



City of Westminster

# Committee Agenda

Title: **General Purposes Committee**

Meeting Date: **Wednesday 1st November, 2017**

Time: **6.00 pm**

Venue: **Room 3.4, 3rd Floor, 5 Strand, London, WC2 5HR**

Members: **Councillors:**

Tim Mitchell (Chairman)  
Robert Davis, MBE, DL (Vice-Chairman)  
Melvyn Caplan  
David Boothroyd



**Members of the public are welcome to attend the meeting and listen to the discussion Part 1 of the Agenda**

**Admission to the public gallery is by ticket, issued from the ground floor reception at 5 Strand. If you have a disability and require any special assistance please contact the Committee Officer (details listed below) in advance of the meeting.**



**An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact the Committee Officer, Mick Steward, Head of Committee and Governance Services.**

**Tel: 020 7641 3134; Email: [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)  
Corporate Website: [www.westminster.gov.uk](http://www.westminster.gov.uk)**

**Note for Members:** Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Director of Law in advance of the meeting please.

## **AGENDA**

### **PART 1 (IN PUBLIC)**

#### **1. MEMBERSHIP**

The Head of Committee and Governance Services to advise of any changes to the membership.

#### **2. DECLARATIONS OF INTEREST**

To receive declarations by Members and Officers of the existence and nature of any personal or prejudicial interests in matters on this agenda.

#### **3. MINUTES**

To sign the minutes of the meeting held on 5 July 2017.

**(Pages 1 - 2)**

#### **4. FREEDOM RIGHTS - ROYAL YEOMANRY WESTMINSTER DRAGOONS**

Report of the Chief of Staff, attached.

**(Pages 3 - 6)**

#### **5. APPRAISAL ARRANGEMENTS FOR CHIEF EXECUTIVE**

Report of Director of People Services, attached.

**(Pages 7 - 14)**

#### **6. CHANGES TO TERMS OF REFERENCE: STANDARDS COMMITTEE**

Report of the Head of Committee and Governance Services, attached.

**(Pages 15 - 16)**

#### **7. PROGRAMME OF COMMITTEE AND COUNCIL MEETINGS 2018-2019**

Report of the Head of Committee and Governance Services, attached.

**(Pages 17 - 20)**

**Charlie Parker**  
**Chief Executive**  
**25 October 2017**



CITY OF WESTMINSTER

## MINUTES

### General Purposes

#### MINUTES OF PROCEEDINGS

Minutes of a meeting of the **General Purposes** Committee held at 6.00pm on **Wednesday 5th July, 2017**, Room 3.4, 3rd Floor, 5 Strand, London, WC2 5HR.

**Members Present:** Councillors Tim Mitchell (Chairman), Robert Davis, MBE, DL (Vice-Chairman), Melvyn Caplan and David Boothroyd

#### **1 MEMBERSHIP**

- 1.1 There were no changes to the membership.

#### **2 DECLARATIONS OF INTEREST**

- 2.1 There were no Declarations of Interest.

#### **3 MINUTES**

- 3.1 The Chairman, with the consent of the Members present, signed the minutes of the meeting held on 26 April 2017 as a true and correct record of the proceedings.

#### **4 UPDATE TO THE COUNCIL'S PETITION SCHEME (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)**

- 4.1 The Head of Committee and Governance Services introduced the report. He explained that the proposals aimed to streamline the process primarily in order to streamline the process and provide a quicker response to Petitioners. Other changes recommended the removal of the requirement for petitions with over 10,000 signatures to trigger a full Council meeting debate and a modification to the E-petition process.
- 4.2 Councillor Boothroyd was not in favour of removing the opportunity to debate petitions at full Council but was otherwise supportive of the proposals. It was confirmed that all petitions would receive a response.
- 4.3 Councillor Melvyn Caplan added that he supported the proposals as any petition with 10,000 signatures or more would receive serious consideration.

- 4.4 The Chairman advised that the consideration of petitions at Council meetings would be reviewed further as part of the review of these being carried out over the next 12 months.

