**RESOLVED**

That the appointment to the City Airport Consultative Committee be delayed until the next meeting of the General Purposes Committee to allow:

- Clarification of the eligibility of Mr Pemberton to represent Tower Hamlets.
- Research into reporting options for Mr Pemberton to provide feedback to Council.

c) English Heritage Champion

The Chair **Moved** and it was

### **RESOLVED**

That Councillor Denise Jones be appointed as the London Borough of Tower Hamlets Heritage Champion.

## **4.2 Election Polling Places Review**

The report was introduced by Ms Isabella Freeman, Assistant Chief Executive (Legal Services). Ms Freeman informed the Committee that she was seeking guidance in regards to the review of polling places, and that the overall purpose was to have appropriate boundaries and polling places established in time for the 2008 elections.

The Committee raised a number of issues regarding location of polling stations/places and discussed how and in what form the Members would be encouraged to provide feedback on any issues. It was agreed that it would be beneficial if Members received a letter on this issue in addition to a segment in the Members Bulletin.

The Chair **Moved** and it was

### **RESOLVED**

That the process for polling station reviews be agreed as set out below:

#### PROCESS FOR POLLING PLACES REVIEW

1. Publish item in Members Bulletin in February for members to advise the Assistant Chief Executive (Legal Services) of any issues relating to polling stations/places by the end of the first week of March 2007.
2. Officers to review issues and alternatives by the end of the first week of April 2007.
3. Interim report to General Purposes Committee in late April 2007.
4. Public Notice – April 2007 – consultation with all responses returned by late July 2007.

5. Final report to General Purposes Committee - target date October 2007.
6. Report to Council – target date November 2007.

**5. ANY OTHER SECTION ONE BUSINESS THAT THE CHAIR CONSIDERS URGENT**

**Date of Next Meeting**

The Committee discussed possible dates for their next meeting.

**RESOLVED**

That the next meeting of the General Purposes Committee be held on Wednesday 25<sup>th</sup> April, 2007, commencing at 7:30pm.

**CLOSE OF MEETING**

The Chair thanked everyone for their attendance and closed the meeting at 8:35 p.m.

Chair, Councillor Marc Francis  
General Purposes Committee



**LONDON BOROUGH OF TOWER HAMLETS**

**MINUTES OF THE GENERAL PURPOSES COMMITTEE**

**HELD AT 7.30 P.M. ON WEDNESDAY, 25 APRIL 2007**

**COMMITTEE ROOM, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE  
CRESCENT, LONDON, E14 2BG**

**Members Present:**

Councillor M. Shahid Ali  
Councillor Peter Golds  
Councillor Clair Hawkins  
Councillor Motin Uz-Zaman

**Officers Present:**

Isabella Freeman – (Assistant Chief Executive [Legal Services])  
Angus Dixon – (Democratic Services)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Marc Francis and Fozol Miah.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**3. REPORTS FOR CONSIDERATION**

**3.1 Appointments to External Bodies**

**(i) London City Airport Consultative Committee (LCACC)**

The Chair introduced this item reminding the Committee that it was discussed at their last meeting where it was agreed to delay an appointment in order to seek advice from the LCACC as to the eligibility of Mr Pemberton to represent Tower Hamlets. The Chair referred to the stated advice from the LCACC that whilst the Council could appoint Mr Pemberton, they felt that the establishment of a direct channel of communication (i.e. through an officer or Member) with the Council would be preferable and more easily facilitate the dissemination of information from LCACC meetings.

Councillor Peter Golds informed the Committee that Mr Pemberton was now the Chair of LAP8 Group and at their recent meeting the Group expressed their gratitude that the General Purposes Committee had investigated the option of Mr Pemberton being the Council's representative.

The Committee asked that it be further investigated as to whether Mr Pemberton could be co-opted to the LCACC.

The Chair **Moved** and it was

**RESOLVED**

That Councillor Bill Turner be appointed as Tower Hamlets' representative to the LCACC.

**(ii) Aldgate and Allhallows Barking Exhibition Foundation**

Angus Dixon, Democratic Services, informed the Committee that whilst they had appointed Councillor Abbas to the Foundation at their meeting in June 2006 for a three year period until June 2009, the Foundation required an appointment to cover the whole period March 2007 to March 2010.

The Chair **Moved** and it was

**RESOLVED**

That Councillor Helal U Abbas be appointed as Tower Hamlets' representative to the Aldgate and Allhallows Barking Exhibition Foundation for the period March 2007 – March 2010.

**(iii) Tower Hamlets College**

Mr Angus Dixon, Democratic Services, informed the Committee that Tower Hamlets College was seeking an Officer nomination to their Board in addition to the Councillor nomination (Councillor Helal U Abbas) that had been agreed at the Committee's June 2006 meeting. Mr Dixon stated that Ms Mary Durkin, Interim Service Head Youth and Community Learning, had been nominated to fill this vacancy by the Children's Services Directorate.

The Chair **Moved** and it was

**RESOLVED**

That the Committee note the appointment of Ms Mary Durkin to the Board of Tower Hamlets College.

**3.2 Review of Election Polling Places and Districts**

Ms Isabella Freeman, Assistant Chief Executive (Legal Services), introduced the report informing the Committee that it followed on from the initial discussions held at their February 2007 meeting and that it initiated the formal part of the Review. Ms Freeman stated that the report contained the initial representations on the Review and outlined the process towards completion. Ms Freeman clarified that the terms of the Review did not encompass

changes to Ward boundaries, however Polling District boundaries may be examined.

The Committee discussed the possibility of using social clubs and other community venues as polling places whilst keeping in mind the need for consultation with religious leaders on any sensitivities with these venues.

Ms Freeman encouraged the Committee to email Mr Tim Revell, Interim Electoral Services Manager, with any feedback as their local knowledge on issues surrounding accessibility was invaluable. Ms Freeman also told the Committee that a report would be brought to the next (June) meeting of the Committee to provide an update on the review.

The Chair **Moved** and it was

### **RESOLVED**

That the recommendations contained within the report of the Assistant Chief Executive (Legal Services) on the Review of Polling Places and Districts be agreed.

### **3.3 Electoral Matters Update**

Ms Isabella Freeman, Assistant Chief Executive (Legal Services), introduced the report informing the Committee that its purpose was to provide Members with an update on electoral issues. Ms Freeman stated that the new constituencies detailed within the report would take effect at the next general election and any bi-elections before this would be held under the existing constituencies.

The Committee discussed the Council providing the electoral information on the new boundaries onto a database for use by the Groups and difficulties in distributing candidate information to constituents. Ms Freeman commented on the difficulties Council faces when undertaking its canvassing operations and informed the Committee that a report would be coming to their next meeting discussing the canvassing process for 2007.

The Chair **Moved** and it was

### **RESOLVED**

That the report be noted.

The meeting ended at 7.58 p.m.

Chair, Councillor Clair Hawkins  
General Purposes Committee

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**LONDON BOROUGH OF TOWER HAMLETS**

**MINUTES OF THE GENERAL PURPOSES COMMITTEE**

**HELD AT 7.30 P.M. ON TUESDAY, 29 MAY 2007**

**COMMITTEE ROOM, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE  
CRESCENT, LONDON, E14 2BG**

**Members Present:**

Councillor Shafiqul Haque (Chair)

Councillor Philip Briscoe  
Councillor Carli Harper-Penman  
Councillor Waiseul Islam  
Councillor M. Mamun Rashid

**Officers Present:**

Martin Smith – (Chief Executive)  
Graham White – (Legal Adviser)  
John Williams – (Service Head, Democratic Services)  
Angus Dixon – (Democratic Services)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor Lutfur Rahman.

**2. DECLARATIONS OF INTEREST**

Councillor Shafiqul Haque declared a personal interest in relation to item 3.1 as he was a leaseholder in the Borough.

**3. REPORTS FOR CONSIDERATION**

**3.1 TOWER HAMLETS HOMES SHADOW BOARD**

Mr Martin Smith, Chief Executive, introduced the item and outlined to the Committee the steps involved in the establishment of the Arms Length Management Organisation (ALMO). Mr Smith referred to the tabled addendum report and explained that the Committee was being asked to agree the process for the appointment of Councillors to the Shadow Board and also to the ALMO Board Selection Panel, which would subsequently appoint resident and independent board members.

The Committee discussed that it would be beneficial for briefing information to be sent to Councillors outlining the principles and structure of the ALMO, and the key milestones that are being worked towards in its establishment. The Committee also discussed and noted the requirement for members of the Shadow Board to agree with and support the principles of the ALMO.

The Chair **Moved** and it was

### **RESOLVED**

That the Committee:

1. Agrees that the 5 Council Representatives to the Shadow Board of Tower Hamlets Homes be appointed on the basis of proportionality (3 from the Majority Group, 2 from the Minority Parties) and that authority be delegated to the Assistant Chief Executive to agree the appointment of Members to the Shadow Board in accordance with this allocation following receipt of nominations from the Political Groups.
2. Establishes a Sub-Committee of 7 Members, called the ALMO Board Selection Panel, on a proportionate basis (4 Majority Group, 1 from each of the Minority Groups) to appoint the 5 Resident members and 5 Independent members of the Shadow Board of Tower Hamlets Homes; and that authority be delegated to the Assistant Chief Executive to agree the appointment of Members to the Selection Panel in accordance with this allocation following receipt of nominations from the Political Groups.

### **3.2 CHANGE TO COMMITTEE / PANEL MEMBERSHIP**

The Chair introduced the tabled report which recommended the replacement of Councillor Tim O'Flaherty with Councillor Stephanie Eaton as the Liberal Democrat representative on the Health Scrutiny Panel.

The Chair **Moved** and it was

### **RESOLVED**

That Councillor Stephanie Eaton replace Councillor Tim O'Flaherty as a Member of the Health Scrutiny Panel with immediate effect.

The meeting ended at 7.55 p.m.

Chair, Councillor Shafiqul Haque  
General Purposes Committee

# Agenda Item 5.1

<b>Committee</b>  <b>General Purposes Committee</b>	<b>Date</b>  <b>13<sup>th</sup> June, 2007</b>	<b>Classification</b>  <b>Unrestricted</b>	<b>Report No.</b>	<b>Agenda Item No.</b>
<b>Report of:</b>  <b>Service Head Democratic Services</b>  <b>Originating Officer(s):</b> <b>Angus Dixon</b>		<b>Title:</b> <b>General Purposes Committee – Terms of Reference, Membership and Schedule of Dates</b>  <b>Ward(s) affected: ALL</b>		

## 1. SUMMARY

- 1.1 This report sets out for members' information details of the Committee's Terms of Reference, Membership and Schedule of Dates.

