

Non-Executive Report of the:  <b>Freedom of the Borough Ad Hoc Panel</b>  1 November 2017	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Matthew Mannion, Committee Services Manager	<b>Classification:</b> Unrestricted
<b>Terms of Reference, Quorum, Membership and Dates of Meetings</b>	

<b>Originating Officer(s)</b>	Matthew Mannion, Committee Services Manager
<b>Wards affected</b>	(All Wards);

### Summary

This report sets out the Terms of Reference, Quorum, Membership and Dates of meetings of the Freedom of the Borough Ad-Hoc Panel for the Municipal Year 2017/18 for the information of Members of the Panel.

### Recommendations:

The Freedom of the Borough Ad Hoc Panel is recommended to:

1. Note its Terms of Reference, Membership, Quorum and planned timetable of meetings as set out in Appendices 1, 2 and 3 to this report.

## **1. REASONS FOR THE DECISIONS**

- 1.1 The report is presented to enable Members to be aware of the arrangements of the Panel.

## **2. ALTERNATIVE OPTIONS**

- 2.1 No alternative options are presented to this noting report.

## **3. DETAILS OF REPORT**

- 3.1 Following the original recommendation of the Constitution Working Party, Council has established the Freedom of the Borough Ad-Hoc Panel to oversee the process for receiving and reviewing nominations for the Freedom of the Borough before forwarding recommended applications to Council for approval.
- 3.2 It is customary that a report setting out a Committee or Panel's Terms of Reference, Membership and Quorum be noted at the first meeting of the municipal year.
- 3.3 Although no further specific meeting dates have been arranged, this report also sets out the planned timetable for meetings.

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

- 4.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on the financial implications of decisions provided by the Chief Finance Officer. There are no specific comments arising from this report.

## **5. LEGAL COMMENTS**

- 5.1 The information provided for the Committee to note is in line with Part 3.3.9 of the Council's Constitution. There are no specific legal implications arising from this report.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any One Tower Hamlets Considerations. There are no specific comments arising from this report.

## **7. BEST VALUE (BV) IMPLICATIONS**

- 7.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any Best Value Considerations. There are no specific comments arising from this report.

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

8.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any Sustainable Action for a Greener Environment Considerations. There are no specific comments arising from this report.

## **9. RISK MANAGEMENT IMPLICATIONS**

9.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any Risk Management Considerations. There are no specific comments arising from this report.

## **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

10.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any Crime and Disorder Considerations. There are no specific comments arising from this report.

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

#### **Linked Report**

- None.

#### **Appendices**

- Appendix 1 – Terms of Reference and Quorum
- Appendix 2 – Membership
- Appendix 3 – Timetable of Meetings

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

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

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

- None.

**Freedom of the Borough Ad Hoc Panel**

Terms of Reference as stated in the Council's Constitution:

<p><b>Membership:</b> Members of the Panel to include the Speaker of the Council, the Executive Mayor, any former Civic Mayors or Chairs of Council still serving as Councillors, and at least one representative of each political group on the Council. The Panel may co-opt additional non-voting Members including other former Civic Mayors or Chairs/ Speakers of Council, or independent persons drawn from the business, community or public sectors. The Panel shall be chaired by the Speaker of the Council</p>	
<p><b>Functions</b></p>	<p><b>Delegation of Functions</b></p>
<p>1. To consider any proposals that may be made in due course relating to the granting of the Freedom of the Borough, including any nominations for that award, and to make recommendations</p>	<p>None</p>
<p><b>Quorum:</b> Three voting Members of the Panel</p>	

### Membership

The Terms of Reference state that the Membership must consist of:

- Speaker of the Council,
- The Executive Mayor,
- Any former Civic Mayors or Chairs of Council [including Speakers] still serving as Councillors,
- At least one representative of each political group on the Council.
- The Panel may co-opt additional non-voting Members including other former Civic Mayors or Chairs/ Speakers of Council, or independent persons drawn from the business, community or public sectors.

The Membership therefore consists of:

- Councillor Sabina Akhtar (current Speaker of the Council) (Chair of the Panel)
- Mayor John Biggs
- Councillor Khaled Uddin Ahmed (Speaker 2016-17)
- Councillor M. A. Mukit MBE (Speaker 2014 – 16)
- Councillor Rajib Ahmed (Speaker 2012 – 13)
- Councillor Shafiqul Haque (Civic Mayor 2006 – 07)
- Councillor Denise Jones (Civic Mayor 1999 – 00)
- Councillor Abdul Asad (Civic Mayor 1998 – 99)
- Councillor Peter Golds (Conservative Group nominee)
- Councillor Gulam Kibria Choudhury (Independent Group nominee)

Currently the Panel has not made any appointments of Co-opted Members.

### Timetable of meetings

The Freedom of the Borough Ad-Hoc Panel only meets when required. The current planned timetable for 2017-18 is set out below but may change, in consultation with the Speaker, if required.

- Initial meeting to agree process for nominations – 1 November 2017.
- Meeting to review nominations received – January/February 2018.
- Further meeting to review nominations (if required) – February/March 2018
- Nominations would then be considered at a meeting of Council, expected to be the Annual Meeting on 23 May 2018.

Should it prove successful it is envisaged that a similar rota of meetings would be repeated in 2018/19.