**Resolved:**

That the Council be recommended to approve the following changes to the Council's Petition Scheme:

1. The removal of the requirement for petitions receiving 10,000 signatures or over to be debated at meetings of the full Council as reflected in the report.
2. Response times to petitions received with less than 500 signatures be reduced from three months to twenty-eight days and for those containing over 500 signatures a report will be submitted to the next suitable Cabinet meeting; and
3. Electronic petitions to be only accepted if they are submitted through the E-Petition Scheme hosted on the Council's website.

**5 ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT**

The Meeting ended at 6.12 pm

**CHAIRMAN:** \_\_\_\_\_ **DATE** \_\_\_\_\_



## General Purposes Committee

**Date:** 1 November 2017

**Classification:** For General Release

**Title:** Freedom Rights – The Royal Yeomanry Regiment

**Report of:** The Chief of Staff

**Financial Summary:** See paragraph 5

**Report Author and Contact Details:** Nicola Iles  
Tel: 020 7641 2238  
Email: [niles@westminster.gov.uk](mailto:niles@westminster.gov.uk)

### 1. Executive Summary

- 1.1 This report recommends conferring rights and honours on the Royal Yeomanry Regiment in recognition of the close association between them and the City over many years.

### 2. Recommendations

- 2.1 That the Council be recommended:
1. In light of the Council's close association with the Royal Yeomanry, the Regiment be granted "the freedom and distinction of proceeding through the City on all ceremonial occasions in full panoply and, so far as appropriate, with drums beating, colours flying and bayonets fixed".
  2. An illuminated document under the Common Seal recording the grant of such privilege be prepared and presented to the officers and other ranks of the Royal Yeomanry.
  3. To note that sponsorship will be sought to cover the maximum cost of £15,000 of the illuminated document, the presentation ceremony and a reception to mark the occasion and if sufficient sponsorship is not forthcoming a report be submitted to the Cabinet Member for Finance, Property and Corporate Services.

### **3. Background Information**

#### *Freedom of the City*

- 3.1 It has been suggested that the Royal Yeomanry be granted the Freedom of the City of Westminster.
- 3.2 This is an honour conferred by a City Council on a military unit, allowing the unit the privilege of marching into the City “with drums beating, colours flying, and bayonets fixed”.
- 3.3 It is deeply appreciated by the Armed Forces. In practical terms, however, the honour confers no benefit, since ANY of HM Forces may march through the streets of Westminster.
- 3.4 In Westminster, it is customary for Freedom Honours to be made at a formal ceremony in Westminster Abbey and celebrated afterwards at a reception hosted by the City of Westminster. The unit granted the honour exercises its Freedom by marching from the Abbey, through the streets of Westminster, to the reception venue.
- 3.5 The Council has previously conferred Freedom of the City Honours upon HMS Westminster; the London Scottish Regiment; F Company, 7 Rifles; and the Westminster Dragoons.
- 3.6 Freedom of the City should not be confused with “Honorary Freedom”, which is bestowed on individuals under Section 249 of the Local Government Act 1972,

#### *The Westminster Dragoons and the Royal Yeomanry*

- 3.7 The Westminster Dragoons was formed as a Territorial Army Regiment in 1901. The Regiment enjoyed very close links with the City throughout its existence. In 1903, for example, Westminster City Council agreed that the Coat of Arms of the Council could be adopted as the Regiment’s cap badge. The ‘Regimental Church’ was Westminster Abbey, there is a stained glass window dedicated to the Regiment in the Abbey, and the Regiment’s past guidons hang in St Georges Chapel.
- 4 In recognition of these close ties, the Westminster Dragoons was granted the Freedom of the City of Westminster on 15th March 1951.
- 4.1 In 1967, the Westminster Dragoons Regiments was merged with other Territorial Army Regiments and became one of six squadrons of the newly formed Royal Yeomanry Regiment. However, the Westminster Dragoons Squadron retained close links with Westminster City. Only last year, Westminster Abbey hosted a service for the Westminster Dragoons, conducted by the Dean and attended by the Lord Mayor, who inspected the troops.

