

Part B – Responsibility for Functions and Decision Making Procedures

19 Terms of Reference – Council and Committees

Council and Committees (including Sub-Committees and Boards of those Committees)

1. The Council has established a number of Committees, Sub-Committees, Boards and Panels with delegation powers and/or responsibility for various functions of Council. Summary terms of reference are included below setting out the powers of each body. Where useful, more detailed procedures and processes are set out in Part D of the Constitution.
2. The Council has established the following bodies:
3. Council
4. Audit Committee
5. Appointments Sub-Committee
6. Children and Education Scrutiny Sub-Committee
7. Development Committee
8. Employee Appeals Sub-Committee
9. General Purposes Committee
10. Health and Adults Scrutiny Sub-Committee
11. Housing and Regeneration Scrutiny Sub-Committee
12. **Human Resources Committee**
13. Licensing Committee
14. Licensing Sub-Committee
15. Overview and Scrutiny Committee
16. Pensions Committee
17. Strategic Development Committee
18. Standards Advisory Committee
19. Tower Hamlets Health and Wellbeing Board

NB In the absence of any express statutory prohibition to the contrary, all Council bodies listed from 4 onwards may establish Sub-Committees pursuant to section 101 of the Local Government Act 1972 and/or may make specific delegations to officers.

Where a Council Committee appoints a Sub-Committee under the above provision, the Committee shall appoint a Member to serve as Chair of the Sub-Committee. If the Committee does not do so, the Sub-Committee may appoint its own Chair from amongst the Members appointed by the Committee to the Sub-Committee. Each Committee, Sub-Committee may appoint a Vice-Chair from amongst its membership.

5. Appointments Sub-Committee

Summary Description: Ad-hoc Sub-Committee of the ~~Human Resources Committee General Purposes Committee~~ which meets to determine senior officer appointments.

Membership: Membership will be selected afresh for each appointment process based on the Council's proportionality calculations as agreed by the ~~Human Resources Committee General Purposes Committee~~. At this time they consist of a sub-committee of 5 Councillors. Three nominated by the Leader of the Majority Aspire Group and two nominated by the Leader of the Opposition Labour Group.

Functions	Delegation of Functions
1. To determine Chief Officer and Deputy Chief Officer appointments.	None

Quorum: Any three Members of the Sub-Committee

8. Employee Appeals Sub-Committee

Summary Description: An Ad-hoc Sub-Committee of the **Human Resources Committee** ~~General Purposes Committee~~ which meets to determine appeals by employees under human resources procedures requiring a member level decision such as appeals against dismissal.

Membership: A panel of three members will be appointed on an ad-hoc basis for each employee appeal from a pool of all Members and Substitutes of the **Human Resources Committee** ~~General Purposes Committee~~.

Functions	Delegation of Functions
1. To determine appeals by employees requiring a Member level decision.	None
Quorum: Any three Members of the Sub-Committee	

9. General Purposes Committee

Summary Description: The Committee is responsible for a range of non-executive functions including matters such as; electoral matters, personnel issues and byelaws, that have not been delegated to other Committees.

Membership: 9 Councillors

Functions	Delegation of Functions
This Committee is responsible for a range of non-executive functions, including electoral matters, personnel issues and appeals. It also has responsibility for considering and making recommendations to Full Council on the introduction, amendment or revocation of new byelaws and can consider and make non-material changes to the Council's Constitution	-
<p>1. To exercise powers in relation to the holding of elections and the maintenance of the electoral register including:</p> <p>(a) the provision of assistance at European Parliamentary elections;</p> <p>(b) power to make submissions to the Local Government Commission in relation to the boundaries of the borough or ward boundaries; and</p> <p>(c) 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 Local Government Act 2000).</p>	None
2. Appointments of officers, Members or other persons to external bodies on behalf of the Council, where the appointment is not the responsibility of the Mayor	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee appointments in accordance with Section 24 of this Constitution
3. To recommend to Council the introduction, amendment or revocation of byelaws	None
4. Appointment and revocation of local authority school governors	None
5. To make changes to the membership and substitute membership of committees appointed by the Council and their subordinate bodies, consistent with the proportionality rules	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee

	appointments in accordance with Section 24 of this Constitution
6. To consider and make changes to the Council's Constitution upon the recommendation of the Monitoring Officer	
7. To determine major policy on the terms and conditions on which staff hold office within allocated resources	
8. To determine the criteria for the appointment of the Head of Paid Service and other statutory and non-statutory chief officers and deputy chief officers and to establish Appointments Sub-Committees to consider such appointments	The Monitoring Officer and the Director of Workforce, OD and Business Support are authorised to appoint members to Appointment Sub-Committees in line with the Governance and Resource Directorates Schemes of Delegation in Part D of the Constitution
9. To make recommendations to Full Council on the appointment of the Head of Paid Service	
10. To establish a Sub-Committee to consider any proposal to discipline and/or dismiss the Head of the Paid Service, the Monitoring Officer or the Chief Financial Officer in accordance with the Officer Employment Procedure Rules set out in Part C, Section 38 of this Constitution and to appoint a minimum of two (2) 'Independent Persons' to such Sub-Committee	The Monitoring Officer is authorised to make or amend Committee/ Sub-committee/ Panel appointments in accordance with Section 24 of this Constitution.
11. To consider and determine any appeal in respect of any function for which the Council is responsible (except where statutory arrangements exist or where the appeal function is delegated elsewhere in the Constitution) including: (a) Education awards appeals; (b) Appeals by governing bodies; (c) Appeals by employees under human resources procedures requiring a Member level decision.	None

