



# LONDON BOROUGH OF TOWER HAMLETS OUTSIDE BODY DETAILS REQUEST FORM

This form is designed for persons who work on behalf of organisations to which the London Borough of Tower Hamlets can nominate representatives. Please complete all sections of this form, then save a copy and send as an email attachment, or print and send to the Democratic Services Team, on the details at the end of the form.

Alternatively, if your organisation has changed its operating terms so that the Council is no longer permitted/required to nominate representatives, please confirm this in writing on the details at the end of the form.

## Section 1: Contact Information

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**Full Organisation Name**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**Post Code**

**Organisation Website**

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Please provide contact details for the person within your organisation the Council should communicate with for the purpose of nominations/appointments.

**Contact name**

**Title**

**Phone Number**

**Email Address**

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## Section 2: Your organisation's status and objectives

Please provide some details on your organisation's legal status and main activities so the Council understands how it contributes to the wellbeing of the Borough.

**Legal status of organisation**

(company, unincorporated association  
etc)

**Summary of principal functions or  
objectives.**

(350 characters or less)

(This will be published on the Council's  
website)

**How does the organisation contribute  
to the wellbeing of the London  
Borough of Tower Hamlets?** (500  
characters or less)

**When completing the above field, it would be especially helpful if you could refer to the priorities and outcomes in the Council's Strategic Plan 2016-19, which is available on the Council's website:**

[www.towerhamlets.gov.uk/ignl/community\\_and\\_living/community\\_plan/strategic\\_plan.aspx](http://www.towerhamlets.gov.uk/ignl/community_and_living/community_plan/strategic_plan.aspx)

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## Section 3: Council nominations to your organisation

Please provide details of the specific body you wish the Council to nominate representatives to, so the Council can ensure that any nominated representatives are suitable for the appointment and fully understand any commitments they will have.

**To what body within your  
organisation would you like the  
Council to nominate representatives?**

(for example, management board,  
advisory group etc)

**How many seats** on this body can the  
Council nominate persons to?

How many of these nominees must be  
**Members of the Council?**

*A Member of the Council is an elected  
Councillor*

How many of these nominees must be  
**Council officers?**

*A Council officer is a paid employee of  
the Council.*

How many of these nominees can be **lay persons**?

*A lay person is someone who is neither a Councillor or an officer, but is likely to have a particular interest or expertise in your organisation's work.*

Can the Council also nominate **deputies** ? If so, how many?

*Deputies are persons who may attend when nominated persons are unable to attend specific meetings*

What specific **knowledge or skills** would it be desirable for a nominee to this body to possess?

Are there any **other requirements** for nominees you think the Council should be aware of?

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## Section 4: Meetings and Frequency

Please provide a little detail about when, where and how often the body listed in Section 3 meets, so the Council can ensure its nominated representatives will be able to attend meetings.

**How often** does the body listed in the previous section meet?

Weekly  
Fortnightly  
Monthly  
Quarterly  
Other

Which **day of the week** are meetings normally held

At what **time of day**?

And roughly **how long** do meetings normally last?

**Where** do meetings normally take place (if different from main organisation address)?

Is there anything else about the meetings you think the Council should be aware of?

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Thank you for completing this outside bodies details form. Please save a copy of the form and email, or print and send to the Democratic Services Team on the details below.

If you encounter trouble completing the form, you may request a copy via email, or a hard copy via post (please specify which) by contacting the Democratic Services Team on the details below.

Alternatively, if your organisation has changed its operating terms so that the Council is no longer permitted/required to nominate representatives, please confirm this in writing on the details below.

**Democratic Services Team**

**[committee.services@towerhamlets.gov.uk](mailto:committee.services@towerhamlets.gov.uk)**

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