### Current Situation

- 3.5 A question has been raised about whether the Westminster Dragoons SQUADRON still enjoys the Freedom of the City of Westminster, given that the Freedom was vested in the Westminster Dragoons REGIMENT. The legalities are unclear. A simple expedient would be for the Royal Yeomanry Regiment – the parent unit to which the Westminster Dragoons Squadron now belongs - to be granted the Freedom of the City of Westminster.
- 3.6 The Royal Yeomanry Regiment is celebrating its 50<sup>th</sup> anniversary this year (2017). This would be an appropriate occasion for the City to pass a decision to grant the Freedom. The actual ceremony need not take place until 2018.

## **4. Legal Implications**

- 4.1 Whilst Section 249 of the Local Government Act 1972 gives the Council power to confer the freedom of the City on an individual it does not allow freedom honours to be conferred on bodies in the same way.
- 4.2 It is, however, considered appropriate to confer freedom rights on bodies as the Council sees fit. In doing so, the Council should follow the same decision making process as if it was conferring these rights on an individual.

## **5. Financial Implications**

- 5.1 It is customary for Westminster City Council to bear the costs of the ceremony and reception. However, the regiment is being asked for a financial contribution and sponsorship will also be sought to cover the estimated maximum cost of £15,000 of the illuminated document, the presentation ceremony and a reception to mark the occasion. If sufficient sponsorship is not forthcoming a report be submitted to the Cabinet Member for Finance, Property and Corporate Services.

## **6. Other Implications: None**

**If you have any questions about this report, or wish to inspect one of the background papers, please contact Mick Steward:**  
Email: [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)

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## General Purposes Committee

<b>Date:</b>	<b>1 November 2017</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Appraisal Arrangements for Chief Executive</b>
<b>Report of:</b>	<b>Director of People Services/Head of Committee and Governance Services</b>
<b>Financial Summary:</b>	<b>There are no financial implications</b>
<b>Report Author and Contact Details:</b>	<b>Mick Steward</b> <b>Tel: 020 7641 3134</b> <b>Email: <a href="mailto:msteward@westminster.gov.uk">msteward@westminster.gov.uk</a></b>

### 1. Executive Summary

- 1.1 The process by which the Chief Executive's Annual Performance Appraisal is conducted has not been reviewed for a number of years. Currently the formal process is carried out by the Appointments Sub-Committee, as a non-executive function but in this report the process is reviewed.
- 1.2 The proposed new process is designed to allow for more meaningful Member input into the Chief Executive's Annual Performance Appraisal process.

### 2. Recommendations

#### General Purposes Committee

- 2.1 That the Council be recommended that the Appointments Sub-Committee Terms of Reference be amended by the deletion of the following:
  - “(2) Appraisal
  - (a) To undertake the annual performance appraisal of the Chief Executive”.
- 2.2 That, subject to the approval of recommendation (1) above, the Council be recommended to above the additional term of reference of the Leader, as follows:

“To conduct the annual appraisal, including the setting of annual targets, of the Chief Executive and make an award in accordance with the Performance Related Pay Scheme currently in place, having regard to a report of the Director of People Services which shall include the views of the Council’s External Adviser (if any) appointed for these purposes, the Deputy Leader of the Council, the Leader of the Opposition, the Cabinet Member for Finance, Property and Corporate Services and such other Members or Officers as the Leader and/or the Director of People Services shall consider appropriate”.

### **3. Reason for Decision**

- 3.1 With the post of Chief Executive becoming vacant it is timely to review this process so that any new arrangements can be in place ahead of the new Chief Executive starting.

### **4. Background Information**

- 4.1 Broadly, it is proposed to retain most of the processes in place except to change the final element of the process, see item 5 for full details.
- 4.2 The Chief Executive is paid a salary. In addition, the remuneration package currently contains an element of deferred pay of 18%. The deferred amount comprises a performance element to recognise the significant accountability for the delivery of services and corporate objectives aligned to the management of the Council’s senior team.
- 4.3 Entitlement of the Chief Executive to the deferred element of salary is assessed on an annual cycle by the Appointments Sub-Committee and is payable as a one off payment. There is no contractual entitlement to the deferred element of salary.
- 4.4 Currently the appraisal is formally conducted by the Appointments Sub-Committee. They receive a report from the Director of People Services which has input from Nicholson McBride, who are the current consultants for this purpose. The consultant conducts a 360 degree feedback exercise and discusses the year’s performance with the Chief Executive, Leader and other leading Members and Officers and reports their findings to the Sub-Committee.
- 4.5 The Joint Negotiating Committee for Local Authority Chief Executives have issued guidance on the Appraisal of the Chief Executive. This is set out in Appendix 1 which is attached. The guidance has been considered and the proposals in this report accord with this guidance.

