

**LONDON BOROUGH OF TOWER HAMLETS**  
**NOTES OF THE GENERAL PURPOSES COMMITTEE**  
**HELD AT 5.00 P.M. ON MONDAY, 25 JUNE 2018**  
**MP702 - TOWN HALL MULBERRY PLACE**

**Members Present:**

Councillor Helal Uddin (Chair)  
Councillor Kevin Brady (Vice-Chair)  
Councillor Faroque Ahmed  
Councillor Asma Begum  
Councillor Mohammed Ahbab Hossain  
Councillor Asma Islam  
Councillor Tarik Khan  
Councillor Motin Uz-Zaman  
Councillor Peter Golds

**Officers Present:**

Asmat Hussain	– (Corporate Director, Governance and Monitoring Officer)
Dena Smart	– (Head of HR)
David Knight	– (Senior Democratic Services Officer)

**1. APPOINTMENT OF VICE-CHAIR FOR THE 2018-19 MUNICIPAL YEAR**

Councillor Helal Uddin moved and Councillor Motin Uz-Zaman seconded that Councillor Kevin Brady be nominated as Vice-Chair of the General Purposes Committee for the 2018/19 municipal year. There were no other nominations and the Committee:

**RESOLVED**

That Councillor Kevin Brady be elected at Vice-Chair of the General Purposes Committee for the 2018/19 municipal year.

**2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**

There were no declarations of disclosable pecuniary interests received.

**3. MINUTES**

The unrestricted minutes of the General Purposes Committee meeting held on 26 March 2018 were agreed and signed as a correct record.

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

##### **4.1 General Purposes Committee, Terms of Reference 2017 to 2018**

David Knight the Principal Committee Services Officer, introduced the report, which set out the Terms of Reference for the Committee. The discussions on this report may be summarised as follows:

The Committee noted that:

- Following the Annual General Meeting of the Council, the various committees that had been established note (i) Terms of Reference, (ii) quorum and (iii) membership for the forthcoming Municipal Year as set out referenced in Appendices 1, 2 and 3 to the report;
- The Calendar of meetings for the remainder of the year, that had been agreed at the Annual General Meeting of the Council on 23rd May 2018 as referenced in Appendices 1, 2 and 3 to the report;
- In accordance with the agreed calendar, it's meetings have been scheduled to commence at 6.30pm; and
- Its Terms of Reference have been amended, as part of the general review of the Constitution that was been conducted by the Monitoring Officer (which has previously been reported to the Committee).

As a result of discussions on this report the Chair Moved and it was:-

**RESOLVED** to:

1. Notes its Terms of Reference, Quorum, Membership and Dates of future meetings as set out in Appendices 1, 2 and 3 to the report submitted.

##### **4.2 Establishment of Appointments Sub-Committee**

David Knight the Principal Committee Services Officer presented a report regarding the (i) Terms of Reference for the of the Appointments Sub-Committee (ii) the establishment of the Appointments Sub-Committee for the current municipal (iii) the process for Chief Officer/Deputy CO appointments and (iv) the proposed criteria for the nomination of Councillors to serve on the Sub-Committee in accordance with the Constitution and agreed procedures. The summary of the discussions on this report is set out below:

The Committee noted that:

- For a Chief Officer (Corporate Director level) appointment, the Appointments Sub-Committee shall comprise of four Councillors as follows (i) Three Members nominated by the Leader of the Labour Group, at least one of whom must either be the Mayor or a member of the Executive; and (ii) One Councillor as nominated by the Leader of the Opposition Group;

