

Meeting of the

GENERAL PURPOSES COMMITTEE

Wednesday, 18 June 2008 at 7.30 p.m.

A G E N D A

VENUE

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

Members:	Deputies (if any):
Chair: Councillor M. Shahid Ali Vice-Chair:	
Councillor Carli Harper-Penman Councillor Tim O'Flaherty Councillor M. Mamun Rashid Councillor A A Sardar Councillor Salim Ullah	Councillor Stephanie Eaton, (Designated Deputy representing Councillor Tim O'Flaherty) Councillor Azizur Rahman Khan, (Designated Deputy representing Councillor Tim O'Flaherty) Councillor Abdul Matin, (Designated Deputy representing Councillor Tim O'Flaherty) Councillor Abjol Miah, (Designated Deputy representing Councillor M. Mamun Rashid) Councillor Fozol Miah, (Designated Deputy representing Councillor M. Mamun Rashid) Councillor Abdul Munim, (Designated Deputy representing Councillor M. Mamun Rashid)

[Note: The quorum for this body is 3 Members].

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: John S. Williams, Service Head, Democratic Services,
Tel: 020 7364 4204, E-mail:johns.williams@towerhamlets.gov.uk

LONDON BOROUGH OF TOWER HAMLETS

GENERAL PURPOSES COMMITTEE

Wednesday, 18 June 2008

7.30 p.m.

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. ELECTION OF VICE-CHAIR

Note: At the Annual Council Meeting held on 21st May 2008, Councillor Mohammed Shahid Ali was appointed to serve as Chair of the General Purposes Committee for the remainder of the municipal year 2008/09.

The Committee is now invited to elect a Vice-Chair to serve for that period.

	PAGE NUMBERS	WARD(S) AFFECTED
3. DECLARATIONS OF INTEREST	1 - 2	
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. See attached note from the Chief Executive.		
4. MINUTES	3 - 8	
To agree as a correct record of the proceedings the minutes of the meeting of the General Purposes Committee held on 10 th December 2007.		
5. REPORTS FOR CONSIDERATION		
5.1 General Purposes Committee - Terms of reference, membership and dates of meetings	9 - 12	
5.2 Appointments to external bodies	13 - 50	
5.3 Appointment of Members/deputies to casual vacancies on committees/panels (if any)		

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Agenda Item 3

DECLARATIONS OF INTERESTS - NOTE FROM THE CHIEF EXECUTIVE

This note is guidance only. Members should consult the Council's Code of Conduct for further details. Note: Only Members can decide if they have an interest therefore they must make their own decision. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending at a meeting.

Declaration of interests for Members

Where Members have a personal interest in any business of the authority as described in paragraph 4 of the Council's Code of Conduct (contained in part 5 of the Council's Constitution) then s/he must disclose this personal interest as in accordance with paragraph 5 of the Code. Members must disclose the existence and nature of the interest at the start of the meeting and certainly no later than the commencement of the item or where the interest becomes apparent.

You have a **personal interest** in any business of your authority where it relates to or is likely to affect:

- (a) An interest that you must **register**
- (b) An interest that is not on the register, but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of your authority more than it would affect the majority of inhabitants of the ward affected by the decision.

Where a personal interest is declared a Member may stay and take part in the debate and decision on that item.

What constitutes a prejudicial interest? - Please refer to paragraph 6 of the adopted Code of Conduct.

Your personal interest will also be a prejudicial interest in a matter if (a), (b) and either (c) or (d) below apply:-

- (a) A member of the public, who knows the relevant facts, would reasonably think that your personal interests are so significant that it is likely to prejudice your judgment of the public interests; AND
- (b) The matter does not fall within one of the exempt categories of decision listed in paragraph 6.2 of the Code; AND EITHER
- (c) The matter affects your financial position or the financial interest of a body with which you are associated; or
- (d) The matter relates to the determination of a licensing or regulatory application

The key points to remember if you have a prejudicial interest in a matter being discussed at a meeting:-

- i. You must declare that you have a prejudicial interest, and the nature of that interest, as soon as that interest becomes apparent to you; and
- ii. You must leave the room for the duration of consideration and decision on the item and not seek to influence the debate or decision unless (iv) below applies; and

- iii. You must not seek to improperly influence a decision in which you have a prejudicial interest.
- iv. If Members of the public are allowed to speak or make representations at the meeting, give evidence or answer questions about the matter, by statutory right or otherwise (e.g. planning or licensing committees), you can declare your prejudicial interest but make representations. However, you must immediately leave the room once you have finished your representations and answered questions (if any). You cannot remain in the meeting or in the public gallery during the debate or decision on the matter.

LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE GENERAL PURPOSES COMMITTEE

HELD AT 6.30 P.M. ON MONDAY, 10 DECEMBER 2007

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

Members Present:

Councillor A A Sardar (Chair)

Councillor Philip Briscoe
Councillor Carli Harper-Penman
Councillor Waiseul Islam (Vice-Chair)
Councillor M. Mamun Rashid

Councillor M. Shahid Ali

Other Councillors Present:

Officers Present:

Isabella Freeman – (Assistant Chief Executive [Legal Services] and
Monitoring Officer)

Kweku Quagraine – (Democratic Services)
John Williams – (Service Head, Democratic Services)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lutfur Rahman, for whom Councillor Mohammed Shahid Ali was deputising.

2. DECLARATIONS OF INTEREST

No declarations were made.

3. MINUTES

RESOLVED

That the minutes of the General Purposes Committee held on 15th November 2007 be agreed as a correct record.

4. REPORTS FOR CONSIDERATION

4.1 Ocean Regeneration Trust Interim Board

Councillor Carli Harper Penman nominated Councillor Rofique U. Ahmed and Councillor Alibor Choudhury as Council representatives to the Interim Board of the Ocean Regeneration Trust.

Councillor Mohammed Shahid Ali seconded these nominations.

No further nominations were made.

RESOLVED

That Councillor Rofique U. Ahmed and Councillor Alibor Choudhury be appointed as Council representatives to the Interim Board of the Ocean Regeneration Trust for the remainder of the municipal year 2007/08.

4.2 Tower Hamlets Homes - appointment of Shadow Board Member

Councillor Carli Harper Penman nominated Councillor Ohid Ahmed to serve as a Council representative on the Shadow Board of Tower Hamlets Homes, replacing Councillor Sirajul Islam.

Councillor Mohammed Shahid Ali seconded this nomination.

No further nominations were made.

RESOLVED

That Councillor Ohid Ahmed be appointed as a Council representative on the Shadow Board of Tower Hamlets Homes for the remainder of the municipal year 2007/08.

4.3 Appointment of Representatives to outside bodies

a) London City Airport Consultative Committee:

Councillor Carli Harper Penman nominated Councillor Ann Jackson to serve as a Council representative on the London City Airport Consultative Committee to replace Councillor Bill Turner, who had given notice that he was unable to continue in this capacity.

Councillor Mohammed Shahid Ali seconded this nomination.

Councillor Philip Briscoe nominated Mr Eric Pemberton to the position. Councillor M. Mamun Rashid seconded this nomination.

The Committee then voted on the nominations made.

RESOLVED

That Councillor Ann Jackson be appointed as the Council representative on the London City Airport Consultative Committee for the remainder of the municipal year 2007/08.

b) East London and the City University Mental Health NHS Trust:

Councillor Carli Harper Penman nominated Councillor Bill Turner to serve as the Council's representative on the East London and the City University Mental Health NHS Trust.

Councillor Mohammed Shahid Ali seconded this nomination.

RESOLVED

That Councillor Bill Turner be appointed to serve as the Council's representative on the East London and the City University Mental Health NHS Trust for the remainder of the municipal year 2007/08.

c) London Housing Consortium;

d) London Housing Unit Executive Committee (Deputy) and Sub-Committee;

e) London Councils Housing Forum:

John Williams, Service Head, Democratic Services advised that pursuant to the appointment of a new Cabinet member by the Council on 28th November 2007 and subsequent changes to Cabinet portfolios, the committee was recommended to appoint a replacement for Councillor Rupert Bawden on each of the bodies listed at (c) to (e) above.

Councillor Carli Harper-Penman nominated Councillor Sirajul Islam to serve on each of the bodies listed. Councillor Mohammed Shahid Ali seconded the nominations.

RESOLVED

That Councillor Sirajul Islam be appointed to serve as a Council representative on the London Housing Consortium; London Housing Unit Executive Committee (Deputy) and Sub Committee; and the London Councils Housing Forum for the remainder of the municipal year 2007/08.

f) Greater London Employers Forum;

John Williams, Service Head, Democratic Services advised that pursuant to the changes to Cabinet portfolios notified by the Leader of the Council, the Committee was recommended to appoint Councillor Joshua Peck as the Council's representative on the Greater London Employers Forum, with Councillor Sirajul Islam as his deputy.

The Committee agreed to the recommendation.

