


Non-Executive Report of the:  <b>Development Committee</b>  12 June 2024	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Director of Legal and Monitoring Officer	<b>Classification:</b> Unrestricted
Development Committee Terms of Reference, Quorum, Membership and Dates of Meetings 2024/2025	

<b>Originating Officer(s)</b>	Thomas French, Committee Services Officer
<b>Wards affected</b>	All wards

### Summary:

This report sets out the Terms of Reference, Quorum, Membership and Dates of Meetings of the Strategic Development Committee for the Municipal Year 2024-25 for the information of the Strategic Development Committee members. It also proposed some minor changes to the current Terms of Reference for the Committee to consider.

### Recommendations:

The Development Committee is recommended to:

- Note the current terms of reference, quorum, membership and dates of future meetings as set out in Appendices 1, 2 and 3 to this report.
- Determine the preferred time at which the scheduled meetings will start.
- Agree the proposed changes to the terms of reference as set out in appendix 4 and request these be approved via the appropriate decision route.

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

- 1.1 It is traditional that following the Annual General Meeting of the Council at the start of the Municipal Year, at which various committees are established, that those committees note their Terms of Reference, Quorum and Membership for the forthcoming Municipal Year.
- 1.2 Some minor changes are proposed to the Committee's Terms of Reference to clarify and update outdated terminology.

## **2. ALTERNATIVE OPTIONS**

- .4 The committee could decide not to recommend to update its Terms of Reference and continue with 2024/25 Terms of Reference.

### **DETAILS OF REPORT**

- 3.1 It is traditional that following the Annual General Meeting of the Council at the start of the Municipal Year, at which various committees are established, that those committees note their Terms of Reference, Quorum and Membership for the forthcoming Municipal Year. These are set out in Appendix 1 and 2 to the report respectively. The Membership is to be appointed by the Annual Council meeting on 17 May 2023.
- 3.2 The Committee's meetings for the year are set out in Appendix 3 to this report as agreed at the Council meeting on 15 May 2024.

In accordance with the programme, meetings are scheduled to take place at 6.30pm.

Some minor amendments are proposed to the Committee's terms of reference for its consideration. These are set out in Appendix 4. The changes have been proposed by the Head of Development Management to

- Clarify terms to match custom and practice.
- Update wording to align it with legislation.
- Updated the correct title of the relevant corporate director.

### **EQUALITIES IMPLICATIONS**

- 4.1 When drawing up the schedule of dates, consideration was given to avoiding schools holiday dates and known dates of religious holidays and other important dates where at all possible.

## **5. OTHER STATUTORY IMPLICATIONS**

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:
  - Best Value Implications,
  - Consultations,
  - Environmental (including air quality),
  - Risk Management,
  - Crime Reduction,
  - Safeguarding.

5.2 No implications arising from this report.

**6. COMMENTS OF THE CHIEF FINANCE OFFICER**

6.1 No Comments

**7. COMMENTS OF LEGAL SERVICES**

7.1 No Comments.

**Linked Reports, Appendices and Background Documents**

**Linked Reports**

None.

**Appendices**

Appendix 1 - Development Committee Terms of Reference and Quorum as agreed the the Council AGM 15 May 2024

Appendix 2 – Development Committee Membership 2024/2025

Appendix 3 - Development Committee Meeting Dates 2024/2025

Appendix 4 - Development Committee Draft amended Terms of Reference and Quorum

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

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

None.

**Officer contact details for documents:**

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