- For Deputy Chief Officer (Divisional Director level) appointments, the Sub-Committees historically consisted of five Councillors. However, it is not possible to ensure that all political groups are properly represented on a five person Sub-Committee whilst maintaining a majority for the Majority Group as required. Whilst, it is not ideal to have a larger Sub-Committee for Deputy Chief Officer Appointments, it is seen as the best solution available. It is therefore proposed to amend the proposed allocations of the Sub-Committee as follows (i) Three Members nominated by the Leader of the Labour Group, at least one of whom must either be the Mayor or a member of the Executive; and (ii) One Councillor nominated by the Leader of the Opposition Group;.
- The Divisional Director Legal or the Head of Governance and Democratic Services (or their respective nominee) to liaise with the Mayor and Group Leaders to receive their nominations, in accordance with the allocation of places, and to agree the date of the first Sub Committee in each Chief Officer/ Deputy CO appointment cycle;
- As part of a more detailed review of HR policy that consideration would be given to the process regarding the appointment of Chief Officer posts;
- The Mayor and political groups are expected to assist in achieving a Sub-Committee whose overall composition is diverse in terms of gender and ethnicity wherever possible. In the event that the initial nominations do not produce such a Sub-Committee, the Divisional Director Legal or the Head of Governance and Democratic Services (or their respective nominee) after consultation with the Divisional Director HR & Transformation will discuss with the respective group leaders and the Mayor options for amending one or more of those nominations as necessary to achieve sufficient diversity;
- As part of the development of the Committee's effectiveness there should be further discussions at a future meeting on: (i) on the process for Chief Officer/Deputy CO appointments; and (ii) the criteria to be used for the nomination of Councillors to serve on the Appointments Sub-Committee;
- Members can only sit on an Appointments Sub-Committee if they have received training at this Council on recruitment and selection; and
- The quorum for the Appointments Sub-Committee shall be at least three members.

As a result of discussions on this report the Chair Moved and it was:-

**RESOLVED to:**

1. Agree the terms of reference for Appointments Sub-Committees for the remainder of the municipal year 2018/19 as set out at paragraph 4.1 of the report presented to the Committee;
2. Note the arrangements for nominating Councillors to serve on an Appointments Sub-Committee be agreed as set out at paragraph 4.2 of the report presented to the Committee and the Divisional Director, Legal or the Head of Governance and Democratic Services (or their respective nominee) be authorised to agree the dates of Appointments Sub-Committee meetings and the membership of the Sub-Committee for each appointment that is required in accordance with nominations from the Opposition Group Leader and the Mayor;

3. Noted that there would be further discussions on the process for Chief Officer/Deputy CO appointments and the criteria for the nomination of Councillors to serve on the Sub-Committee to a future meeting;
4. Note that as part of a more detailed review of HR policy that consideration would be given to the process regarding the appointment of Chief Officer posts; and
5. Note the process for appointment to Chief Officer and Deputy Chief Officer positions as set out at paragraph 5 of the report presented to the Committee.

#### **4.3 Establishment of Employee Appeal Sub Committee**

David Knight the Principal Committee Services Officer presented a report regarding the determination of employees' appeals against dismissal and the Sub-Committees that are established as required to consider these appeals. The summary of the discussions on this report is set out below:

The Committee noted:

- Employee Appeals Sub Committee terms of reference as set out on Appendix A and the hearing structure as detailed in Appendix B of the report presented to the Committee; and
- That there is a need to look at what is best practice as no other Local Authority follows this process when determining an employees' appeals against dismissal and a review of the process will be the subject a report to a future committee and then to Council as it will require constitutional changes to be made e.g. address any outstanding cases and whether this process should continue to sit with the Councillors or go to a different model.

As a result of discussions on this report the Chair Moved and it was:-

**RESOLVED** to agree:

To the establishment of an Employee Appeals Sub Committee for the municipal year 2018/19 with the terms of reference as detailed in Appendix A and hearing structure as detailed in Appendix B of the report.

#### **4.4 Outside Bodies 2018 to 2019**

David Knight the Principal Committee Services Officer presented a report regarding the appointments to outside bodies for 2018/19.

As a result of consideration on this report the Committee noted that:

- The Council has delegated the function of making appointments to outside bodies, where the activities of those outside bodies relate to Council functions, to the General Purposes Committee; and

- Currently, only one outside body relates to Council functions and this is the (i) Local Government Association General Assembly and (ii) the Annual Conference.