RESOLVED

That Councillor Joshua Peck be appointed as the Council's representative on the Greater London Employers Forum for the remainder of the municipal year 2007/08, with Councillor Sirajul Islam as his deputy.

g) Tower Hamlets Community Transport

Councillor Carli Harper-Penman nominated Councillor Waiseul Islam to serve as a Council representative on Tower Hamlets Community Transport, replacing Councillor Abdal Ullah.

Councillor Mohammed Shahid Ali seconded this nomination.

No further nominations were made.

RESOLVED

That Councillor Waiseul Islam be appointed to serve as a Council representative on Tower Hamlets Community Transport for the remainder of the municipal year 2007/08.

4.4 Filling of casual vacancies on committees and panels

a) Audit Committee

Councillor Mohammed Shahid Ali nominated Councillor Joshua Peck, Councillor Sirajul Islam, Councillor Marc Francis, and Councillor Carli Harper Penman as the Labour Group members of the Audit Committee.

Councillor Waiseul Islam seconded these nominations.

RESOLVED

That Councillor Joshua Peck, Councillor Sirajul Islam, Councillor Marc Francis and Councillor Carli Harper-Penman be appointed as members of the Council's Audit Committee for the remainder of the municipal year 2007/08.

b) Health Scrutiny Panel

Councillor Carli Harper Penman nominated Councillor Anwara Ali to replace Councillor Shafiqul Haque as a Labour Group member on the Health Scrutiny Panel.

Councillor Mohammed Shahid Ali seconded this nomination.

RESOLVED

That Councillor Anwara Ali be appointed as a Labour Group representative on the Health Scrutiny Panel for the remainder of the municipal year 2007/08, replacing Councillor Shafiqul Haque.

c) Human Resources Committee

Councillor Carli Harper Penman nominated Councillor Joshua Peck to replace Councillor Shafiqul Haque as a Labour Group member on the Human Resources Committee.

Councillor Mohammed Shahid Ali seconded this nomination.

RESOLVED

That Councillor Joshua Peck be appointed as a Labour Group representative on the Human Resources Committee for the remainder of the municipal year 2007/08, replacing Councillor Shafiqul Haque.

5. DATE OF NEXT MEETING

NOTED that the next ordinary meeting of the General Purposes Committee is scheduled to take place on Wednesday 13th February 2008 at 7.30 p.m.

The meeting ended at 6.44 p.m.

Chair, Councillor A A Sardar
General Purposes Committee

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Agenda Item 5.1

Committee General Purposes Committee	Date 18 th June, 2008	Classification Unrestricted	Report No.	Agenda Item No.
Report of: Service Head Democratic Services Originating Officer(s): John S. Williams		Title: General Purposes Committee – Terms of Reference, Membership and Dates of meetings Ward(s) affected: ALL		

1. SUMMARY

- 1.1 This report sets out for Members' information the Committee's Terms of Reference, membership and schedule of meeting dates for the municipal year 2008/09.

2. RECOMMENDATION

- 2.1 That the report be noted.

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

Brief description of "background paper"

None

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

3. BACKGROUND

- 3.1 This report sets out for Members' information 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 as amended following the Annual Council Meeting on 21st May 2008, 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 including the Tower Hamlets Housing Board.
- (iii) To recommend to Council the introduction, amendment or revocation of by-laws.
- (iv) Responsibility for the appointment and revocation of local authority school governors in cases of competing nominations or where officer delegations cannot be exercised.
- (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 The Annual Council Meeting held on Wednesday 21st May 2008 appointed the following Councillors to serve on the General Purposes Committee for the remainder of the 2008/09 municipal year:-

- Councillor Mohammed Shahid Ali (Chair)
- Councillor Carli Harper-Penman
- Councillor A. A. Sardar
- Councillor Salim Ullah
- Councillor Mohammed Mamun Rashid (Deputies - Councillors Abjol Miah, Fozol Miah and Md. Abdul Munim)
- Councillor Tim O'Flaherty (Deputies - Councillors Stephanie Eaton, Azizur Rahman Khan and Abdul Matin)

5.2 There is one vacancy on the Committee pending the nomination of a Member by the Conservative Group.

6. DATES OF MEETINGS

6.1 Council at its meeting held on Wednesday 23rd April 2008 agreed the programme of meetings for principal committees/panels etc for the forthcoming municipal year. Further meetings of the General Purposes Committee have been scheduled for the following dates (start time 7.30 p.m. in each case):-

- Wednesday 6th August 2008
- Wednesday 22nd October 2008
- Wednesday 21st January 2009
- Wednesday 25th March 2009

It may be necessary to convene additional meetings of the Committee should urgent business arise. Officers will keep the position under review and consult with the Chair and other Members as appropriate.