<p>12. Appeals in respect of refusals to register premises under the Marriage Act 1994 or the attachment of any condition to an approval</p>	<p>None</p>
<p>13. To establish Employee Appeals Sub-Committees and other Appeals Sub-Committees as appropriate to be convened by the Monitoring Officer or Director of Workforce, OD and Business Support as appropriate for determination of the above appeals referred to in paragraph 12 above. Such Sub-Committees to comprise a maximum of five (5) Members of the Council with a quorum of three (3) and as far as possible to reflect ethnicity and gender balance</p>	<p>The Monitoring Officer is authorised to make or amend Committee/ Sub-committee appointments in accordance with Section 24 of this Constitution.</p> <p>The Director of Workforce, OD and Business Support is authorised to appoint Members to Employee Appeals Sub-Committees in line with the Resources Directorate Scheme of Delegation as set out in Part D of the Constitution</p>
<p>14. To receive general update reports on employee appeals against dismissal and other Appeals processes and cases as required (as determined by the Director of Workforce, OD and Business Support)</p>	<p>None</p>
<p>15. Any other functions which under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, may not be the responsibility of the Executive and which are not delegated elsewhere under this Constitution.</p>	<p>None</p>
<p>16. In cases of emergency or extreme urgency any non-executive function delegated under this Constitution whether or not reserved to the Council and where the Chief Executive does not consider it appropriate to exercise his/ her power in relation to such decisions under Part B Section 24 of this Constitution</p>	<p>None</p>

Quorum: 3 Members of the Committee

12. Human Resources Committee

Summary Description: The Committee is responsible non-executive HR and personnel issues such as recruitment of chief officers and employee appeals against dismissal.

Membership: 9 Councillors

<p>1. To determine major policy on the terms and conditions on which staff hold office within allocated resources</p>	
<p>2. To determine the criteria for the appointment of the Head of Paid Service and other statutory and non-statutory chief officers and deputy chief officers and to establish Appointments Sub-Committees to consider such appointments</p>	<p>The Monitoring Officer and the Director of Workforce, OD and Business Support are authorised to appoint members to Appointment Sub-Committees in line with the Governance and Resource Directorates Schemes of Delegation in Part D of the Constitution</p>
<p>3. To make recommendations to Full Council on the appointment of the Head of Paid Service</p>	
<p>4. To establish a Sub-Committee to consider any proposal to discipline and/or dismiss the Head of the Paid Service, the Monitoring Officer or the Chief Financial Officer in accordance with the Officer Employment Procedure Rules set out in Part C, Section 38 of this Constitution and to appoint a minimum of two (2) 'Independent Persons' to such Sub-Committee</p>	<p>The Monitoring Officer is authorised to make or amend Committee/ Sub-committee/ Panel appointments in accordance with Section 24 of this Constitution.</p>
<p>5. To consider and determine any appeal by employees under human resources procedures requiring a Member level decision.</p>	<p>None</p>
<p>6. To establish an Employee Appeals Sub-Committees to be convened by the Monitoring Officer or Director of Workforce, OD and Business Support as appropriate for determination of the above appeals referred to in paragraph 6 above. Such Sub-Committees to comprise a maximum of five (5) Members of the Council with a quorum of three (3)</p>	<p>The Monitoring Officer is authorised to make or amend Committee/ Sub-committee appointments in accordance with</p>

<p>and as far as possible to reflect ethnicity and gender balance</p>	<p>Section 24 of this Constitution.</p> <p>The Director of Workforce, OD and Business Support is authorised to appoint Members to Employee Appeals Sub-Committees in line with the Resources Directorate Scheme of Delegation as set out in Part D of the Constitution</p>
<p>7. To receive general update reports on employee appeals against dismissal and other Appeals processes and cases as required (as determined by the Director of Workforce, OD and Business Support)</p>	<p>None</p>

Quorum: 3 Members of the Committee

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[...]

11. MOTIONS – ON NOTICE

- 11.1** Except for motions which can be moved without notice under Rules 12 and 14, written notice of every motion, signed by the Member of Council proposing the motion and a seconder, must be delivered to the Monitoring Officer no later than noon seven clear working days before the meeting not including the day of delivery of the notice and the day of the meeting. The notice shall specify the Council meeting for which it is submitted. For any meeting, no Member of Council may propose more than one motion by way of written notice. A Member may second as many motions as they so wish.
- 11.2** A Member of Council who wishes to move the suspension of this Rule to enable a motion to be debated where prior notice has not been given as above **must provide a copy of the proposed motion to the Monitoring Officer at least 24 hours before the meeting. They must also** state the reason for urgency before the proposal to suspend this Rule is put to the meeting. If the Speaker does not accept the reason for urgency then the Motion will not be accepted.

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[...]

5. THE COMPOSITION OF THE EXECUTIVE

5.1 The Executive shall consist of ten (10) people, namely the Mayor and nine (9) Cabinet Members as set out below:-

Name	Portfolio
Deputy Mayor and Cabinet Member for Education, Children and Lifelong Learning (Statutory Deputy Mayor)	Cllr Maium Talukdar
Resources and the Cost of Living	Cllr Saied Ahmed
Regeneration, Inclusive Development and Housebuilding	Cllr Kabir Ahmed
Safer Communities	Cllr Ohid Ahmed Abu Talha Choudhury
Environment and the Climate Emergency	Cllr Kabir Hussain
Health, Wellbeing and Social Care	Cllr Gulam Kibria Choudhury
Jobs, Skills and Growth	Cllr Abu Talha Choudhury Abdul Wahid
Equalities and Social Inclusion	Cllr Suluk Ahmed
Culture and Recreation	Cllr Iqbal Hossain