## **5. Review of the current process by Director of People Services**

### **5.1 Positives of the process**

- The 360 process is a thorough and rounded appraisal of the Chief Executive and is well managed by the current external consultant (John Nicholson) in a measured and professional manner.
- Both the Leader and the Chief Executive have the opportunity to select individuals to be interviewed as part of the 360 process, this ensures the Chief Executive has input in the process.

### **5.2 Areas for improvement in the current process**

- The Appointments Sub-Committee is a very formal vehicle with which to give feedback to the Chief Executive. The best appraisal processes (see appendix) hinge on the quality of the 2 way conversation between line manager and individual. This is best done in a formal but welcoming and confidential environment. It is evident that the Sub-Committee is not an engaging experience for the Chief Executive. The quality of 2-way conversation is limited by the nature of the Sub-Committee's environment.
- The process stipulates that the Chief Executive presents his/her annual achievements to the Sub-Committee both through a paper and then verbally at the committee. Given the decision on deferred pay is directly linked to this presentation of achievement against objectives (along with the 360 feedback supplied by the external consultant) the presentation will always lack the sense of objective reflection that characterises the best appraisal interactions.

### **5.3 Recommended revised process**

- The 360 process is maintained. This is a thorough and rounded appraisal of the Chief Executive and is objectively managed by an external consultant and has a number of different contributors with specific relevant perspectives.
- The Leader, Chief Executive and Leader of the Opposition will have input into the contributors to the 360 feedback.
- The Chief Executive submits his/her self-assessment against their objectives as part of the 360 process.
- The external consultant is asked to present their output in full via a written report to the Leader, Deputy Leader, Cabinet Member for Finance, Property and Corporate Services and the Leader of the Opposition.
- The Leader and Chief Executive hold a formal end of year appraisal meeting with the 360 and self-assessment reports as key inputs.
- The Leader confirms in writing the amount of deferred pay to be awarded to the Chief Executive having taken input from:
  - The Chief Executive at the annual appraisal meeting.
  - The external consultant (via 360 process).
  - Deputy Leader, Cabinet Member for Finance, Property and Corporate Services and the Leader of the Opposition via confidential discussions following the 360 process.
- Objectives for the year ahead are agreed collaboratively between the Leader and the Chief Executive. The process of setting objectives should be by

agreement and the result should be to identify objectives which are relevant and challenging but achievable.

**5. Financial Implications**

- 5.1 There are no financial implications arising from this report. Provision for any expenditure arising is contained in existing budgets.

**6. Legal Implications**

- 6.1 Section 112 of the Local Government Act 1972 sets out the power to employ staff. The terms and conditions are a matter for local discretion. The method in which the Chief Executive's appraisal is conducted is a matter for local choice. Currently, the Council regards this as a non-executive function but it can equally be regarded as an executive function, as outlined in this report. (Legal Implications verified by LeVerne Parker, Chief Solicitor (Property and Planning))

- 7. Other Implications:** None.

**If you have any questions about this report, or wish to inspect one of the background papers, please contact Mick Steward:**  
Email: [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)

## **Appendix**

### **JOINT NEGOTIATING COMMITTEE for LOCAL AUTHORITY CHIEF EXECUTIVES. NATIONAL SALARY FRAMEWORK & CONDITIONS OF SERVICE HANDBOOK**

**October 2016**

#### **JOINT GUIDANCE ON APPRAISAL OF THE CHIEF EXECUTIVE**

##### **1. INTRODUCTION**

- 1.1 This guidance is intended for use by senior elected members and the chief executive when agreeing a process for appraising the performance of the chief executive. The focus of this process should be on clarifying what the chief executive is expected to achieve and on identifying any continuing developmental needs which, if met, would maintain a high level of performance. The process of setting objectives should be by agreement and the result should be to identify objectives which are relevant and challenging but achievable.
- 1.2 The process should not become complex. At all times it needs to focus clearly on a few basic issues: what the chief executive's job is; what has been done well; what could have been done better; the major issues over the next year; and what developmental needs the process clearly identifies.