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 General Purposes Committee	Date 18th June, 2008	Classification Unrestricted	Report No.	Agenda Item No.
Report of: Service Head Democratic Services	Title: APPOINTMENTS TO EXTERNAL BODIES			
Originating Officer(s): John S. Williams	Ward(s) affected: All			

SUMMARY

1. The Committee is requested to consider nominations received from the political groups on the Council for appointments to external bodies. Attached at Appendix A, is the schedule of appointments to be made. This has been revised to show the appointments made in 2007/2008, those required in 2008/2009 and any nominations received.
2. It should be noted that appointments to London Councils Committees and Forums were made by Council on 21st May 2008 because they required nominations by 1st June.

RECOMMENDATIONS

3. (i) That appointments be made to external bodies for the Municipal Year 2008/2009 as listed in Appendix A to the report;
- (ii) That the appointments to London Councils Committees and Forums made by Council on 21st May 2008, as listed in Appendix B to the report, be noted; and
- (iii) That the 'Guidance for Members representing the Council on external bodies' at Appendix C be noted.

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

John S. Williams
020 7364 4204

BACKGROUND

4. The General Purposes Committee has been established by Council to enable the swift determination of non-executive matters, 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 (attached at Appendix A) to external bodies has been revised to show the appointments made in 2007/2008, those required in 2008/2009 and any nominations received. 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. The Committee is invited to note the guidance which has been circulated to all members of the Council and posted 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, but there is provision where necessary for Members appointed by the Council to external bodies to report to the Council or General Purposes Committee on the work of the organisation and any implications for the Council.

CONSULTATION

9. The political groups on the Council have been consulted prior to finalising the schedule at Appendix A.

COMMENTS OF THE CHIEF FINANCIAL OFFICER

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

CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)

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

EQUAL OPPORTUNITY IMPLICATIONS

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

ANTI POVERTY IMPLICATIONS

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

SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

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

RISK ASSESSMENT

15. 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 **2008-2009**

For any additional information or advice about 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

Attached at Appendix A are appointments made by the General Purposes Committee on 18th June, 2008 and attached at Appendix B are the appointments to London Councils Committees and Forums made by Council on 21st May, 2008

Appendix A

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
Age Concern Tower Hamlets	1		Cllr Alex Heslop (Appointed at GPC 13 th June, 2007)	Cllr Alex Heslop			Cllr Stephanie Eaton		
Arts Council for England ACE	2		Cllr Denise Jones Cllr Shiria Khatun (Appointed at GPC 13 th June, 2007)	Cllr Denise Jones Cllr Rofique Ahmed					
Action for Bow	1		Cllr Ann Jackson (Appointed at GPC 13 th June, 2007)	Cllr Ann Jackson					
Aldgate & All Hallows Exhibition Foundation Term of Office: 3 years	1	Cllr Sirajul Islam (Appointed at GPC 13 th June, 2007 – to serve until 15.3.2009)		←	No appointment	required	this year		→
Bethnal Green & Victoria Museum of Childhood	2		Cllr Denise Jones Cllr Alex Heslop (Appointed at GPC 13 th June, 2007)	Cllr Denise Jones Cllr Clair Hawkins			Cllr Stephanie Eaton		
Bethnal Green & Victoria Park Housing Association	1		Cllr Joshua Peck (Appointed at GPC 13 th June, 2007)	Cllr Joshua Peck					
Bromley By Bow Centre	1		Cllr A.A Sardar (Appointed at GPC 13 th June, 2007)	Cllr A. A. Sardar					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
City Fringe	1		Cllr Ohid Ahmed (Appointed at GPC 13 th June, 2007)	Cllr Ohid Ahmed					
Central London Waste Disposal Joint Committee (Term of Office: 4 years)	3		Cllr Abdal Ullah Cllr Waiseul Islam Cllr Shirley Houghton (Appointed at GPC 13 th June, 2007)	Cllr Abdal Ullah Cllr Waiseul Islam	Cllr Shirley Houghton				
Cultural Industries Development Agency	2		Cllr Denise Jones Cllr Shiria Khatun (Appointed at GPC 13 th June, 2007)	Cllr Denise Jones Cllr Rofique Ahmed					
Docklands Sailing Water Sports Centre	1		Cllr Phil Briscoe (Appointed at GPC 13 th June, 2007)	Cllr Md. Shahid Ali	Cllr Philip Briscoe				
East London Line Group	2		Cllr Abdal Ullah Cllr Waiseul Islam (Appointed at GPC 13 th June, 2007)	Cllr Abdal Ullah Cllr Salim Ullah Cllr Carli Harper-Penman					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
East London Nursing Society Trust Term of Office: 4 years Doesn't have to be Councillor	3	Cllr. Anwara Ali (appointed at GPC 13.6.07 until June 2011) Cllr Oliur Rahman (to Jan 2009) Anna Lynch (to Nov 2010)		←	No	appointments	to make this	year	→
English Heritage – Historic Environment Champion	1		Cllr Denise Jones (appointed at GPC – 18 th October 07)	Cllr Denise Jones			Cllr Stephanie Eaton		
East End Homes	2		Cllr Denise Jones Cllr Motin Uz-Zaman (Appointed at GPC 13 th June, 2007)	Cllr Denise Jones Cllr Motin Uz-Zaman					
East London and The City University Mental Health NHS Trust	1		Cllr Bill Turner (Appointed at GPC 10 th December, 2007)	Cllr Bill Turner			Cllr Stephanie Eaton		

