


<b>Cabinet</b> 9 July 2014	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Service Head, Democratic Services, John S. Williams	<b>Classification:</b> Unrestricted
<b>Cabinet Terms of Reference and Membership</b>	

<b>Lead Member</b>	<b>Mayor Lutfur Rahman</b>
<b>Originating Officer(s)</b>	Matthew Mannion, Committee Services Manager
<b>Wards affected</b>	All Wards
<b>Community Plan Theme</b>	<b>One Tower Hamlets</b>
<b>Key Decision?</b>	No

### **Executive Summary**

This report sets out for information the Mayor's appointments to Cabinet and the Cabinet Terms of Reference.

### **Recommendations:**

The Mayor in Cabinet is recommended to:

1. To note the report.

## 1. REASONS FOR THE DECISIONS

- 1.1 To set out for clarity the decision of the Mayor and to set out the Cabinet's Terms of Reference.

## 2. ALTERNATIVE OPTIONS

- 2.1 Not applicable to a noting report.

## 3. DETAILS OF REPORT

- 3.1 It is traditional at the first meeting following the first Annual General Meeting of a new administration to set out the membership and terms of reference of the Council's meetings and committees.

### Membership

- 3.2 The Mayor informed the Annual General Meeting that the Membership of Cabinet would consist of himself and nine Councillors as set out below along with their portfolios.

Name	Portfolio	Portfolio Details
Mayor Lutfur Rahman	Mayor	
Councillor Oliur Rahman	Deputy Mayor and Cabinet Member for Economic Development (Jobs, Skills & Enterprise)	<ul style="list-style-type: none"><li>• Employment Strategy</li><li>• Employment Partnerships (including JCP)</li><li>• Economic Development</li><li>• Enterprise</li><li>• Skills Improvement</li><li>• Lifelong Learning</li><li>• Employment Initiatives</li><li>• Volunteering &amp; Training</li><li>• Support for Local Businesses</li></ul>
Councillor Ohid Ahmed	Cabinet Member for Community Safety	<ul style="list-style-type: none"><li>• Community Safety Service</li><li>• THEOs &amp; Enforcement</li><li>• Crime Prevention</li><li>• Anti-Social Behaviour</li><li>• Drugs &amp; Alcohol Crime</li><li>• Licensing Policy &amp; Strategy</li><li>• Trading Standards</li><li>• Public Safety</li></ul>
Councillor Abdul Asad	Cabinet Member for Adult Services	<ul style="list-style-type: none"><li>• Adult Social Care</li><li>• Older People</li><li>• Adults with Disabilities</li></ul>

Name	Portfolio	Portfolio Details
		<ul style="list-style-type: none"> <li>• Supporting People</li> <li>• Health Services &amp; The Health and Wellbeing Board</li> <li>• Mental Health</li> <li>• Carers</li> <li>• Public Health</li> </ul>
Councillor Gulam Robbani	Cabinet Member for Children's Services	<ul style="list-style-type: none"> <li>• Early years, learning and play</li> <li>• Young People &amp; Learning</li> <li>• Children's Centres</li> <li>• Schools, Improvement &amp; Building Schools for the Future</li> <li>• Further &amp; Higher Education</li> <li>• Youth Services &amp; Community Learning</li> <li>• Youth Offending &amp; Justice</li> <li>• Children with Disabilities &amp; Special Needs</li> <li>• Children's Social Care</li> <li>• Looked-after Children &amp; Child Protection</li> </ul>
Councillor Alibor Choudhury	Cabinet Member for Resources	<ul style="list-style-type: none"> <li>• Finance, Budget Development &amp; Monitoring</li> <li>• Asset Strategy, Capital Delivery &amp; Property Services</li> <li>• Procurement &amp; Corporate Programmes</li> <li>• Value for Money</li> <li>• Revenue Services</li> <li>• ICT</li> <li>• Risk Management</li> </ul>
Councillor Rabina Khan	Cabinet Member for Housing & Development	<ul style="list-style-type: none"> <li>• Housing Strategy</li> <li>• Housing Management &amp; Decent Homes</li> <li>• Homelessness &amp; Housing Advice Service</li> <li>• Tower Hamlets Homes &amp; Registered Providers</li> <li>• Private Sector Housing</li> <li>• Local Development Framework &amp; Development Plan</li> <li>• Regeneration Strategy &amp; Sustainability</li> <li>• Planning Service, Building Control and Enforcement</li> <li>• Major Projects including Whitechapel Vision</li> <li>• Welfare Reform Response</li> </ul>
Councillor Shahed Ali	Cabinet Member for Clean & Green	<ul style="list-style-type: none"> <li>• Environmental Health &amp; Protection</li> <li>• Street Management &amp; Cleanliness</li> <li>• Waste Management &amp; Recycling</li> <li>• Parking Services</li> <li>• Transport Services</li> </ul>