## 2. RECOMMENDATION

- 2.1 That the report be noted.

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### LOCAL GOVERNMENT ACT, 2000 (SECTION 97) LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"

Name and telephone number of holder  
and address where open to inspection

**Angus Dixon**  
**020 7364 4850**

### **3. BACKGROUND**

- 3.1 This report sets out for members' information details of the Committee's terms of reference, the schedule of dates for future meetings together with details of the membership of the Committee.

### **4. TERMS OF REFERENCE**

- 4.1 The Committee's terms of reference as set out in the Council's Constitution are detailed below:-

- (i) Elections: To exercise powers in relation to the holding of elections and the maintenance of the electoral register including:-
- the provision of assistance at European Parliamentary elections;
  - power to make submissions to the Local Government Commission in relation to the boundaries of the borough or ward boundaries;
  - 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 LGA 2000).
- (ii) Appointments of officers or Members to external bodies.
- (iii) To recommend to Council the introduction, amendment or revocation of by-laws.
- (iv) Responsibility for the appointment and revocation of local authority governors.
- (v) Any other functions which under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, may not be the responsibility of the Cabinet and which are not delegated elsewhere under this Constitution.
- (vi) To make changes to the membership and substitute membership of committees appointed by the Council and their subordinate bodies, consistent with the proportionality rules.
- (vii) To make non material changes to the Constitution upon the recommendation of the Monitoring Officer.

#### **Quorum**

3 Members of the Committee



## **5. MEMBERSHIP**

5.1 Council at its Annual General Meeting held on Wednesday 16<sup>th</sup> May, 2007 appointed the following Councillors to membership of the Committee for the remainder of the current Municipal Year:-

- Councillor Shafiqul Haque (Deputy Councillor Mohammed Shahid Ali)
- Councillor Carli Harper-Penman (Deputy Councillor Mohammed Shahid Ali)
- Councillor Waiseul Islam (Deputy Councillor Mohammed Shahid Ali)
- Councillor Lutfur Rahman (Deputy Councillor Mohammed Shahid Ali)
- Councillor Mohammed Mamun Rashid
- Councillor Philip Briscoe (Deputy Councillor Peter Golds)
- Councillor Rajib Ahmed (Deputy Councillor Stephanie Eaton)

5.2 Councillor Shafiqul Haque was appointed Chair of the Committee by Council on 16<sup>th</sup> May, 2007.

5.3 The quorum of the Committee is three voting Members.

## **6. DATES OF MEETINGS**

6.1 Council at its meeting held on Thursday 8<sup>th</sup> March, 2007 considered a schedule of dates for principal meetings of the Council. Two further meetings of the General Purposes Committee have been scheduled in the current municipal year:-

- Wednesday 31<sup>st</sup> October, 2007
- Wednesday 13<sup>th</sup> February, 2008

It may be necessary to convene additional meetings of the Committee. Officers will keep the position under review.

**7. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

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

**8. CONCURRENCE OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)**

8.1 There are no immediate legal implications arising from this report.

**9. ANTI-POVERTY IMPLICATIONS**

9.1 There are no immediate anti-poverty implications arising from this report.

**10. EQUAL OPPORTUNITIES IMPLICATIONS**

10.1 There are no immediate equal opportunity implications arising from this report.

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

11.1 There are no immediate SAGE implications arising from this report.

**12. RISK MANAGEMENT IMPLICATIONS**

12.1 There are no immediate risk management implications arising from this report.

**13. RECOMMENDATION**

13.1 That the report be noted.

# Agenda Item 5.2

Committee <b>General Purposes Committee</b>	Date <b>13<sup>th</sup> June, 2007</b>	Classification <b>Unrestricted</b>	Report No.	Agenda Item No.
Report of: <b>Service Head Democratic Services</b>	Title: <b>APPOINTMENTS TO EXTERNAL BODIES</b>			
Originating Officer(s): <b>Angus Dixon</b>	Ward(s) affected: <b>All</b>			

## SUMMARY

1. The Committee is requested to consider nominations to the external bodies received from the political groups on the Council. Attached at Appendix A, is the schedule of appointments to be made, which has been revised to show the appointments made in 2006/2007 and those required in 2007/2008.
2. It should be noted that appointments to London Councils (formerly known as the ALG Association of Local Government) were considered by Council on 16<sup>th</sup> May, 2007 because they required nominations by 1<sup>st</sup> June, 2007.

## RECOMMENDATIONS

3. (i) That appointments be made to the external bodies for the Municipal Year 2007/2008 as listed in Appendix A to the report;
- (ii) That the appointments to London Councils and its bodies made by Council on 16<sup>th</sup> May, 2007 as listed in Appendix B to the report be noted; and
- (iii) That the guidance for members on external bodies at Appendix C be noted.

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### LOCAL GOVERNMENT ACT, 2000 (SECTION 97)

#### LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

##### Brief description of "background paper"

##### Name and telephone number of holder and address where open to inspection

External Bodies File  
General Purposes Minute Book

Angus Dixon  
020 7364 4850

## **BACKGROUND**

4. The General Purposes Committee has been established by Council to enable the swift determination of non-strategic issues, including appointments to external bodies. A report elsewhere on the agenda provides details of the Committee's terms of reference, membership and quorum.
5. The Committee is requested to consider the nominations for appointment to External Bodies, which have been received from the political groups on the Council.
6. The schedule of appointments to external bodies has been revised to show the appointments made in 2006/2007, and those required in 2007/2008. Appointments are made for one municipal year unless otherwise indicated.

## **ROLE OF MEMBERS**

7. Participating in the work of external bodies is a key part of the role of elected members but is different in nature from other aspects such as being a member of a local authority executive or sitting on regulatory committees. In some cases it will involve actively representing and defending the authority's interests on local authority associations. In others it will involve becoming a trustee of a charity or a director of a company limited by guarantee. In this case members have a duty to act in the best interests of the organisation to which they have been appointed rather than exclusively pursue the authority's interests. There are potential tensions in carrying out this role effectively. To this end the guidance in Appendix C has been formulated to assist members in carrying out this role. The Committee is invited to note the guidance which will subsequently be circulated to all members of the Council and placed on the members' intranet.
8. A key part of this role is ensuring that information about the activities of external bodies is communicated to the Council. Much of this may take place through day to day contact with colleagues or with officers responsible for that area of work.
9. To ensure that this communication takes place consistently and effectively a framework has been agreed whereby Members appointed by the Council to external bodies will report regularly to this Committee on the work of the organisation with particular emphasis on any implications for the Council.

## **CONSULTATION**

10. The political groups on the Council have been consulted prior to finalising the schedule.

## **COMMENTS OF THE CHIEF FINANCIAL OFFICER**

11. There are no financial implications arising from this report.

## **CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)**

12. There are no legal comments arising from this report.

## **EQUAL OPPORTUNITY IMPLICATIONS**

13. There are no immediate equal opportunity implications arising from this report.

## **ANTI POVERTY IMPLICATIONS**

14. There are no immediate environmental implications arising from this report.

## **SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

15. There are no immediate SAGE implications arising from this report.

## **RISK ASSESSMENT**

16. The appointment of representatives to external bodies enables the Council to strengthen links with community. The appointment of representatives to external bodies also contributes to the Council's leadership role in the community.

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# LONDON BOROUGH OF TOWER HAMLETS

## APPOINTMENTS TO EXTERNAL BODIES 2007-2008

For any additional information or advice about a appointments to External Bodies please contact:

Benilda Baiden  
Democratic Services  
Town Hall,  
Mulberry Place,  
5 Clove Crescent,  
London, E14 2BG

Telephone No: 020 7364 4667  
Fax No: 020 7364 3232  
Email: [bennie.baiden@towerhamlets.gov.uk](mailto:bennie.baiden@towerhamlets.gov.uk)

Attached at Appendix A are appointments made by the General Purposes Committee on 13<sup>th</sup> June, 2007 and attached at Appendix B are the appointments to the London Councils (formerly known as the ALG Association of Local Government) and its bodies made by Council on 16<sup>th</sup> May, 2007



# Appendix A

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2007/2008	APPOINTED AT GENERAL PURPOSES COMMITTEE 13 <sup>th</sup> JUNE, 2007
Age Concern Tower Hamlets	1		Cllr Ann Jackson (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Alex Heslop		Cllr Dr Emma Jones		
Arts Council for England ACE	2		Cllr Denise Jones Cllr Clair Hawkins (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr, Denise Jones Cllr. Shiria Khatun		Cllr Simon Rouse	Cllr Stephanie Eaton	
Action for Bow	1		Cllr Ann Jackson (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Ann Jackson				
Aldgate & All Hallows Exhibition Foundation <b>Term of Office: 3 years</b>	1		Cllr Helal U Abbas (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Sirajul Islam				
Bethnal Green The Museum of Childhood	2		Cllr Denise Jones Cllr Alex Heslop (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Denise Jones Cllr. Alex Heslop			Cllr Stephanie Eaton	
Bethnal Green Training Centre	2		Cllr Mohammed Abdus Salique Cllr Anwara Ali (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. A. A. Sardar Cllr. Mohammed Abdus Salique			Cllr Stephanie Eaton	
Bethnal Green & Victoria Park Housing Association	1		Cllr Joshua Peck (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Joshua Peck				

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2007/2008	APPOINTED AT GENERAL PURPOSES COMMITTEE 13 <sup>th</sup> JUNE, 2007
Bromley By Bow Centre	1		Cllr A.A Sardar (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. A. A. Sardar				
City Fringe	1		Cllr Ohid Ahmed (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Ohid Ahmed		Cllr Dr Emma Jones		
Central London Waste Disposal Joint Committee <b>(Term of Office: 4 years)</b>	3		Cllr Clair Hawkins Cllr Abdal Ullah Cllr Shirley Houghton (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Abdal Ullah Cllr. Waiseul Islam		Cllr Shirley Houghton		
Cultural Industries Development Agency	2		Cllr Clair Hawkins Cllr Lutfur Rahman (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Shiria Khatun Cllr. Denise Jones		Cllr Shirley Houghton		
Docklands Sailing Water Sports Centre	1		Cllr Simon Rouse (Appointed at GPC 14 <sup>th</sup> June, 2006)			Cllr Simon Rouse		
East London Line Group	2		Cllr Ohid Ahmed Cllr Abdal Ullah (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Abdal Ullah Cllr. Waiseul Islam		Cllr Dr Emma Jones		