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
Futures Charitable Trust (Rotation of Boroughs so no appointments needed until Jan 2010).	1			←	No	appointments	required	→	
Globe Town Trust Page	1		Cllr Bill Turner (Appointed at GPC 13th June, 2007)	Cllr Bill Turner					
Greenwich + Becklands Festivals	1		Cllr Rupert Bawden (Appointed at GPC 13th June, 2007)	Cllr Rupert Bawden					
Greater London Enterprise	2		Cllr Waiseul Islam Cllr Peter Golds (Appointed at GPC 13th June, 2007)	Cllr Ahmed Omer	Cllr Peter Golds				
Island Sports Trust – Management Committee	1		Cllr Peter Golds (Appointed at GPC 13 th June, 2007)		Cllr Peter Golds				
Island Health Charities Trust	1		Cllr Rupert Eckhardt (Appointed at GPC 13 th June, 2007)	Cllr Md. Shahid Ali	Cllr Rupert Eckhardt				

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
Isle of Dogs Community Foundation	2		Cllr Shiria Khatun (Appointed at GPC 13 th June 2007) Cllr Tim Archer (Appointed at GPC 18 th October, 2007)	Cllr Shiria Khatun	Cllr Tim Archer				
Jagonari	1		Cllr Anwara Ali (Appointed at GPC 13 th June, 2007)	Cllr Denise Jones					
London Canals Committee	1+1dep		Cllr Marc Francis Cllr Peter Golds (deputy) (Appointed at GPC 13 th June, 2007)	Cllr Marc Francis	Cllr Peter Golds				
Leaside Regeneration Company Ltd	2		Cllr Ahmed Omer Cllr Marc Francis (Appointed at GPC 13 th June, 2007)	Cllr Ahmed Omer Cllr Marc Francis					
LGA Urban Commission	2		Cllr Ohid Ahmed Cllr Shafiqul Haque (Appointed at GPC 13 th June, 2007)	Cllr Ohid Ahmed Cllr Marc Francis					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
Limehouse Youth Club – Management Committee	3		Cllr Mohammed Shahid Ali Cllr Shiria Khatun Cllr Ohid Ahmed (Appointed at GPC 13 th June, 2007)	Cllr Waiseul Islam Cllr Md. Shahid Ali Cllr Ohid Ahmed					
London Accident Prevention Council	1 + deputy		Cllr Rupert Bawden Cllr Dr Emma Jones (Deputy) (Appointed at GPC 13 th June, 2007)	Cllr Rupert Bawden	Cllr Dr. Emma Jones				
Lee Valley Regional Park Authority Term of office: 4 years	1+dep		Cllr Rupert Bawden Cllr Rajib Ahmed (Deputy) (Appointed at GPC 13 th June, 2007)	Cllr Rupert Bawden					
London City Airport Consultative Committee Term of Office: 3 years	1		Cllr Ann Jackson (Appointed at GPC 10 th December, 2007)	Cllr Ann Jackson					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
LGA General Assembly	4		Cllr Carli Harper-Penman Cllr Waiseul Islam Cllr Anwara Ali Cllr Peter Golds (Appointed at GPC 13 th June, 2007)	Cllr Alibor Choudhury Cllr Abdal Ullah Cllr Carli Harper-Penman	Cllr Peter Golds				
London Housing Consortium	2		Cllr Sirajul Islam (appointed at GPC 10 th Dec 07) Cllr Alex Heslop (Appointed at GPC 13 th June, 2007)	Cllr Marc Francis Cllr Alex Heslop					
