



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

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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