##### **2. RESPONSIBILITY FOR APPRAISAL**

- 2.1 The responsibility for appraising the chief executive lies with senior elected members. It is a contractual obligation on the part of both the chief executive and the employing council to engage in a regular process of appraisal.
- 2.2 It will be for local decision in the light of local circumstances whether the appraisal should be carried out by a small committee representing all political groups or by a senior representative or representatives of the controlling group. Whichever approach is adopted, those conducting the appraisal need to bear in mind at all times that the chief executive is employed by the council as a whole, not by the controlling group, and is therefore required to serve all of the council.

##### **3. AIMS OF APPRAISAL**

- To identify and clarify the key objectives, priorities and targets of the council and appropriate timescales for their achievement over the next (e.g. twelve) months

- Agree what the chief executive should personally achieve over the next (e.g. twelve) months and identify required standards of performance, in order to deliver the council's key objectives, priorities and targets. Wherever possible standards of performance should be expressed in ways which can be monitored objectively. Discuss positive achievements over the past (e.g. twelve) months and identify reasons for good performance.
- Discuss instances over the past (e.g. twelve) months where targets have not been met, identifying the factors preventing the achievements of agreed goals.
- Discuss developmental requirements. The chief executive will have strengths and weaknesses and the parties should identify the professional development necessary to equip the chief executive with the requisite skills to meet the council's objectives. The parties should be proactive and anticipate future developmental needs in the context of the council's changing priorities. This discussion could lead to the design of a formal programme of continuous professional development (CPD). Equally this discussion may lead to agreement on changes to the working relationship between leading members and the chief executive. It should not be assumed that it is only the chief executive who may need to adjust his / her approach to the working relationship.

3.1 Appraisal should be set in the context of the council's objectives, priorities and targets, generally expressed in corporate plans. Appraisal targets when taken as a whole should be related to agreed targets for the council as a whole.

#### **4. THE APPRAISAL CYCLE**

4.1 Appraisal should take place on a predetermined date, **at least annually**, backed up by regular monitoring meetings at which targets can be reviewed for continuing relevance. A formal system of appraisal should not prevent the continuous review of progress and performance.

#### **5. KEY ELEMENTS OF THE APPRAISAL PROCESS**

- Continuous two-way monitoring of performance against objectives
- Preparation for an appraisal interview
- An appraisal interview where recent and current performance, future objectives and development needs are discussed
- Agreement on action required from either party to ensure required performance is achievable
- A continuing process of informal discussion regarding performance

#### **6. The appraisal interview and afterwards**

- Both parties should be well informed and prepared for the interview.

- The process should be two-way.
- The interview should be free from interruptions, and notes should be taken when necessary.
- The parties should concentrate as far as possible on established facts rather than unsubstantiated opinions.
- Targets which are realistic and capable of being monitored should be agreed.
- Any agreed personal development plans should be implemented within the agreed timescale.
- The chief executive should be given a reasonable opportunity to correct any shortfalls in performance.
- A date for the next review should be agreed.

## **7. EXTERNAL ASSISTANCE**

- 7.1 External assistance in facilitating the appraisal process can be helpful in providing an independent perspective.
- 7.2 Within the local government 'family', it may be sought from the Local Government Association or by contacting the Employers' Secretary or from the appropriate Regional Employers' Organisation or ALACE or SOLACE. Alternatively such assistance may be available from commercial sources, such as consultancy firms.
- 7.3 Such assistance from the aforementioned organisations may take the form of them either directly participating in the process for which a fee may be requested to cover staff time or the recommendation of, for example, a suitably experienced recently retired senior officer or other independent individual.