Name	Portfolio	Portfolio Details
		<ul style="list-style-type: none"> <li>• Highways</li> <li>• Road Safety &amp; Cycling</li> <li>• The Council's Environmental Impact</li> </ul>
Councillor Shafiqul Haque	Cabinet Member for Culture	<ul style="list-style-type: none"> <li>• Arts &amp; Events</li> <li>• Creative Industries</li> <li>• Idea Stores &amp; Libraries</li> <li>• Museums &amp; Heritage</li> <li>• Parks &amp; Open Spaces</li> <li>• Leisure</li> <li>• Sports &amp; Physical Activity</li> </ul>
Councillor Aminur Khan	Cabinet Member for Policy, Strategy & Performance	<ul style="list-style-type: none"> <li>• Strategy and Performance</li> <li>• Strategic Partnerships</li> <li>• Tower Hamlets Partnerships, Mayor's Priorities &amp; Community Plan</li> <li>• Equalities, One Tower Hamlets &amp; Workforce to Reflect the Community</li> <li>• Member Learning &amp; Development</li> <li>• Co-ordination of Policy Development &amp; Implementation</li> <li>• Localisation &amp; Service Integration</li> </ul>

3.3 Full details of the Executive procedures are published in the Council's Constitution but the following summarises some of the key points.

### **Cabinet Meetings, Procedures and Papers**

3.4 Cabinet meetings are usually arranged monthly throughout the year, starting at 5:30pm. Meeting dates, agendas, reports, minutes and deadlines for the submission of petitions are available on the Council website through [www.towerhamlets.gov.uk/committee](http://www.towerhamlets.gov.uk/committee).

3.5 In accordance with the Constitution, the quorum of the Cabinet is 3 Members.

3.6 The public are welcome to attend Cabinet meetings and to ask questions or submit petitions related to subjects listed on the Cabinet agenda. Petitions must be submitted by (noon) four working days before the meeting (usually Thursday) whilst questions can be submitted before 5pm the day before the meeting to the clerk of the meeting as detailed on the front of the agenda.

3.7 As well as being published on the website, a few copies of the Cabinet papers are available at the meeting itself. In addition, agendas for all Council meetings can be downloaded using the free Mod.Gov Apple and Android tablet app.

### **Decision Making and Delegation**

- 3.8 In accordance with the Constitution (Part 4.4 'Executive Procedure Rules'), the Mayor can take decision at Cabinet meetings or as Individual Mayoral Executive Decisions. All these decisions are published on the website.
- 3.9 To date the Mayor has not delegated any decision-making powers to the Executive acting collectively or individually. The Mayor may also, in accordance with Part 4.4 of the Constitution appoint committees of the Executive to take certain decisions. None have been appointed at this time.
- 3.10 The Mayor has delegated to officers decision making powers in relation to Executive functions as set out in Parts 3 and 8 of the Council's Constitution.

#### **Notice of Decisions and the Forward Plan**

- 3.11 Forthcoming decision notices are published on the council's website for all Key and most Non-Key Decisions that are to be put before the Mayor and Cabinet. Decision notices are published as soon as possible after they are notified and, in addition, the Forward Plan of decisions is published once a month to collate all decision notices into a single document. In normal circumstances there should be at least 28 calendar days' notice that a decision is to be taken.

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

- 4.1. None in relation to this report.

#### **5. LEGAL COMMENTS**

- 5.1. None in relation to this report.

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

- 6.1. None in relation to this report.

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

- 7.1 None in relation to this report.

#### **8. RISK MANAGEMENT IMPLICATIONS**

- 8.1. None in relation to this report.

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

- 9.1 None in relation to this report.

#### **10. EFFICIENCY STATEMENT**

- 10.1 None in relation to this report.

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

### **Linked Report**

- None.

### **Appendices**

- Appendix 1 – Cabinet Terms of Reference

### **Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012**

- None

### 3.4 THE EXECUTIVE

#### 3.4.1 Cabinet

<b>Membership:</b> The Mayor and at least two and not more than nine other Executive Councillors appointed by the Mayor.	
<b>Functions</b>	<b>Delegation of Functions</b>
<ol style="list-style-type: none"><li>1. To discharge all functions not specified as the responsibility of the full Council or of any other Committee, where the Mayor has delegated his powers to the Cabinet as set out in the Executive Scheme of Delegation.</li><li>2. In relation to any Executive function for which the Mayor has not delegated his powers to the Cabinet, to advise the Mayor on the discharge of that function.</li><li>3. To refer to the Standards Advisory Committee for consideration any report which contains implications for the Council's ethical framework.</li></ol>	Chief Officers and other officers authorised by them have the delegated authority as set out in paragraph 3.2 above and 3.5 below.
<b>Quorum:</b> Three Members of the Cabinet	

**The Cabinet may establish Sub-Committees to discharge functions on its behalf but any Cabinet Sub-Committee may only include Cabinet Members.**