London Rivers Association	1		Cllr Mohammed Shahid Ali (Appointed at GPC 13 th June, 2007)	Cllr Joshua Peck			Cllr Stephanie Eaton		
London Thames Gateway Development Corporation Term of Office: to 31.7.09	1	Cllr Ohid Ahmed – Board Member, appointed to 31 st July 2009		Cllr Ohid Ahmed (Board Member) Cllr Shafiqul Haque (Cttee member)					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
London Youth Games Limited	2		Cllr Waiseul Islam Cllr Stephanie Eaton (Appointed at GPC 13 th June, 2007)	Cllr Waiseul Islam			Cllr Tim O'Flaherty		
Mudchute Association	1		Cllr Rupert Eckhardt (Appointed at GPC 18 th October, 2007)	Cllr Md. Shahid Ali	Cllr Rupert Eckhardt				
Merchant Navy Welfare Board	1		Cllr Marc Francis (Appointed at 13 th June, 2007)	Cllr Ahmed Omer					
Mile End Park Partnership Company	2		Cllr Denise Jones Cllr Joshua Peck (Appointed at GPC 13 th June, 2007)	Cllr Denise Jones Cllr Joshua Peck					
Montfiore Centre (formerly Bethnal Green Training Centre)	2		Cllr A. A. Sardar Cllr Mohammed Abdus Salique (Appointed at GPC 13 th June, 2007)	Cllr Ahmed Omer Cllr Abdus Salique					
Norton Folgate Almhouse Charities	3		Cllr Bill Turner (Appointed at GPC 14.6.06) Sybil Yates (Appointed at GPC 13.6.07) - Resigned	Rachel Blake					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
North East London Valuation Tribunal Term of Office: 6 years Doesn't have to be Councillor	6	(1) Mr Dave Guppy to June 2009 (2) Ms Marian Williams to June 2009 (3) Mr Martin Young – 31 st Dec. 2009 (4) Mr J Pelta – to 31 st Dec. 2009 (5) Judith Gardiner – to June 2013	Mr Leon Rogers – to 14 th January 2008						
Ocean New Deal for Communities	2		Cllr Rofique U Ahmed Cllr Shafiqul Haque Cllr (Appointed at GPC 13 th June, 2007)						
Ocean Regeneration Trust Interim Board	2		Cllr R. U. Ahmed Cllr A. Choudhury (GPC – 10 th December 2007)	Cllr Rofique Ahmed Cllr Alibor Choudhury					
Old Ford Housing Association	1		Cllr Marc Francis (Appointed at GPC 13 th June, 2007)						

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
Older Peoples' Member Champion	1		Cllr A. Jackson (GPC – 18 th October 2007)	Cllr Ann Jackson					
Oxford House	1		Cllr Carli Harper-Penman (Appointed at GPC 13 th June, 2007)	Cllr Carli Harper-Penman					
Parmiters Bethnal Green Education Trust	1		Cllr Sirajul Islam (Appointed at GPC 13th June, 2007)						
Poplar HARCA Board	2		Cllr Motin Uz-Zaman Cllr A. A. Sardar (Appointed at GPC 13th June, 2007)	Cllr Motin Uz-Zaman Cllr A. A. Sardar					
Reserve Forces & Cadets Association for Greater London	1		Cllr Stepanie Eaton (Appointed at GPC 13th June, 2007)				Cllr Stepanie Eaton		