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2007/2008	APPOINTED AT GENERAL PURPOSES COMMITTEE 13 <sup>th</sup> JUNE, 2007)
East London Nursing Society Trust <b>Term of Office: 4 years</b> <b>Doesn't have to be Councillor</b>	3	Jill Iremonger- Dec 2006 Brian Boag - Nov 2008 – resigned Cllr Oliur Rahman – Jan 2009	Anna Lynch (Appointed at GPC 15 <sup>th</sup> November, 2006 until November, 2010)	Cllr. Anwara Ali Lesley Pavitt				
East End Homes East End Homes are seeking to reduce the number of directors appointed by LBTH to 2. Futures Charitable Trust	2		Cllr Denise Jones Cllr Motin Uz-Zaman (Appointed AT GPC 15 <sup>th</sup> November, 2006)	Cllr. Denise Jones Cllr, Motin Uz-Zaman				
Globe Town Trust	1		Cllr Clair Hawkins (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Waiseul Islam Cllr. Bill Turner				
Greenwich + Docklands Festivals	1		Cllr Rupert Bawden (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Rupert Bawden				
Greater London Enterprise	2		Cllr Carli Harper-Penman Cllr Simon Rouse (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Waiseul Islam Cllr Simon Rouse				

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2007/2008	APPOINTED AT GENERAL PURPOSES COMMITTEE 13 <sup>th</sup> JUNE, 2007
Island Sports Trust – Management Committee	1		Cllr Peter Golds (Appointed at GPC 14 <sup>th</sup> June, 2006)			Cllr Peter Golds		
Island Health Charities Trust	1		Cllr Rupert Bawden (Appointed at GPC 14 <sup>th</sup> June, 2006)			Cllr Rupert Eckhardt		
Isle of Dogs Community Foundation	2 1 Councillor 1 Officer		Cllr Shiria Khatun Cllr Tim Archer (Appointed at GPC 15 <sup>th</sup> November, 2006)	Cllr. Shiria Khatun		Cllr Tim Archer Cllr Phil Briscoe		
Jagonari	1		Cllr Cari Harper-Penman (Appointed at GPC 15 <sup>th</sup> November, 2006)	Cllr. Anwara Ali			Cllr Stephanie Eaton	
London Canals Committee	1+1dep		Cllr Marc Francis (Appointed at GPC 14 <sup>th</sup> June, 2006) Cllr Peter Golds' to replace Cllr Shirley Houghton (Deputy) (Appointed at GPC 15 <sup>th</sup> November, 2006)	Cllr. Marc Francis		Cllr Peter Golds (Deputy)	Cllr Stephanie Eaton	
Leaside Regeneration Company Ltd	2		Cllr Ahmed Omer Cllr Motin Uz-Zaman (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Ahmed Omer Cllr. Marc Francis				
Leaside Partnership Board SRB6	1		Cllr Ahmed Omer (Appointed at GPC 14 <sup>th</sup> June 2006)	<b>NO LONGER EXISTS</b>				

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LGA Urban Commission	2		Cllr Bill Turner Cllr Abdul Asad (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Ohid Ahmed Cllr. Shafiqul Haque		Cllr Phil Briscoe		
Limehouse Youth Club – Management Committee	3		Cllr Mohammed Shahid Ali Cllr Shiria Khatun Cllr Ohid Ahmed (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Mohammed Shahid Ali Cllr. Ohid Ahmed Cllr. Shiria Khatun				
London Accident Prevention Council	1 + deputy		Cllr Rupert Bawden (Appointed at GPC 14 <sup>th</sup> June, 2006) Cllr Dr Emma Jones replace Cllr Shirley Houghton (Deputy) (Appointed at GPC 15 <sup>th</sup> November, 2006)	Cllr. Rupert Bawden		Cllr Dr Emma Jones (Deputy)		
Lee Valley Regional Park Authority <b>Term of office: 4 years</b>	1 +dep		Cllr Marc Francis Cllr Rajib Ahmed (Deputy) (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Rupert Bawden		Cllr Rajib Ahmed (Deputy)		
London City Airport Consultative Committee Term of Office: 3 years	1		Cllr Bill Turner (Appointed at GPC 25 <sup>th</sup> April, 2007)					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2007/2008	APPOINTED AT GENERAL PURPOSES COMMITTEE 13 <sup>th</sup> JUNE, 2007)
LGA General Assembly	4		Cllr Carli Harper-Penman Cllr Anwara Ali Cllr Mohammed Shahid Ali Cllr Peter Golds (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Carli Harper-Penman Cllr. Waiseul Islam Cllr. Anwara Ali	Cllr Abjol Miah	Cllr Peter Golds	Cllr Stephanie Eaton	
London Housing Consortium	2		Cllr Rupert Bawden Cllr Alex Heslop (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Rupert Bawden Cllr. Alex Heslop			Cllr Louise Alexander	
London Rivers Association	1		Cllr Mohammed Shahid Ali (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Mohammed Shahid Ali		Cllr Shirley Houghton	Cllr Stephanie Eaton	
London Thames Gateway Development Corporation <b>(10 year term)</b>	2		Cllr Ohid Ahmed Cllr Rofique Uddin Ahmed (Appointed at GPC 15 <sup>th</sup> Nov 2006)					
London Youth Games Limited	2		Cllr Bill Turner Cllr Stephanie Eaton (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Waiseul Islam	Cllr Duial Uddin		Cllr Stephanie Eaton	

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Mudchute Association	1		Cllr Rupert Eckhardt (Appointed at GPC 14 <sup>th</sup> June, 2006)					
Merchant Navy Welfare Board	1		Cllr Marc Francis (Appointed at 15 <sup>th</sup> November, 2006)	<b>Cllr. Marc Francis</b>		Cllr Rupert Exhardt		
Mile End Park Partnership Company	2		Cllr Denise Jones Cllr Joshua Peck (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Denise Jones Cllr. Joshua Peck			Cllr Stephanie Eaton	
Norton Folgate Almhouse Charities <b>Doesn't have to be Councillor</b>	3		Cllr Bill Turner (Appointed at GPC 14 <sup>th</sup> June, 2006) Sybil Yates (Appointed at GPC 15 <sup>th</sup> November, 2006)	Sybil Yates				
<b><u>To be advised from NFAC</u></b> North East London Valuation Tribunal <b>Term of Office: 6 years</b> <b>Doesn't have to be Councillor</b>	6	(1) Mr Dave Guppy to June 2009 (2) Ms Marian Williams to June 2009 (3) Mr Martin Young – 31 <sup>st</sup> Dec. 2009 (4) Mr J Pelta – to 31 <sup>st</sup> Dec. 2009 (5) Mr Leon Rogers – to 14 <sup>th</sup> January 2008 (6) Mr Barry Blandford - to 31 March 2007		<b>Judith Gardiner</b>				

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2007/2008	APPOINTED AT GENERAL PURPOSES COMMITTEE 13 <sup>th</sup> JUNE, 2007
Ocean New Deal for Communities	2		Cllr Shafiqul Haque Cllr Abdul Asad (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Rofique U. Ahmed Cllr. Shafiqul Haque	Cllr Oliur Rahman			
Old Ford Housing Association	1		Cllr Rupert Bwden (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Marc Francis				
Ocean Estate Management Board	1		Cllr Bill Turner (Appointed at GPC 14 <sup>th</sup> June, 2006)	<b>NO LONGER EXISTS</b>				
Oxford House	1		Cllr Carlii Harper-Penman (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Carlii Harper-Penman			Cllr Louise Alexander	
Parmiters Bethnal Green Education Trust	1		Cllr Sirajul Islam (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Sirajul Islam			Cllr Stephanie Eaton	
Poplar HARGA Board  The Board are seeking to reduce the no. of LBTH's representatives to 2; this will involve a change in the organisation's articles.	2		Cllr Shiria Khatun Cllr Motin Uz-Zaman (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Motin Uz-Zaman Cllr. A. A. Sardar				
Reserve Forces & Cadets Association for Greater London	1		Cllr Stepanie Eaton (Appointed at GPC 14 <sup>th</sup> June, 2006)				Cllr Stepanie Eaton	
Rich Mix Cultural Foundation	2		Cllr Clair Hawkins Cllr Lutfur Rahman (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Shiria Khatun Cllr. Carlii Harper-Penman				



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Samuda Estate Management Board (EMB)	1							
St Hilda's Community Centre Management	1		Cllr Abdul Matin (Appointed at GPC 14 <sup>th</sup> June, 2006)				Cllr Abdul Matin	
Spitalfields Market Community Trust	3		Cllr Helal U Abbas Cllr Lutfur Rahman Cllr Sirajul Islam (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Helal U. Abbas Cllr. Lutfur Rahman Cllr. Sirajul Islam				
St Katharine's & Shadwell Trust	2+2 Dep		Cllr Denise Jose Cllr Shafiqul Haque Mr Richard Brooks (Deputy) Mr Adbus Shukur (Deputy) (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Denise Jones Cllr. Shafiqul Haque Cllr. Abdul Asad (Deputy) Abdus Shukur (Deputy)		Cllr Dr Emma Jones		
Stepney Relief In Need Charity <b>Term of Office: 4 years</b> <b>Doesn't have to be Councillor</b>	2	Cllr Salim Ullah – to May 2006 Mr John Biggs – to October 2008 – <b>resigned (letter 9<sup>th</sup> May, '05)</b> <b>Mr D Bayat ('til 18/05/08)</b>	Cllr Rofique U Ahmed (Appointed at GPC 16 <sup>th</sup> June, 2005 - Until 16/06/09) Cllr Alibor Choudhury (Appointed at GPC 14 <sup>th</sup> June, 2006 - until 16/06/10)					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2007/2008	APPOINTED AT GENERAL PURPOSES COMMITTEE 13 <sup>th</sup> JUNE, 2007
Stratford & Temple Mills Partnership Board	1		Cllr A. A. Sardar (Appointed at GPC at 14 <sup>th</sup> June. 2006)	<b>NO LONGER EXISTS</b>				
Thames' Regions Flood Defence Committee (Sub-of National Rivers Authority) (Tower Hamlets, Bexley, Greenwich, Lewisham & Newham)	1		Each Borough takes place on rota basis  Currently LB of Bexley until 2006					
<b>Term of Office: 4 years</b> Thames Gateway Partnership	1		Cllr Ohid Ahmed (Appointed at GPC 14 <sup>th</sup> June, 2006)			Cllr Peter Golds		
Thomas Dickinson Charity	3		Cllr Bill Turner Cllr Tim O'Flaherty Cllr Lufta Begum (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Alibor Choudhury			Cllr Tim O'Flaherty	
Tower Hamlets/Canary Wharf Further Education Trust	2		Cllr Anwara Ali Cllr Abdal Ullah (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Abdal Ullah Cllr. Clair Hawkins		Cllr Peter Golds	Cllr Stephanie Eaton	