**Note: If external assistance is sought, it must have the agreement of both sides.**

## **8. OTHER MATTERS**

- 8.1 The detailed content of appraisal interviews should normally be treated as confidential to the participants, unless both parties agree that it would be helpful for the targets agreed for the ensuing period to be shared more widely. However, it may be useful to report to an appropriate committee meeting that an appraisal interview has taken place.
- 8.2 This may be useful in acting as a reminder that the chief executive and members need to ensure that chief officers are in their turn appraised.
- 8.3 It should, however, not be assumed that the process for appraising the chief executive should be followed in precise detail for other staff. There is a fundamental difference between elected members appraising the chief executive and managers appraising subordinates. The principles, nevertheless, are the same.

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## General Purposes Committee

<b>Date:</b>	<b>1 November 2017</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Changes to Terms of Reference: Standards Committee</b>
<b>Report of:</b>	<b>Head of Committee and Governance Services</b>
<b>Financial Summary:</b>	<b>There are no financial implication</b>
<b>Report Author and Contact Details:</b>	<b>Mick Steward</b> <b>Tel: 020 7641 3134</b> <b>Email: <a href="mailto:msteward@westminster.gov.uk">msteward@westminster.gov.uk</a></b>

### **1. Executive Summary**

- 1.1 This report asks the Committee to consider recommending the Council to make a minor change to the terms of reference of the Standards Committee as set out in the report.

### **2. Recommendations**

- 2.1 That the Council be recommended to approve the following additional term of reference to the Standards Committee:

“To monitor the Member Development Programme and make recommendations thereon to the relevant Cabinet Member”

### **3. Background Information**

- 3.1 Following the Induction Programme which will commence immediately after the local elections in May 2018 it is intended to continue with a Member Development Programme and include provision for 9 such sessions during each year. The Cabinet Member for Finance, Property and Customer Services is shortly due to consider a report setting out the details of the programme.
- 3.2 The responsibility for this executive function sits with the Cabinet Member for Finance, Property and Corporate Services. It is appropriate for the Standards Committee to monitor and gives its views on the content of the programme and comment generally thereon on its success or otherwise.
- 3.3 Accordingly, the Committee is asked to support the minor recommended change to the Standards Committee’s terms of reference.

**4. Other Implications:** None.

If you have any questions about this report, or wish to inspect one of the background papers, please contact Mick Steward:  
Email: [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)



City of Westminster

## General Purposes Committee

**Date:** 1 November 2017

**Classification:** For General Release

**Title:** Programme of Meetings 2018/2019

**Wards Affected:** N/A

**Financial Summary:** There are no financial implications

**Report of:** Head of Committee and Governance Services

### 1. Executive Summary

- 1.1 The programme of meetings for 2018/19 has been drafted broadly in accordance with the pattern previously agreed. There are some minor changes which are reflected below.

### 2. Recommendations

2. 1 That the Council be recommended to approve the dates of full Council Meetings, as follows: 16 May 2018 (Annual), 11 July 2018, 7 November 2018, 23 January 2019, 6 March 2019, 1 May 2019, 15 May 2019 (Annual).
- 2.2 That the Programme of other formal Meetings set out in Appendix A be approved.

### 3. Background Information

- 3.1 The General Purposes Urgency Sub-Committee has previously agreed that the programme of meetings be prepared having regard to the following basic principles:

Mondays: Cabinet/Policy and Scrutiny meetings

Tuesdays: Planning/Policy and Scrutiny meetings (if necessary)

Wednesdays: Council Meetings/Group Meetings/other Committee meetings

Thursdays: Licensing meetings daytime. Where other meetings cannot be programmed to avoid a clash these have been placed on Thursdays. The Member Development Programmes have generally been placed on Thursdays or on one case a Wednesday (see paragraph 3.4 below).

This strategy allows for a more consistent approach. However, given the decision to undertake significant refurbishment works to City Hall and the need to find suitable alternative accommodation for meetings there is a need for a degree of flexibility to the previously agreed pattern, set out in paragraph 3.1. It is expected that meetings will return to City Hall in approximately January 2019.