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Rich Mix Cultural Foundation	2		Cllr Shiria Khatun Cllr Carli Harper Penman (Appointed at GPC 13 th June, 2007)	Cllr Rofique Ahmed Cllr Carli Harper-Penman					
St Hilda's Community Centre Management	1		Cllr Abdul Matin (Appointed at GPC 13 th June, 2007)	Cllr Fazlul Haque			Cllr Tim O'Flaherty		
Spitalfields Market Community Trust	3		Cllr Helal U Abbas Cllr Lutfur Rahman Cllr Sirajul Islam (Appointed at GPC 13 th June, 2007)	Cllr Helal Abbas Cllr Lutfur Rahman Cllr Sirajul Islam					
S. S. Robin Trust	1		Cllr S. Khatun (Council – 23 rd April 2008)	Cllr Denise Jones					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2007/2008	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2007/2008	RESPECT GROUP NOMINATIONS COUNCILLOR 2007/2008	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 20076/20078	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 13 th JUNE, 2007
St Katharine's & Shadwell Trust	2+2 Dep		Cllr Denise Jones Cllr Shafiqul Haque Cllr Abdul Asad (Deputy) Mr Abdus Shukur (Deputy) (Appointed at GPC 13 th June, 2007)	Cllr Denise Jones Cllr Shafiqul Haque Deputies: Cllr Abdul Asad Mr. Abdus Shukur					
Stepney Relief In Need Charity Term of Office: 4 years Doesn't have to be Councillor	3	Cllr Rofique U Ahmed (Appointed at GPC 16 th June, 2005 - Until 16/06/09)	Cllr Ailbor Choudhury (Resigned) Mr. David Byatt (Retired) 2 appointments to be made – to serve until 2012.	Cllr Bill Turner					
Thames Gateway London Partnership	1		Cllr Ohid Ahmed (Appointed at GPC 18 th October, 2007)	Cllr Ohid Ahmed					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAS PURPOSES COMMITTEE 18 th JUNE, 2008
Thames' Regions Flood Defence Committee (Sub-of National Rivers Authority) (Tower Hamlets, Bexley, Greenwich, Lewisham & Newham)	1		Each Borough takes place on rota basis – Tower Hamlets' rota position t.b.c.						
Term of Office: 4 years Thomas Dickinson Charity	3		Cllr Alibor Choudhury Cllr Tim O'Flaherty (Appointed at GPC 13 th June, 2007)						
Tower Hamlets/ Canary Wharf Further Education Trust	2		Cllr Abdal Ullah Cllr Clair Hawkins (Appointed at GPC 13 th June, 2007)	Cllr Abdal Ullah Cllr Clair Hawkins					

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The Henderson Charity	1		Cllr Ahmed Omer (Appointed at GPC 13th June, 2007)	Cllr Ahmed Omer					
Tower Hamlets College	1		Cllr Clair Hawkins (Appointed at GPC 13th June, 2007)	Cllr Clair Hawkins					
Tower Hamlets Community Transport	2		Cllr Waiseul Islam (GPC – 10 th December 2007) Cllr Anwara Ali (Appointed at GPC 13th June, 2007)	No Councillor appointment needed					
Tower Hamlets Sports Council	7		Cllr. Ahmed Omer Cllr. Shiria Khatun Cllr. Lutfur Rahman Cllr. Waiseul Islam Cllr Abjol Miah Cllr Rupert Eckhardt Cllr Stephanie Eaton (Appointed at GPC 13 th June, 2007)	Cllr Waiseul Islam Cllr Ohid Ahmed Cllr Shiria Khatun Cllr Ahmed Omer	Cllr Rupert Eckhardt		Cllr Stephanie Eaton		

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
<p>Tower Hamlets Primary Care Trust</p> <p>(PCT have advised that the appointment falls to the Lead Member responsible for Older People and Health)</p>	1		<p>Clr Motin Uz-Zaman (Appointed at GPC 13th June, 2007)</p>	<p>Clr Anwara Ali</p>					
<p>Tower Hamlets Community Housing (THCH)</p>	4		<p>Clr Waiseul Islam (Council – 11th February 2008) Clr Shafiqul Haque Clr Sirajul Islam Clr Mohammed Abdus Salique (Appointed at GPC 13th June, 2007)</p>	<p>Clr Waiseul Islam Clr Helal Abbas Clr Shafiqul Haque Clr Sirajul Islam</p>					

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	ON-GOING APPOINTMENTS	CURRENT APPOINTMENTS	LABOUR GROUP NOMINATIONS COUNCILLOR 2008/2009	CONSERVATIVE GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT GROUP NOMINATIONS COUNCILLOR 2008/2009	LIBERAL DEMOCRAT GROUP NOMINATIONS COUNCILLOR 2008/2009	RESPECT-THE UNITY COALITION GROUP NOMINATIONS COUNCILLOR 2008/2009	APPOINTED AT GENERAL PURPOSES COMMITTEE 18 th JUNE, 2008
Tower Hamlets Homes Shadow Board	5		Cllr M. Francis Cllr A. Heslop Cllr S. Haque (June 2007) Cllr D. Jones (GPC 18.10.07) Cllr O. Ahmed (GPC 10.12.07)	Cllr Alex Heslop Cllr Denise Jones Cllr Shafiqul Haque Cllr Ohid Ahmed Cllr Fazlul Haque					
Tower Project	1		Cllr Ann Jackson (Appointed at GPC 13th June, 2007)	Cllr Ann Jackson					
Whitechapel Art Gallery	1		Cllr Denise Jones (Appointed at GPC 13th June, 2007)	Cllr Denise Jones					
Women's Library Council	1		Cllr Denise Jones (Appointed at GPC 13th June, 2007)	Cllr Denise Jones					