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR OR 2007/2008	APPOINTED AT GENERAS PURPOSES COMMITTEE 13 <sup>th</sup> JUNE, 2007
The Henderson Charity	1		Cllr Mohammed Shahid Ali (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Ahmed Omer				
Tower Hamlets College	1		Cllr Helal U Abbas (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Clair Hawkins		Cllr Peter Golds	Cllr Stephanie Eaton	
Tower Hamlets Community Transport	2		Cllr Bill Turner Cllr Motin Uz-Zaman (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Abdal Ullah Cllr. Anwara Ali		Cllr Rupert Eckhardt		
Tower Hamlets Sports Council THSC has written to the Council seeking a reduction in LBTH's current 10 representatives to 7.	7		Cllr Clair Hawkins Cllr Lutfur Rahman Cllr Alibor Choudhury Cllr Shiria Khatun Cllr Shahed Ali Cllr Simon Rouse Cllr Stephanie Easton (Agreed at GPC 15 <sup>th</sup> November, 2006)	Cllr. Ahmed Omer Cllr. Shiria Khatun Cllr. Lutfur Rahman Cllr. Waiseul Islam	Cllr Abjol Miah	Cllr Simon Rouse	Cllr Stephanie Eaton	
Tower Hamlets Primary Care Trust (PCT have advised that the appointment falls to the Lead Member responsible for Older People and Health)	1		Cllr Abdul Asad (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Motin Uz-Zaman		Cllr Dr Emma Jones		

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLORS 2007/2008	APPOINTED AT GENERAL PURPOSES COMMITTEE 13 <sup>th</sup> JUNE, 2007
Tower Hamlets Community Housing (THCH)	4		Cllr Ahmed Omer Cllr Sirajul Islam Cllr Mohammed Abdus Salique Cllr Helal U Abbas (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Ahmed Omer Cllr. Shafiqul Haque Cllr. Sirajul Islam Cllr. Mohammed Abdus Salique				
Tower Project	1		Cllr Carli Harper-Penman (Appointed at GPC 14 <sup>th</sup> June, 2006) – resigned Cllr Ann Jackson (Appointed at GPC 15 <sup>th</sup> November, 2006)	Cllr. Ann Jackson			Cllr Stephanie Eaton	
Whitechapel Art Gallery	1		Cllr Clair Hawkins (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Denise Jones			Cllr Stephanie Eaton	
Women's Library Council	1		Cllr Carli Harper-Penman (Appointed at GPC 14 <sup>th</sup> June, 2006)	Cllr. Denise Jones			Cllr Stephanie Eaton	

# Appendix B

ORGANISATION <b>London Councils</b>	NUMBER OF REPS. TO BE APPOINTED	CURRENT APPOINTMENTS	APPOINTED AT COUNCIL ON 16 <sup>TH</sup> MAY, 2007
Leaders' Committee	1 +Deputy Leader	Cllr Denise Jones Cllr Sirajul Islam (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Denise Jones Cllr. Sirajul Islam (Deputy)
Transport & Environment Committee	1 +3dep	Cllr Adbal Ullah Cllr Shahid Ali (Deputy) Cllr Lutfur Rahman (Deputy) Cllr Carli Harper-Penman (Deputy) Cllr M. A. Salique (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Adbal Ullah Cllr. Alibor Choudhury (Deputy) Cllr. Mohammed Shahid Ali (Deputy) Cllr. Ann Jackson (Deputy)
Grants Committee	1 +4dep	Cllr Ahmed Omer Cllr Ann Jackson (Deputy) Cllr Rofique U. Ahmed (Deputy) Cllr Marc Francis (Deputy) Cllr Salim Ullah (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Ahmed Omer Cllr. A. A. Sardar (Deputy) Cllr. Waiseul Islam (Deputy) Cllr. Lutfur Rahman (Deputy) Cllr. Salim Ullah (Deputy)
Greater London Employment Forum	1 +dep	Cllr Sirajul Islam Cllr Joshua Peck (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Abdul Asad Cllr. Anwara Ali (Deputy)
London Housing Unit Executive Committee	1 +dep	Cllr Denise Jones Cllr Rupert Bawden (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Denise Jones Cllr. Rupert Bawden (Deputy)
London Housing Unit Executive Sub- Committee	1 +dep	Cllr Rupert Bawden Cllr Alex Heslop (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Rupert Bawden Cllr. Alex Heslop (Deputy)
Health & Social Care Forum	1 +1dep	Cllr Abdul Asad Cllr Ahmed Omer (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Motin Uz-Zaman Cllr. Ahmed Omer (Deputy)

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	CURRENT APPOINTMENTS	APPOINTED AT COUNCIL ON 16 <sup>TH</sup> MAY, 2007
<b>London Councils</b>			
Housing Forum	1 +1dep	Cllr Rupert Bawden Cllr Alex Heslop (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Rupert Bawden Cllr. Alex Heslop (Deputy)
Crime & Public Protection Forum	1 +1dep	Cllr Abdal Ullah Cllr Salim Ullah (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Abdal Ullah Cllr. A. A. Sardar (Deputy)
Economic Development, Forum	1 +1dep	Cllr Ohid Ahmed Cllr Anwara Ali (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Ohid Ahmed Cllr. Abdal Asad (Deputy)
Children, Young People and Families Forum	1 +dep	Cllr Helal U Abbas Cllr Alibor Choudhury (Deputy) (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Clair Hawkins Cllr. Bill Turner (Deputy)
London Caribbean Partnership Group	1	Cllr Ahmed Omer (Appointed at AGM 24 <sup>th</sup> May, 2006)	Cllr. Ahmed Omer
Culture & Tourism Forum	1 +1dep	Cllr Lutfur Rahman with Cllr Denise Jones as deputy.	Cllr. Shiria Khatun Cllr. Denise Jones (Deputy)
2012 Forum	1 +dep	The London Councils (formerly known as the ALG) organisation has advised the Authority that the Culture & Tourism Forum and 2012 Forum have now been merged and therefore only one nomination together with a deputy is being sought. Councillor Lutfur Rahman was appointed to the Culture & Tourism Forum and Councillor Ohid Ahmed to the 2012 Forum. * The Labour Group have nominated Councillor Lutfur Rahman with Denise Jones as deputy.  (Appointed at GPC 15 <sup>th</sup> November, 2006)	



## APPENDIX C

# LONDON BOROUGH OF TOWER HAMLETS

## GUIDANCE FOR MEMBERS REPRESENTING THE COUNCIL ON EXTERNAL BODIES

## **GUIDANCE FOR MEMBERS/OFFICERS REPRESENTING THE COUNCIL ON EXTERNAL BODIES**

1. The Council has nomination/appointment rights to a large number of different external bodies and organisations. These may be joint committees, public, private and voluntary organisations operating in the Borough and statutory bodies. A full list of those is set out in Appendix 1 to this guide. All nominations to outside bodies are published on the Council's website.
2. The Council may nominate or appoint members or officers to these bodies. Rules concerning who may be nominated or appointed and the term of office may be set out in the constitutional arrangements of each of the individual organisations.
3. Generally the Council will nominate elected members as its representative(s); however this guidance applies to both members and officers alike.
4. In carrying out such roles councillors and officers act both as individuals and as representatives of the Council. The role requires the appointed person to:-
  - act according to the rules, constitution and framework set by the outside body;
  - make independent and personal judgements in line with their duty of care to the outside body;
  - report to the Council and lead member or relevant committee as requested or necessary. Accordingly the council representatives shall keep the relevant lead member appropriately informed of all business to be or conducted by the external body;
  - behave ethically and follow as far as applicable the Council's Code of Conduct for Members;
  - take an active and informed role in the management of the outside body's affairs.
5. Such roles can be time consuming and require a commitment different from the political role of councillors or empowerment role of officers working within the Council. Membership on outside bodies does not entail representing the political party to which councillors owe their political loyalty, or to the Council by which the officer is employed. Representatives on such bodies will not be able to "avoid" taking part in the outside body's discussions and will be required to take a fully participative role. They will not be expected to look at things simply from the Council's perspective, nor to be there in name only.



6. The role of councillors or officers on outside bodies may give rise to occasional uncertainty and perhaps to conflicts of interest. The attached Appendix 2 offers a guide to the responsibilities of councillors and officers. Councillors and officers should read the guide before taking up any representational role and if there are issues arising from their particular situation at any time to contact the Assistant Chief Executive (Legal Services) or the Head of Democratic Renewal and Engagement for advice.
7. Councillors and officers are under a specific obligation as a result of the 1995 Local Authorities (Companies) Order to report back to the Council on their involvement in *outside companies* to which they have been nominated by the Council. That obligation can be met by a six monthly report to the full Council. The Cabinet, scrutiny committees or political groups may request more regular feedback in general or on specific issues. The representative must provide such information as is requested unless they have concerns that the information requested maybe confidential to the company or affect its business activity. In which case they should seek advice from the Assistant Chief Executive (Legal Services). While the law now makes this a requirement for involvement in outside companies, it is self-evident that the requirement to report back should apply to involvement in all outside bodies. Accordingly the requirement to report six monthly to Council shall apply to all representatives on external bodies.
8. Councillors will appreciate that the guide and also the Code of Conduct for Members address some of the issues around the possibility of conflicts of interests. If the outside body comes into conflict with the Council and the councillor or officer is on the management committee of the outside body, it is likely that the councillor or officer will have an interest which they will have to declare which if it is prejudicial will prevent them from participating in the Council decision-making affecting the outside body to which he or she has been appointed.
9. If there is a major dispute between the Council and the outside body, then the councillor or officer may be placed in an untenable situation. Before taking precipitate action, the councillor or officer should seek the advice of the Chief Executive or the Assistant Chief Executive (Legal Services).
10. The councillor or officer may find s/he is unable adequately to carry out their responsibilities properly, both as a councillor or officer and as a member or director of the outside body. That would be an exception, and should not deflect councillors or officers generally from being prepared to participate in the management and running of outside organisations.
11. The Council publishes a full list of its representatives on external bodies on its website.