As a result of discussions on this report the Chair Moved and it was:-

**RESOLVED** to agree:

- To nominate up to four Members and up to four substitutes of the Council to the Local Government Association (LGA) General Assembly and Annual Conference for 2018/19; and
- That the Council's seven votes at the General Assembly meeting be allocated as evenly as possible between nominated members, subject to any opposition group nominees having a maximum of one vote.

#### **4.5 Senior Recruitment Update**

Dena Smart Head of HR and Workforce Development presented a report regarding (i) the progress on the recruitment to senior management vacancies following the implementation of a revised Council structure; and (ii) the interim arrangements made to cover vacant roles.

The Committee:

- Noted that they have responsibility for the appointment to Chief/Deputy Chief Officer posts and that it is usual practice for the Committee to establish Appointment Sub-Committees to fulfil the recruitment process;
- Was informed of the statutory guidance issued by the Secretary of State under section 40 of the Localism Act 2011 is taken account within the Council's Pay Policy Statement (which was considered at Full Council on 21 March 2018) and employees being offered a salary package on appointment of over £99,999 per annum are subject to the approval of the General Purposes Committee;
- Noted that Section 5.2 of the Officer Employment Procedure Rules states that the engagement of Chief Officers, to permanent positions or interim positions of over three (3) months, will be through the normal recruitment process overseen by the General Purposes Committee;
- Was advised that at the meeting in March 2018 General Purposes Committee received an update on the recruitment to those new posts that had been established in the corporate restructure in September 2016;
- Noted the current status of recruitment to senior roles in the corporate restructure and requests the extension to the interim arrangements in place in respect of the Place Directorate;
- Was advised that the vacant Divisional Director posts for Public Realm and HR and Organisation Development are currently being advertised;
- Noted that the recruitment to the post of Divisional Director, Children's Social Care has now concluded
- Noted that the recruitment to the role of Divisional Director of Adult Social Care will commence shortly; and

- Was reminded that (i) the Mayor has prioritised revised arrangements for the delivery of regeneration in Tower Hamlets; and (ii) the relationship between THH and the Council is under review. Therefore, In light of these pieces of work the Chief Executive and Mayor have agreed that it would be appropriate to look again at the overall arrangements for the Place directorate and consider if any further revisions are required. The approach to covering this role has served the Council well during the intervening period and it was noted that a further six month extension will allow time for this review. Accordingly, it was noted that the acting arrangements for the Corporate Director Place role should be extended for a period of six months from 12th June 2018 and that the interim arrangement for the Strategic Director role is also extended for a period of six months from 31st July 2018 pending recruitment to the Corporate Director Place position; and
- Commented that whilst it was happy to extend the time frame as it is important that Tower Hamlets has the processes in place with structures that are fit for purpose.

As a result of discussions on this report the Chair Moved and it was:-

**RESOLVED** to note:

1. The progress on the recruitment to senior management vacancies following the implementation of a revised Council structure; and
2. Interim arrangements made to cover vacant roles

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

Nil items

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

**RESOLVED**

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

### **6.1 Forthcoming Restructures - Staffing Implications**

Dena Smart Head of HR and Workforce Development presented a report that provided information to Members following the amendments to the Pay Policy Statement 2018/19 in respect of severance packages of over £100,000. This report relates to employees who are to leave the Council on the grounds of redundancy and whose severance packages exceed the threshold.

As a result of discussions on this report the Chair Moved and it was:-

**RESOLVED** to:

1. Approve the dismissal of those employees as detailed in the report through voluntary redundancy with effect from 31 August 2018(or with pay in lieu of notice); and
2. Note the severance packages that apply to the dismissals arise as a result of the individual's contractual terms and conditions of employment and that information regarding these payments will be reported to Council in the annual update of the Pay Policy Statement report.

**7. EXEMPT MINUTES**

The restricted minutes of the General Purposes Committee meeting held on 26 March 2018 were agreed and signed as a correct record.

**The meeting ended at 6.45 p.m.**

Chair, Councillor Helal Uddin  
General Purposes Committee