Appendix B

ORGANISATION London Councils	NUMBER OF REPS. TO BE APPOINTED	APPOINTMENTS 2007/08	APPOINTED AT COUNCIL ON 21 st MAY, 2008
Leaders' Committee (usually Leader) London Councils Limited	1 + up to 2 deputies 1 (Leaders' Committee rep unless otherwise advised)	Cllr Denise Jones Cllr Sirajul Islam (Deputy) (Appointed at AGM 16 th May, 2007) Cllr Denise Jones	Cllr Lutfur Rahman Cllr Sirajul Islam
Transport & Environment Committee (usually lead member for transport and/or environmental issues)	1 + up to 4 deputies	Cllr Adbal Ullah Cllr. Alibor Choudhury (Deputy) Cllr. Mohammed Shahid Ali (Deputy) Cllr. Ann Jackson (Deputy) (Appointed at AGM 16 th May, 2007)	Cllr Adbal Ullah
Sports Committee (preferably member with responsibility for Partnerships and voluntary sector)	1 + up to 4 deputies	Cllr Ahmed Omer Cllr. A. A. Sardar (Deputy) Cllr. Waiseul Islam (Deputy) Cllr. Lutfur Rahman (Deputy) Cllr. Salim Ullah (Deputy) (Appointed at AGM 16 th May, 2007)	Cllr Ahmed Omer
Culture, Tourism and London 2012 Forum (usually lead member for culture, tourism, sport or 2012)	1 + 1 deputy	Cllr Shiria Khatun Cllr Denise Jones (Deputy) (Appointed at GPC 16 th May, 2007)	Cllr Rofique Ahmed Cllr Fazlul Haque (Deputy)
Greater London Employment Forum (expected in most cases to be the member responsible for HR)	1 + 1 deputy	Cllr. Joshua Peck Cllr. Sirajul Islam (Deputy) (Appointed at GPC 10 th Dec, 2007)	Cllr Alibor Choudhury

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	CURRENT APPOINTMENTS	APPOINTED AT COUNCIL ON 21 st MAY, 2008
London Councils			
Health & Adult Services Forum (usually lead member for social services/health)	1 + 1 deputy	Clr Motin Uz-Zaman Clr Ahmed Omer (Deputy) (Appointed at AGM 16 th May, 2007)	Clr Anwara Ali Clr Ahmed Omer (Deputy)
Housing Forum (usually lead member for housing)	1 + 1 deputy	Clr Sirajul Islam (Appointed at GPC 10 th Dec 2007) Clr Alex Heslop (Deputy) (Appointed at AGM 16 th May, 2007)	Clr Marc Francis Clr Shiria Khatun (Deputy)
Crime & Public Protection Forum (usually lead member for community safety / policing)	1 + 1 deputy	Clr Abdal Ullah Clr A. A. Sardar (Deputy) (Appointed at AGM 16 th May, 2007)	Clr Abdal Ullah
Economic Development, Forum (usually lead member for economic development and regeneration)	1 + 1 deputy	Clr Ohid Ahmed Clr Abdal Asad (Deputy) (Appointed at AGM 16 th May, 2007)	Clr Ohid Ahmed
Children & Young People Forum (usually lead member for children's services)	1 + 1 deputy	Clr Clair Hawkins Clr Bill Turner (Deputy) (Appointed at AGM 16 th May, 2007)	Clr Clair Hawkins Clr Bill Turner (Deputy)
London Housing Unit Committee		Committee disbanded - no nomination required.	
London Caribbean Partnership Group	1	Clr Ahmed Omer (Appointed at AGM 16 th May, 2007)	Clr Ahmed Omer

ORGANISATION	NUMBER OF REPS. TO BE APPOINTED	CURRENT APPOINTMENTS	APPOINTED AT COUNCIL ON 21 st MAY, 2008
<p>London Councils Black & Minority Ethnic Councillors' Network</p>		Open to all Black & Minority Ethnic Councillors who wish to be invited	
Women Councillors' Network		Open to all Women Councillors who wish to be invited	
London Irish Councillors Network		Open to all Councillors of Irish origin or background who wish to be invited	

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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. 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 Annex 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 Service Head, Democratic Services 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.

ANNEX

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 Service Head, 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 2000¹, 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;

¹ 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.

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