**LIST OF EXTERNAL BODIES TO WHICH THE COUNCIL HAS  
NOMINATION RIGHTS**

London Councils	-	AGM Representative Leaders' Committee Transport & Environment Committee Grants Committee Culture & Tourism Panel Crime & Public Protection Steering Group Economic Development, Regeneration & Europe Panel Health & Social Services Panel Housing Panel London Caribbean Partnership Group Children, Young People and Families Steering Group Greater London Provincial Council
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Age Concern Tower Hamlets  
Arts Council for England  
Action for Bow-Endowment Trust  
Aldgate & All Hallows Exhibition Foundation  
Bethnal Green The Museum of Childhood  
Bethnal Green Training Centre  
Bethnal Green & Victoria Park Housing Association  
Bromley By Bow Centre  
City Fringe  
Central London Waste Disposal Joint  
Cultural Industries Development Agency  
Docklands Sailing Water Sports Centre  
East London Line Group  
East London Nursing Society Trust  
East End Homes (Shadow Board)  
Futures Charitable Trust  
Globe Town Trust  
Greater London Enterprise  
Groundwork East London Board  
Greenwich+Docklands Festivals  
Island Sports Trust-Management Committee  
Island Health Charities Trust  
Isle of Dogs Community Foundation  
Jagonari  
London Housing Unit Committee  
London Housing Unit Executive Sub-Committee  
London Canals Committee  
Leaside Partnership Board SRB6

Leaside Regeneration Company Limited  
Lee Valley Regional park Authority  
LGA Urban Commission  
LGA General Assembly  
Limehouse Youth Club-Management Committee  
London Accident Prevention Council  
London Housing Consortium  
London Rivers Association  
London Youth Games Limited  
Mile End Park Partnership Company  
Merchant Navy Welfare Board  
Mudchute Association  
Ocean New Deal for Communities  
Ocean Estate Management Board  
Norton Folgate Almshouse Charities  
North East London Valuation Tribunal  
Old Ford Housing Association  
Oxford House  
Parmiters Bethnal Green Education Trust  
Police Community Consultative Group  
Poplar HARCA Board  
Pool of London Partnership  
Reserve Forces & Cadet Association for Greater London  
Rich Mix Cultural Foundation  
Samuda EMB  
St Hilda's Community Centre Management  
St Katherine's & Shadwell Trust  
Spitalfields Market Community Trust  
Stepney Relief In Need Charity  
Stratford & Temple Mills Partnership Board  
Thames Gateway Partnership  
Thames' Regions Flood Defence Committee  
Thomas Dickenson Charity  
Tower Hamlets/Canary Wharf Further Education Trust  
The Henderson Charity  
Tower Hamlets College  
Tower Hamlets Community Transport  
Tower Hamlets Sports Council  
Tower Hamlets Primary Care Trust  
Tower Hamlets Community Housing  
Tower Project  
Whitechapel Art Gallery  
Women's Library Council

## APPENDIX TWO

### A GUIDE TO THE LAW FOR COUNCILLORS AND OFFICERS ON EXTERNAL BODIES

This advice is for councillors and officers who represent the Council on organisations outside the Council, whether as a company director, the trustee of a charity or a representative on a management committee. It sets out some of the most important responsibilities. It is not meant to be a comprehensive guide. If Councillors or officers have queries then the Assistant Chief Executive (Legal Services) or the Head of Democratic Services should be consulted.

#### GENERAL

1. There are some general provisions which apply to councillors and officers who act in the role of company director, trustee or member of an incorporated body, or on the committee of management of an unincorporated voluntary organisation.
2. Members are under a duty to exercise independent judgement in the interest of the organisation in which they are involved. Whilst it is recognised that councillors and officers may have a commitment to representing the Council on the outside organisation, they must be aware that it is their responsibility to decide what view to take on any question before that organisation. Where a councillor or officer is participating in an outside organisation in a representative capacity, s/he must declare that fact to the organisation. There will be a fine line to tread between his/her duty to the organisation and to the Council.
3. In the final analysis, the councillor or officer in acting as a director/trustee or member of a management committee of an organisation must act in accordance with the interests of that organisation. A mandate from the Council to vote one way or the other would put the councillor or officer in breach of the duty to the organisation. It is permissible to take account of the Council's wishes, but not to vote simply in accordance with them. **The overriding duty in considering an item before the outside organisation is to vote in accordance with the interests of that organisation.**
4. Councillors and officers must also ensure that avoidable loss is not incurred in managing the organisation. They cannot avoid this responsibility by not reading the papers or failing to ask for appropriate reports. They will be expected to seek professional advice where appropriate.

#### COMPANIES

5. On incorporation a company becomes a separate legal entity which can hold property in its own right, enter into contracts and sue and be sued in its own name. The company is distinct from its shareholders and members. In the case of a limited liability company, the liability of members of the company is

limited to the amount they paid or agreed to pay when they joined the company. This can be as little as £1.

6. Companies limited by shares are those which have a share capital (e.g. 1000 shares of £1 each). Each Member holds shares and receives a share in the profits made by the company according to the value of the shares held. Shares can be sold. Companies limited by guarantee are those where there is no shareholding. Instead each Member agrees that in the event of the company being wound up they will agree to pay a certain amount. This may also be as little as £1. This form of company is the most usual in the public and voluntary sector particularly where charitable status is sought.
7. The management of a company is generally the responsibility of a board of directors. The powers of the directors are usually set out in the company's Articles of Association (the rules each company has to govern its internal management). Sometimes even though a company has been incorporated the directors may be referred to as members of the committee of management, governors or even trustees. However this does not change their status as directors. Conversely, sometimes officials are called directors but they are not members of the board. Again their status will not be affected. Directors are those who are appointed by the company to act in that capacity.

### Directors' Duties

8. A director is an agent of the company. His/her prime duties are as follows:-
  - (1) **A fiduciary duty** to the company (not individual shareholders) to act honestly and in good faith and in the best interests of the company as a whole. Directors are therefore in the position of "quasi trustees" who must take proper care of the assets of the company. The fiduciary duty of a director towards the company is very similar to the fiduciary duty of Councillors to the Council Tax payers.
  - (2) **A general duty of care and skill** to the company. So long as the Company remains solvent, a director requires no greater skill than might reasonably be expected of someone of that individual's particular knowledge and experience. A director is not deemed to be an expert, but is expected to use due diligence and to obtain expert advice if necessary. But note that if the Company becomes insolvent, the Court may expect that the director brings an appropriate level of skill, competence and experience to the job.
  - (3) Like a Councillor in respect of Council decisions, the director is under a duty **to exercise independent judgment**, though it is permissible for him/her to take account of the interests of a third party which he/she represents. In such a case the director must disclose that position and treads a fine line between the interests of the company and the party represented (in this case the Council). The director cannot vote simply in accordance with the Council mandate. To do so would be a breach of duty.

- (4) **No conflict.** There may be actual or potential conflicts between the interests of the Council and the interests of the company. In such circumstances the only proper way for the conflict to be resolved is for the Councillor or officer to resign either from the company or from the Council.
- (5) Directors are **not allowed to make a private profit** from their position. They must therefore disclose any interests they or their family may have in relation to the company's contracts. Whether they are then allowed to vote will depend on the Articles of Association.
- (6) Directors must **ensure compliance with the Companies Acts** in relation to the keeping of accounts, and that the relevant returns are made to the Registrar of Companies. Failure to do so incurs fines and persistent default can lead to disqualification as a director.

### Directors' Liabilities

9. The following liabilities apply to directors:

- (1) The company's identity must clearly be shown on its stationery. The company number, place of registration, registered office address and if any of the directors' names are shown then they must all appear. Non-compliance is an offence and the directors and company officers can be fined.
- (2) A company can only act within the scope set out in its Memorandum of Association (the document which sets out the objects of the company). Those directors knowingly causing the company to act beyond the activities set out in the Memorandum will be liable personally. In very limited circumstances it is possible for the actions of the directors to be ratified by the Members of the company.
- (3) A director may also be liable for breach of trust, if he/she misapplies the money or property of the company. Directors may also be liable if they fail to take action to prevent the breach of a co-director of which they are aware.
- (4) In the event of failure to act in accordance with the best interests of the company, or if a director uses his/her powers improperly or makes a personal profit from his/her position as director, then the director may be personally liable for loss to the company and may be required to give to the company the personal profit made.
- (5) If the level of skill and care shown by a director falls below that which could be reasonably expected and the company suffers loss, the director will be liable for the loss incurred. However if it believes the director acted honestly and reasonably, a Court may excuse the director the liability.

- (6) If a director knows or ought to know that there is no reasonable prospect of the company avoiding liquidation, a Court may require that director to contribute to the company's assets on liquidation if the company continues to trade. This is known as wrongful trading. No such order will be made if the Court is satisfied that the director took all reasonable steps to minimise the loss to the creditors. If a director has concerns about the company's financial position he/she could be well advised to inform the other directors and seek advice from the company auditors. He/she should try to ensure that further debts are not incurred.
- (7) A director will also be liable if to his/her knowledge the company carries on business with intent to defraud creditors or any other person, or for any other fraudulent purpose. Fraudulent trading can also lead to disqualification from acting as a director.
- (8) All cheques and similar documents which purport to be signed on behalf of the company must bear the company name. Where they do not, the director signing on behalf of the company may be liable to a fine and may also be liable to the payee if the company fails to honour the cheque. It is therefore wise for directors to make sure that all documents they sign on behalf of the company state very clearly that they act as agent for the company, (e.g. Director, for and on behalf of .....).
- (9) A third party who enters into a contract on the assumption that a director has power to bind the company, may be able to claim damages against the director if it subsequently transpires that the director had no such power. Directors would be well advised to ensure that contracts are approved by the board and that the authority to enter into any contract has been properly delegated before signing it.
- (10) Though company liability ceases on dissolution the liability of the directors (if any) may still be enforced after dissolution.