- 3.2 The programme reflects 5 meetings for each of the Policy and Scrutiny Committees but they are empowered by Standing Orders to arrange further meetings or otherwise amend to the programme if required by the needs of their work programme. Meetings of the Planning and City Development Committee have not been programmed as these will be arranged as required.
- 3.3 The programme includes provision for the Discretionary Housing Panel and the Rating Advisory Panel to meet on a programme basis. The programmes have been developed having regard to the expected weight of business in each case.
- 3.4 The Cabinet Member for Finance, Property and Corporate Services will consider shortly a report proposing that a Member Development Programme be produced and delivered on a programmed basis over 9 sessions per annum. Dates for these have therefore been included in the programme to enable Members to allocate diary space for these.

#### **4. Legal Implications**

- 4.1 The Programme of Meetings in respect of Council meetings is a matter for the full Council to agree. The programme includes provision for Council meetings to be held when it is known full Council decisions will be required - particularly the setting of Council tax prior to 11 March each year and the holding of an Annual Meeting in either March, April or May in accordance with the provisions of the Local Government Act 1972.
- 4.2 The programme of Cabinet meetings is included in the programme for illustrative purposes. The Leader of the Council is responsible for approving the programme for these meetings.

#### **5. Financial Implications**

- 5.1 No financial implications.

## **6. Consultation**

- 6.1 The Programme of Meetings has been circulated to the Party Whips and adjustments made where requested. No outstanding issues remain as a result of this consultation.
- 6.2 The Chairmen of the Policy and Scrutiny Committees and other committees have also been consulted and again no issues are outstanding.

**If you have any queries about this Report or wish to inspect any of the Background Papers please contact Mick Steward: 7641 3134**

**Email: [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)**

## **BACKGROUND PAPERS**

- None

## **APPENDIX A**

**Council:** 16 May 2018, 11 July 2018, 7 November 2018, 23 January 2019, 6 March 2019, 1 May 2019 and 15 May 2019

**Cabinet:** 4 June 2018, 9 July 2018, 8 October 2018, 10 December 2018, 18 February 2019 and 8 April 2019

**Westminster Scrutiny Commission:** 28 June 2018, 29 November 2018 and 28 March 2019

**Business, Planning & Transport P&S:** 6 June 2018, 20 September 2018, 21 November 2018, 6 February 2019 and 10 April 2019

**Children, Environment & Leisure P&S:** 11 June 2018, 17 September 2018, 14 November 2018, 30 January 2019 and 3 April 2019

**Housing, Finance & Corporate Service P&S:** 20 June 2018, 27 September 2018, 28 November 2018, 14 January 2019 and 25 March 2019

**Adults, Health & Public Protection P&S:** 18 June 2018, 15 October 2018, 3 December 2018, 4 February 2019 and 1 April 2019

**Audit & Performance:** 16 July 2018, 18 September 2018, 14 November 2018, 5 February 2019 and 29 April 2019

**Standards:** 5 July 2018, 6 December 2018 and 21 March 2018

**General Purposes:** 4 July 2017, 31 October 2018 and 27 February 2019

**Pension Fund Committee:** 21 June 2018, 18 October 2018, 13 December 2018 and 14 March 2019

**Licensing Committee:** 4 July 2018, 28 November 2018 and 20 March 2019

**Planning & City Development Committee:** 27 June 2018, 15 November 2018 and 4 April 2019

**Health & Wellbeing Board:** 23 May 2018, 18 July 2018, 17 October 2018, 26 November 2018, 24 January 2019 and 18 March 2019

**Discretionary Housing Payments Panel:** 5 June 2018, 10 July 2018, 18 September 2018, 30 October 2018, 4 December 2018, 15 January 2019, 12 March 2019 and 30 April 2019.

**Ratings Advisory Panel:** 12 June 2018, 17 July 2018, 25 September 2018, 23 October 2018, 13 November 2018, 11 December 2018, 22 January 2019, 19 February 2019, 19 March 2019 and 9 April 2019.

**Member Development Sessions:** 14 June 2018, 19 July 2018, 6 September 2018, 4 October 2018, 22 November 2018, 10 January 2019, 31 January 2019, 13 March 2019, 11 April 2019