



City of Westminster

# Committee Agenda

Title: **General Purposes**

Meeting Date: **Wednesday 10th January, 2018**

Time: **6.15 pm**

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

Members: **Councillors:**

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

**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 note 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 1 November 2017.

**4. COUNCIL MEETING - 7 MARCH 2018 (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)**

Report of the Head of Committee and Governance Services.

**(Pages 1 - 4)**

**(Pages 5 - 6)**

**Stuart Love  
Chief Executive  
3 January 2018**



CITY OF WESTMINSTER

## MINUTES

### General Purposes

#### MINUTES OF PROCEEDINGS

Minutes of a meeting of the **General Purposes** Committee held at 6pm on **Wednesday 1st November, 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 5 July 2017 as a true and correct record of the proceedings.

#### 4 FREEDOM RIGHTS - ROYAL YEOMANRY WESTMINSTER DRAGOONS (SEE REPORT OF THE CHIEF OF STAFF)

##### Resolved:

1. That 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. That 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.

**5 APPRAISAL ARRANGEMENTS FOR CHIEF EXECUTIVE (SEE REPORT OF THE DIRECTOR OF PEOPLE SERVICES AND THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)**

**Resolved:**

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. That, the Council be recommended to approve 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”.

**6 CHANGES TO TERMS OF REFERENCE: STANDARDS COMMITTEE (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)**

**Resolved:**

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”.

**7 PROGRAMME OF COMMITTEE AND COUNCIL MEETINGS 2018-2019  
(SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE  
SERVICES)**

**Resolved:**

- (i) 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).
- (ii) That the Programme of other formal meetings set out in Appendix A be approved.

The Meeting ended at 6.14 pm

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

**DATE** \_\_\_\_\_

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cp **City of Westminster**

## General Purposes Committee

<b>Date:</b>	<b>10 January 2018</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Programme of Council Meetings: amendment relating to 7 March 2018</b>
<b>Wards Affected:</b>	<b>Not Applicable</b>
<b>Financial Summary:</b>	<b>There are no financial implications</b>
<b>Report of:</b>	<b>Head of Committee and Governance Services</b>

### **1. Executive Summary**

- 1.1 This report is submitted following the Extraordinary Council meeting on Wednesday 8 November which enabled a full debate on the budget proposals to be held. It was necessary in order to facilitate sufficient time at the Extraordinary Council meeting to defer much of the business at the Ordinary Council meeting. This report therefore sets out a recommendation to change the programme of Council meetings so that the Extraordinary council meeting arranged for Wednesday 7 March 2018 becomes an Ordinary Council meeting.

### **2. Recommendations**

- 2.1 That the Council be recommended to change the programme of its meetings so that the Extraordinary Council meeting programmed for Wednesday 7 March 2018 is replaced by an Ordinary Council meeting also to be held at 7pm on Wednesday 7 March 2018.
- 2.2 That in view of the need to formally adopt the Council Tax resolution this appears as a separate agenda item on the agenda for the proposed Ordinary Council meeting on 7 March 2018.
- 2.3 That subject to the adoption of 2.1 and 2.2 above Standing Orders 4(2) and 20 be not applied at the meeting on 7 March 2018.

### **3. Background Information**

- 3.1 Whilst the Council meeting on 7 March 2018 will still receive a report from the Cabinet on the Council Tax and be required to formally adopt the Council Tax resolution prior to the statutory deadline of 11 March, it is likely that the

substantive debate which took place at the meeting on 8 November will have covered many of the issues. In order to maintain the same number of Council meetings at which Questions and Councillor Issues are taken it is proposed that the March meeting be converted to an Ordinary meeting rather than hold an Extraordinary meeting specifically for budget purposes. Given that it will be necessary to consider the formal Council Tax Resolution provision will be made for this to appear as a separate agenda item.

- 3.2 There will be a shorter debate with formal votes but much shorter than the usual budget debate and Members will comply with Standing Order 14 (3). Therefore it is proposed that the March meeting be held as an Ordinary Council meeting, encompassing the formal Council Tax resolution and also all of the business usually conducted at an Ordinary Council meeting.
- 3.3 The Chief Whips of both the Majority Group and the Minority Group have been consulted and indicated their support to the proposals set out in this report.
4. **Financial Implications:** None.
5. **Legal Implications**
  - 5.1 The Council may determine the programme of its meetings. It must formally adopt a Council Tax resolution prior to 11 March each year and hold an Annual meeting in March, April or May.
6. **Other Implications:** None.

**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