## Indemnities

10. The following arrangements apply:

- (1) Councillors who are directors cannot be indemnified by the company against liability arising out of negligence, default, or breach of duty or trust. However the company's Articles of Association may allow for directors to be indemnified by the company in respect of the cost of defending such proceedings if the director is granted relief by the Court or acquitted. Equally, in making the appointment, the Council can offer an indemnity against losses which the councillor may suffer through acting conscientiously as a director. **But note that it is lawful for companies to purchase insurance to protect its directors against claims of negligence, breach of duty, trust, default. Directors**

**would be well advised to ensure that such a policy of insurance is maintained at all times.**

- (2) Under the Local Government Act 2000<sup>1</sup>, it is now possible for the Council to provide indemnities for councillors or officers when appointing them to act as directors and to buy insurance to cover any losses which they may suffer through acting conscientiously as a director. However, the first recourse would be to ensure that the company had provided such insurance.

### **Local Authorities (Companies) Order 1995**

11. These arrangements apply to local authority companies:

- (1) This Order, made under the Secretary of State's powers contained in Part V Local Government and Housing Act 1989, sets out rules concerning local authorities' involvement in "regulated companies" which are subject to extensive controls, and their involvement in other companies where a number of rules apply.
- (2) "Regulated companies" are so defined if they are controlled or influenced by the local authority. "Influenced companies", under the effective control of the local authority, will be subject to capital finance régime and special proprietary controls. In broad terms, the test as to whether companies are local authority influenced is whether the local authority has the right to or in fact does exercise a dominant influence over the company in question.
- (3) The original concept of controlled, influenced and minority interests in companies were introduced by the 1989 Act. "Influenced" means at least 20% local authority interest plus a business relationship with the company accounting for over 50% of the company's turnover and/or the company was located on local authority land leased or sold for less than best consideration. "Controlled" means over 50% local authority interests, and "minority" less than 20% interest. The concept in the 1989 Act stands, but the Order introduces the term "regulated".
- (4) Councillors or officers who are directors of outside companies to which they have been nominated by the Council are under the following obligations:-
  - (a) (Councillors only) that the remuneration they receive from the company should not exceed that received from a local authority, and should be declared;  
(Officers only) that they shall not receive any fee or reward other than their Council salary, unless so agreed with the Council;

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<sup>1</sup> The Local Authorities (Indemnities for Members and Officers) Order 2004 made under sections 101 & 105.



- (b) to give information to councillors about their activities as required by the local authority (save for confidential information); and
- (c) to cease to be a director immediately upon disqualification as a Councillor or termination of their employment by the Council.

## **CHARITIES**

12. To be a charity an organisation must operate for a charitable purpose. There are four such charitable purposes:
  - (i) the relief of poverty and human suffering
  - (ii) the advancement of education
  - (iii) the advancement of religion
  - (iv) another purpose for the benefit of the community.
13. It must operate for the public benefit and have exclusively charitable purposes. An organisation which operates for political purposes will not qualify for charitable status.
14. To register as a charity the organisation must submit its completed constitution (usually Certificate of Incorporation and the Memorandum and Articles of Association of a company limited by guarantee) to the Charity Commissioners for approval. If they are satisfied that the organisation is charitable it will be registered as such.
15. Those who are responsible for the control and administration of a charity are referred to as its trustees, even where the organisation is a company limited by guarantee even though they are not strictly trustees. Trustees of a charity retain personal liability, and can only delegate to the extent that the constitution authorises them so to do.

## **Trustees' Duties**

16. Trustees have the following duties:
  - (1) Trustees must take care to act in accordance with the constitution and to protect the charity's assets. They are also responsible for compliance with the Charities Acts, and should note the particular requirements of the Acts in respect of land transactions.
  - (2) Trustees must not make a private profit from their position. They cannot receive remuneration without the sanction of the Charity Commission. They must also perform their duty with the standard of care which an ordinary, prudent business person would show. Higher standards are required of professionals, and in relation to investment matters.

- (3) Charitable trustees must ensure that the information relating to the charity and trustees is registered with the Charity Commissioners and that annual accounts, reports and returns are completed and sent.
- (4) If charitable income exceeds £10,000, the letters, adverts, cheques etc. must bear a statement that the organisation is a registered charity.
- (5) Trustees are under a duty to ensure compliance with all relevant legislation (e.g. in relation to tax and land matters).

## **Trustees' Personal Liability**

17. Liabilities may arise in the following ways:

- (1) If in doubt, always consult the Charity Commissioners. A trustee who does so can avoid personal liability for breach of trust if he/she acts in accordance with the advice given.
- (2) Generally though, a trustee incurs personal liability if he/she:-
  - acts outside the scope of the trust deed
  - falls below the required standard of care
  - acts otherwise than in the best interests of the charity, in a way which causes loss to the charity fund
  - makes a personal profit from the trust assets
- (3) In such circumstances the trustee will incur personal liability for losses incurred.
- (4) Trustees of a trust can be liable personally to third parties because unlike a company, a trust has no separate identity from the trustees. The constitution will normally provide for trustees to be given an indemnity from the trust assets, provided they act properly in incurring the liability. Trustees remain personally liable for their own acts and defaults once they have retired. If they have entered into any ongoing contracts on behalf of the trust they should seek an indemnity from their successors. If the charity is a company, the trustees will be protected from liabilities incurred in the day-to-day running of the charity in the normal course, but will be personally liable if they commit a breach of trust (see (2) above).
- (5) Trustees may be liable to fines if they do not comply with the duty to make returns etc.

## **Indemnities**

18. An indemnity can be given from the trust fund provided the trustee has acted properly and within his/her powers. Trustees may take out insurance to

protect themselves against personal liability but not for criminal acts, fraud etc. There will be no problem if the trustees themselves pay the premiums but if they are paid out of the charitable funds the trustees will need the consent of the Charity Commissioners first, unless the trust deed allows it.

## **COMMITTEES OF MANAGEMENT**

### **Unincorporated Associations**

19. Groups which are not charitable trusts or limited companies are “unincorporated associations” and have no separate legal identity from their members. The rules governing the members’ duties and liability will be set out in a constitution, which is simply an agreement between the members as to how the organisation will operate. Usually the constitution will provide for a management committee to be responsible for the everyday running of the organisation. An unincorporated organisation may be charitable and may register as a charity.
20. Property will have to be held by individuals as the organisation has no existence of its own.

### **Duties**

21. Broadly, Management Committee members must act within the constitution, and must take reasonable care in exercising their powers.

### **Liabilities**

22. The following liabilities may arise:
  - (1) Generally, the Management Committee members are liable for the acts of the organisation, but are entitled to an indemnity from the funds of the organisation if they have acted properly. If there are not enough funds, the Committee members are personally liable for the shortfall.
  - (2) If one person is appointed by the constitution to act as the agent of the organisation for certain purposes, then that person acts as the agent of all the members, who have joint liability for the agent’s actions.
  - (3) Members of the Committee of Management will have personal liability if they act outside the authority given to them or if they do not comply with statute e.g. the payment of employees’ tax etc.

### **Indemnities**

23. Members will be entitled to an indemnity if they act in accordance with the Constitution and are not at fault. It is possible to obtain insurance but if the organisation is to pay the premium it must be permitted by the constitution.

## **Acknowledgements**

This guidance was prepared by Peter Keith-Lucas, Wragge & Co

With thanks to Colchester Borough Council upon whose guide this text is based.

# Agenda Item 5.3

<b>Committee</b> <b>General Purposes Committee</b>	<b>Date</b> <b>13<sup>th</sup> June, 2007</b>	<b>Classification</b> <b>Unrestricted</b>	<b>Report No.</b>	<b>Agenda Item No.</b>
<b>Report of:</b>  <b>Service Head Democratic Services</b>  <b>Originating Officer(s):</b> <b>Angus Dixon</b>		<b>Title:</b>  <b>Filling Of Casual Vacancies On Committees/Panels</b>  <b>Ward(s) affected: ALL</b>		

## 1. SUMMARY

- 1.1 This report sets out for members the details of requested changes to Committees' memberships since the Annual Meeting of the Council on 16<sup>th</sup> May 2007.

## 2. RECOMMENDATION

- 2.1 That the resignation of Councillor Shahed Ali from the Overview and Scrutiny Committee be noted and the nomination of Councillor Oliur Rahman be agreed.
- 2.2 That the removal of all deputies from the membership of the Licensing Committee be agreed.

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### LOCAL GOVERNMENT ACT, 2000 (SECTION 97) LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"

Name and telephone number of holder  
and address where open to inspection

**Angus Dixon**  
**020 7364 4850**

### **3. BACKGROUND**

- 3.1 This report sets out for members the details of requested changes to Committees' memberships since the Annual Meeting of the Council on 16<sup>th</sup> May 2007.

### **4. CHANGES TO OVERVIEW AND SCRUTINY COMMITTEE**

- 4.1 Council at its Annual General Meeting held on Wednesday 16<sup>th</sup> May, 2007 appointed Councillor Shahed Ali to membership of the Overview and Scrutiny Committee for the remainder of the current Municipal Year. The Chief Executive has been advised of the resignation of Councillor Shahed Ali from membership of the Overview and Scrutiny Committee; Councillor Oliur Rahman has been nominated by the Respect Group to fill the vacancy.

### **5. CHANGES TO LICENSING COMMITTEE**

- 5.1 Council at its Annual General Meeting held on Wednesday 16<sup>th</sup> May, 2007 appointed Councillors Helal U. Abbas, Shafiqul Haque, Shahed Ali, Philip Briscoe, Peter Golds and Stephanie Eaton as designated deputies of the Licensing Committee for the remainder of the current Municipal Year. Subsequent consideration of the Licensing Act has shown that the Licensing Committee members are not permitted to have deputies. Accordingly the General Purposes Committee have been asked to rescind the fore listed Councillors classifications as designated deputies of the Licensing Committee.

# Agenda Item 5.4

<b>Committee</b> General Purposes Committee	<b>Date</b> 13 <sup>th</sup> June, 2007	<b>Classification</b> Unrestricted	<b>Report No.</b>	<b>Agenda Item No.</b>
<b>Report of:</b> Service Head Democratic Services  <b>Originating Officer(s):</b> Angus Dixon		<b>Title:</b> Local Authority School Governor Appointment  <b>Ward(s) affected: ALL</b>		

## 1. SUMMARY

- 1.1 This report sets out for members the details of a requested appointment for a Local Authority Governor vacancy at Swanlea School.

## 2. RECOMMENDATION

- 2.1 That the Committee note the applications from the three candidates and agree an appointment to the vacancy.

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### LOCAL GOVERNMENT ACT, 2000 (SECTION 97) LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"

Name and telephone number of holder  
and address where open to inspection

**Angus Dixon**  
**020 7364 4850**

### **3. BACKGROUND**

- 3.1 This report sets out for members the details of a requested appointment for a Local Authority Governor vacancy at Swanlea School.
- 3.2 School Governor appointments were originally part of the remit of General Purposes Committee, but it was then delegated to the Corporate Director with one proviso being that the Committee would decide where there was more than one applicant for a place.

### **4. THE CANDIDATES**

- 4.1 Applications for the vacancy have been received from three candidates:
- Mr Shamsul Hoque
  - Mr Saleh Ahmed
  - Mr Mohammed Abdul Kuddos
- 4.2 Further information on the candidates has been circulated to General Purposes Committee members with this agenda.



# Agenda Item 5.5

<b>Committee:</b> General Purposes Committee	<b>Date:</b> 13 <sup>th</sup> June 2007	<b>Classification:</b> Unrestricted	<b>Report No:</b>	<b>Agenda Item No:</b>
<b>Report of Assistant Chief Executive (Legal Services)</b>		<b>Title:</b> Electoral Matters – Update		
<b>Originating Officer:</b> Tim Revell Interim Electoral Services Manager		<b>Ward(s) Affected:</b> All		

## Summary

1. This report updates members of the Committee on current electoral issues.

## Recommendations

2. That the Committee note the information in the report which will subsequently be circulated to all members using the Members' Bulletin.

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### LOCAL GOVERNMENT ACT 2000 (SECTION 97)

#### LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background papers"	Tick if supplied register	copy for	If not supplied, name and telephone number of holder
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Estimate of future electorate

Tim Revell; 020 7364 3139

## Review of Polling Districts & Polling Places

3. Formal notice of the commencement of the review was published in East End Life and on the website on 30<sup>th</sup> April 2007 and subsequently the Returning Officer's representations (copy *attached*) were published on 30<sup>th</sup> May 2007. In drawing up the representations the following criteria were used:

- approximately 1,500 electors per polling station; so there are proposals to have additional polling stations at some venues where space permits or use of another venue.
- anticipated growth in the electorate; based on residential units in construction in each current polling district the growth in the electorate has been estimated. This is not an exact science but clearly some polling districts & indeed wards will have large increases in their electorates.
- known changes to current venues; ie Cheviot House & Southern Grove will not be available in future.
- alternatives to current venues where there is a better alternative; ie Bow IDEAS store instead of Bow Community Hall.
- projected increases in the population of LBTH assuming that the same % as at present are eligible to go on the register; ONS projections for the next four years are:

2008	222,700
2009	225,600
2010	228,400
2011	231,200

It is therefore prudent to plan for a steady increase in the electorate.

- an increase in the return rate on the canvass will result in an increase in the electorate.
  - views put forward at the previous meeting and by ward councillors.
4. Consultation as set out in the report to the April meeting of the Committee is currently taking place. Ward councillors, elected representatives, political parties, election agents and groups representing people with disabilities have been sent the Returning Officer's representations. Electors generally have been invited to comment through East End Life and the website. The review will also be discussed at the Tower Hamlets Access Group on 20<sup>th</sup> June. The consultation period will extend until 31<sup>st</sup> July 2007. The Returning Officers proposed changes will be finalised during August after consideration of the outcome of consultation. The final proposed changes will be circulated to the Committee and Group Leaders at the end of October so they can comment prior to the final report to this committee on 14 November and onwards to

Council on 28 November.

### **Anonymous Registration**

5. The government has introduced a system of anonymous registration in the Electoral Administration Act 2006 which came into force on 1<sup>st</sup> June 2007. The Electoral Commission has published detailed guidance on the operation of this provision. An applicant for anonymous registration must meet the normal requirements (ie age, nationality, residence, not disqualified) and must also satisfy the Electoral Registration Officer (ERO) that that their safety or that of any other person in the same household would be at risk if their details were made public. This is achieved by the applicant giving (a) a reason for their application and (b) documentary evidence or an attestation in support of this reason. The safety test is that, “the safety of the applicant for an anonymous entry or that of any person of the same household would be at risk if the register contains the name of the applicant or his qualifying address”.
6. The documentary evidence must be a court order of the type specified in the legislation ie injunctions under the Protection from Harassment Act 1997 and an attestation must be from one of the qualified persons ie a chief officer of police, a director of children’s services or a director of adult social services. The attestation cannot be delegated to a more junior person.
7. The anonymous registration record is a very sensitive document and EROs are required to take proper precautions to ensure that there is no unauthorised access. Access is only permitted to specified people and organisations ie Returning Officers, the security services and police forces. Any contact with an anonymously registered person ie by a candidate would be through the Returning Officer.

### **Canvass 2007**

8. Under Section 9 of the Representation of the People Act 1983 (RPA 1983) an ERO has a duty to maintain registers of parliamentary and local government electors containing the name, qualifying address and electoral number of those persons “appearing to the registration officer to be entitled to be registered in it”. This includes removing those whom it appears are not entitled to be on the register as well as adding those who are entitled. Additionally, under Section 9A of the RPA 1983, an ERO has the duty to take all steps that are necessary for the purpose of complying with the registration officer’s duty under S9 of the RPA 1983. This is an ongoing duty and does not just apply to the annual canvass period. The Electoral Commission’s view is that the duty on the ERO to maintain the register requires them to conduct an annual canvass, which includes ascertaining any persons who are not registered but are entitled to be.
9. Under the recent amendments to the Act the ERO must take the following steps in conducting the canvass: (these steps were used in the last canvass which had an 82% return)

- sending more than once to any address the form to be used for the canvass;
  - making on one or more occasions house to house inquiries;
  - making contact by such other means as the registration officer thinks appropriate with persons who do not have an entry in a register;
  - inspecting any records held by any person which he is permitted to inspect under or by virtue of any enactment or rule of law eg council tax, houses in multiple occupation register, and housing benefit;
  - providing training to persons under his direction or control in connection with the carrying out of the duty. (Training to canvassers is provided annually)
10. At present a task based canvass plan is being prepared which will provide an overview of how the canvass is to be managed, including clarification of roles and responsibilities, risk assessment and management, lines of reporting and mechanisms for monitoring and ensuring quality. Best practice from other Boroughs is also being reviewed particularly how to access different communities and gated properties.
11. The canvass will begin in late August with the despatch of canvass forms (Form A) to every address in the borough followed by a reminder three to four weeks later if no reply has been received. Where a reply has still not been received house to house enquiries will be made by the team of canvassers who will attempt to contact each property. Intensive personal canvassing has been found to be the most effective way of producing an accurate electoral register. The canvass will be supported by a publicity campaign using a variety of media (radio, press and public venues including our TV bulletin board in the one stop shop) to ensure widespread awareness of the electoral register, its importance and the legal requirement to complete and return forms to the ERO.

#### **Comments of Assistant Chief Executive (Legal Services)**

12. The relevant legal implications are dealt with in each section of this report.

#### **Comments of Chief Financial Officer**

13. The Electoral Services budget includes provision to undertake an effective canvass. Any financial implications arising from the polling districts review will be dealt with in the final report to this Committee in October 2007.

#### **Equal Opportunities Implications**

17. There are no equal opportunities implications arising from this report.

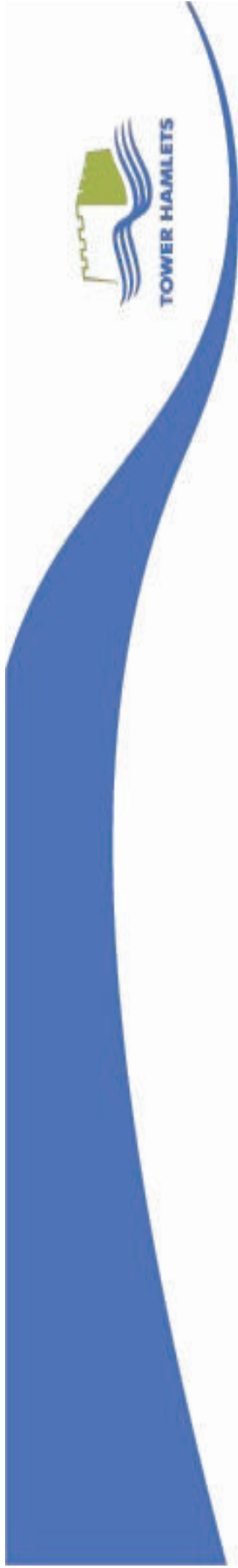
#### **Anti Poverty Implications**

18. There are no implications in this report.

## **Sustainable Action for a Greener Environment**

19. There are no implications in this report.

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## REVIEW OF POLLING PLACES & POLLING DISTRICTS 2007: RETURNING OFFICER'S PROPOSALS

Page 59

District	Ward	Elector Count	Polling Place	RO Comments
<i>proposed changes shaded in yellow</i>				
BBB1	Bromley-By-Bow	1167	Old Palace Primary School, St Leonards Street	no change
BBB1	Bromley-By-Bow	1183	Old Palace Primary School, St Leonards Street	no change
BBB1	Bromley-By-Bow	1022	Old Palace Primary School, St Leonards Street	no change
BBB2	Bromley-By-Bow	1693	Clara Grant Primary School, Knapp Road Entrance	) additional polling station to be accommodated here; increased electorate
BBB2	Bromley-By-Bow	1688	Clara Grant Primary School, Knapp Road Entrance	) additional polling station to be accommodated here; increased electorate
BBB3	Bromley-By-Bow	1191	Marnar Primary School, Devas Street	no change
BCT1	Blackwall & Cubitt Town	2114	Lic CENTRE 316 Poplar High St, Ditchburn St Entrance	) additional polling station to be accommodated here;
BCT1	Blackwall & Cubitt Town	1306	Lic CENTRE 316 Poplar High St, Ditchburn St Entrance	) reallocate some electors to BCT2 & new BCT5
BCT2	Blackwall & Cubitt Town	1073	The Gallery Jack Dash House, 2 Lawn House Close	) reallocate electors between polling stations; anticipated
BCT2	Blackwall & Cubitt Town	1060	The Gallery Jack Dash House, 2 Lawn House Close	) significant increase in electorate

BCT3	Blackwall & Cubitt Town	1550	Cubitt Town Infants School, Manchester Road	) reallocate some electors to BCT4
BCT3	Blackwall & Cubitt Town	1530	Cubitt Town Infants School, Manchester Road	)
BCT4	Blackwall & Cubitt Town	1638	St. Luke's C.E. Primary School, Saunders Ness Road	additional polling station
BCT5	Blackwall & Cubitt Town		Tower Hamlets Town Hall	new polling district & polling place; increased electorate
BE1	Bow East	2203	Portacabin Adjacent To, Winford House ,	additional Portacabin to provide 2 polling stations
BE2	Bow East	1190	Old Peoples` Club, 41 Wrights Road	no change
BE2	Bow East	1154	Old Peoples` Club, 41 Wrights Road	no change
BE3	Bow East	1738	Bow IDEA store	more suitable venue to replace Bow Community Hall
BE4	Bow East	1886	Bow Sec. School (Paton Close), Bow Road Entrance	additional polling station; space available
BGN1	Bethnal Green North	1165	Pritchards Rd Day Centre, Pritchards Rd Marion Place	no change
BGN2	Bethnal Green North	1510	St. Elizabeth`s RC Primary School, Bonner Road	no change
BGN2	Bethnal Green North	1494	St. Elizabeth`s RC Primary School, Bonner Road	no change
BGN3	Bethnal Green North	976	Lawdale Primary School, Mansford Street	no change
BGN3	Bethnal Green North	943	Lawdale Primary School, Mansford Street	no change
BGN4	Bethnal Green North	1333	Oaklands Secondary School, Old Bethnal Green Rd	no change
BGN4	Bethnal Green North	1311	Oaklands Secondary School, Old Bethnal Green Rd	no change
BGS1	Bethnal Green South	1456	Hague Primary School, Wilmot Street	no change
BGS2	Bethnal Green South	1471	John Scurr Primary School, Cephas Street	)
BGS2	Bethnal Green South	1537	John Scurr Primary School, Cephas Street	) reallocate electors between polling
BGS2	Bethnal Green South	1321	John Scurr Primary School, Cephas Street	) stations if necessary
BGS3	Bethnal Green South	1204	Stewart Headlam Primary School, Tapp Street	no change
BGS3	Bethnal Green South	906	Stewart Headlam Primary School, Tapp Street	no change
BGS4	Bethnal Green South	1198	Whitechapel Sports Centre, Durward Street	no change
BW1	Bow West	1395	Chisenhale Primary School, Chisenhale Road	no change
BW1	Bow West	1381	Chisenhale Primary School, Chisenhale Road	no change
BW2	Bow West	1235	Olga Primary School, Lanfranc Road	no change
BW2	Bow West	1170	Olga Primary School, Lanfranc Road	no change
BW3	Bow West	1182	Central Foundation Sec. School, College Terrace	no change
BW4	Bow West	1751	Malmesbury Primary School, Coborn Street	additional polling station; space available
EIL1	East India & Lansbury	2052	St. Saviour`s Primary School, Crisp Street	additional polling station, space available
EIL2	East India & Lansbury	1184	Bygrove Primary School, Bygrove Street	no change



EIL3	East India & Lansbury	1627	Brownfield Senior Citizens Club, 96 Burcham Street	additional polling station
EIL4	East India & Lansbury	1087	Culloden Primary School, Dee Street	no change
EIL4	East India & Lansbury	1017	Culloden Primary School, Dee Street	no change
EIL5	East India & Lansbury	1647	Teviot Centre, Wyvis Street	additional polling station
LI1	Limehouse	1552	Stepney Greencoat Primary School, Norbiton Road	additional polling station
LI2	Limehouse	1676	Hind Grove Community Centre, 18 Stainsby Road	) additional polling station
LI2	Limehouse	1456	Hind Grove Community Centre, 18 Stainsby Road	)
LI3	Limehouse	914	Holy Family Primary School, Wades Place	no change
LI3	Limehouse	860	Holy Family Primary School, Wades Place	no change
LI4	Limehouse	1603	Cyril Jackson Primary School, 51 Three Colts Street	no change
LI4	Limehouse	1520	Cyril Jackson Primary School, 51 Three Colts Street	no change
MEE1	Mile End East	1620	Professional Development Centre, English Street	60 Southern Grove no longer available
MEE2	Mile End East	1106	Wellington Primary School, Wellington Way	no change
MEE2	Mile End East	1053	Wellington Primary School, Wellington Way	no change
MEE3	Mile End East	992	St Paul's with St Lukes Primary School, Leopold Street	no change
MEE3	Mile End East	815	St Paul's with St Lukes Primary School, Leopold Street	no change
MEE4	Mile End East	1051	Stebon Primary School, Burdett Estate	no change
MEE4	Mile End East	1004	Stebon Primary School, Burdett Estate	no change
MGT1	Mile End & Globetown	1419	New Bonner Primary School, Hartley Street	) new venue; space available for 2 polling
MGT1	Mile End & Globetown	1400	New Bonner Primary School, Hartley Street	) stations
MGT2	Mile End & Globetown	1686	The Tramshed, Digby Street	additional polling station; anticipated increase in electorate
MGT3	Mile End & Globetown	1347	Harpley Secondary School, Globe Road	no change
MGT3	Mile End & Globetown	1346	Harpley Secondary School, Globe Road	no change
MGT4	Mile End & Globetown	991	Latimer Congregational Hall, Ernest Street	no change
MGT4	Mile End & Globetown	966	Latimer Congregational Hall, Ernest Street	no change
M1	Millwall	2691	Seven Mills Primary School, Malabar Street	) 2 additional polling stations; space available
M1	Millwall	2476	Seven Mills Primary School, Malabar Street	) significant increase in electorate anticipated
M12	Millwall	1221	St. Edmund's RC Primary School, 297 Westferry Road	no change
M12	Millwall	1326	St. Edmund's RC Primary School, 297 Westferry Road	no change
M12	Millwall	1077	St. Edmund's RC Primary School, 297 Westferry Road	no change
M13	Millwall	1492	Harbinger Primary School, Cahir Street	no change

MI3	Millwall	1409	Harbinger Primary School, Cahir Street	no change
SDS1	St Dunstan's & Stepney Grm	1172	Stepney Green Secondary School, Ben Jonson Road	no change
SDS1	St Dunstan's & Stepney Grm	1082	Stepney Green Secondary School, Ben Jonson Road	no change
SDS2	St Dunstan's & Stepney Grm	1960	Cayley Primary School, Aston Street	retain polling places but reallocate some electors to SDS4
SDS2	St Dunstan's & Stepney Grm	1890	Cayley Primary School, Aston Street	as additional polling station cannot be accommodated
SDS3	St Dunstan's & Stepney Grm	1970	Sir John Cass Foundation & Redcoat Secondary School	) additional polling station, if practicable
SDS3	St Dunstan's & Stepney Grm	1749	Sir John Cass Foundation & Redcoat Secondary School	)
SDS4	St Dunstan's & Stepney Grm		Halley Street Primary School	additional polling district SDS4 as Cayley Primary cannot accommodate extra station; anticipated increase in electorate
SH1B	Shadwell	984	Bigland Green Primary School, Bigland Street	no change
SH1B	Shadwell	908	Bigland Green Primary School, Bigland Street	no change
SH1P	Shadwell	1550	Bigland Green Primary School, Bigland Street	no change
SH2	Shadwell	1856	St. Mary & St. Michael Primary School, Sutton Street	additional polling station; space available
SH3	Shadwell	1602	Glamis Tenants Hall, 414 Cable Street	no change
SH4	Shadwell	1871	Portacabin, Royal Foundation of St Katharine's, private access road	no change; no alternative available
SK1	St Katharine's & Wapping	1131	St Paul's Primary School, Wellclose Square	no change
SK1	St Katharine's & Wapping	954	St Paul's Primary School, Wellclose Square	no change
SK2B	St Katharine's & Wapping	1429	St Peter's Primary School, Garnet Street	no change
SK2B	St Katharine's & Wapping	899	St Peter's Primary School, Garnet Street	no change
SK3	St Katharine's & Wapping	1467	John Orwell Sports Centre, Tench Street	no change
SK3	St Katharine's & Wapping	1437	John Orwell Sports Centre, Tench Street	no change
SK4	St Katharine's & Wapping	1742	Hermitage Primary School, Vaughan Way	additional polling station; space available
SPB1	Spitalfields & Banglatown	979	Christ Church Primary School, 47A Brick Lane	no change
SPB1	Spitalfields & Banglatown	891	Christ Church Primary School, 47A Brick Lane	no change
SPB2	Spitalfields & Banglatown	1383	Osmani Primary School, Vallance Road	no change
SPB2	Spitalfields & Banglatown	892	Osmani Primary School, Vallance Road	no change
SPB3	Spitalfields & Banglatown	1254	Canon Barnett Primary School, Gunthorpe Street	no change
SPB3	Spitalfields & Banglatown	1182	Canon Barnett Primary School, Gunthorpe Street	no change
WE1	Weavers	1221	Columbia Primary School, Columbia Road	no change

WE1	Weavers	1152	Columbia Primary School, Columbia Road	no change
WE2	Weavers	1247	Virginia Primary School, Hocker Street Entrance	no change
WE2	Weavers	1178	Virginia Primary School, Hocker Street Entrance	no change
WE3	Weavers	1824	St Matthias CE Primary School, Bacon Street	) new polling place with additional polling station to cope
WE3	Weavers	1605	St Matthias CE Primary School, Bacon Street	) with increased electorate; replaces William Davis Primary
WH1	Whitechapel	1721	Kobi Nazrul Primary School, Settles Street	additional polling station; space available
WH2	Whitechapel	1719	Tower Hamlets Community Housing, 285 Commercial Road	to replace Cheviot House which will no longer be available
WH3	Whitechapel	2670	Smithy Street Primary School	to replace Stepney Library which has closed (2 stations)
WH4	Whitechapel	1515	Harry Gosling Primary School, Fairclough Street	no change
WH4	Whitechapel	1449	Harry Gosling Primary School, Fairclough Street	no change

**Total Electorate** 150543 (local government electorate)

Representations should be sent by 31<sup>st</sup> July 2007 to:

Electoral Services  
Tower Hamlets Town Hall  
Mulberry Place  
5, Clove Crescent  
London  
E14 2BG

For further information please contact Electoral Services at the above address or

Telephone 020 7364 0906  
E-mail [electoralservices@towerhamlets.gov.uk](mailto:electoralservices@towerhamlets.gov.uk)

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