



City of Westminster

# Committee Agenda

Title: **General Purposes**

Meeting Date: **Wednesday 6th November, 2019**

Time: **6.00 pm**

Venue: **Room 18.06, 64 Victoria Street, London, SW1E 6QP**

Members: **Councillors:**

Paul Swaddle (Chairman)  
Tim Mitchell  
Robert Rigby  
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. 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, Reuben Segal, Head of Committee and Governance Services.**

**Tel: 020 7641 3160; Email: [rsegal@westminster.gov.uk](mailto:rsegal@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 pecuniary interests or any other significant interest in matters on this agenda.

#### **3. MINUTES**

To sign the minutes of the meeting held on 11 September 2019.

**(Pages 3 - 6)**

#### **4. PROGRAMME OF MEETINGS 2020-2021**

Report of the Head of Committee and Governance Services

**(Pages 7 - 12)**

#### **5. LOCAL GOVERNMENT BOUNDARY REVIEW - ELECTORAL WARDS WITHIN THE CITY COUNCIL BOUNDARY (WITHDRAWN)**

Report of the Director of Policy, Performance and Communications

**Stuart Love  
Chief Executive  
29 October 2019**



CITY OF WESTMINSTER

# MINUTES

## General Purposes Committee

### MINUTES OF PROCEEDINGS

Minutes of a meeting of the **General Purposes Committee** held on **Wednesday 11th September, 2019**, Room 18.8, Westminster City Hall, 18th Floor, 64 Victoria Street, London, SW1E 6QP.

**Members Present:** Councillors Paul Swaddle (Chairman), Robert Rigby and David Boothroyd

**Apologies for Absence:** Councillor Tim Mitchell

#### 1 MEMBERSHIP

1.1 It was noted there were no changes to the membership.

#### 2 DECLARATIONS OF INTEREST

2.1 There were no Declarations of Interest.

#### 3 MINUTES

3.1 **RESOLVED:** The Chairman, with the consent of the Committee, signed the minutes of the meeting held on 30 May 2019 as a correct record of proceedings.

#### 4 PARENTAL LEAVE POLICY FOR COUNCILLORS AND AMENDMENT OF 2019-2020 MEMBERS' ALLOWANCE SCHEME

4.1 Lee Witham, Director of People Services, introduced the report that set out proposals for a Maternity, Paternity and Adoption Leave policy for Members as well as the provision for Councillors to claim reimbursement of care expenses they incur in arranging carers to look after dependants when they are undertaking approved Council duties.

4.2 Reuben Segal, Head of Committee and Governance Services, set out the required amendments to the Members' Allowances Scheme to facilitate the payments to Councillors proposed in the policy.

- 4.3 Members welcomed the proposed policy which would help reduce the barrier to new parents becoming and remaining Councillors. They also welcomed the ability for Councillors to claim an allowance for care of dependants when undertaking their Council duties noting that Westminster was one of only two inner London boroughs not to pay such expenses.
- 4.4 Councillors queried whether the reference to the Carer's allowance being subject to tax and NI deductions in Appendix B was correct. This was confirmed to be correct.

**RESOLVED:**

That the Council be recommended to approve:

1. The adoption of a Maternity, Paternity and Adoption Leave Policy for Councillors attached as **Appendix A** to the report.
2. The ability for Councillors to claim reimbursement of care expenses when they attend approved duties and incur costs for the provision of care for children or adult dependants.
3. The amendments to the Members' Allowances Scheme for 2019-2020 attached as **Appendix B** to the report which incorporate the above mentioned provisions.

**5 CHANGE TO PROGRAMME OF COUNCIL MEETINGS 2019-2020**

- 5.1 The Head of Committee and Governance Services presented the item and highlighted the reasons for varying the business at the Council meetings on 13<sup>th</sup> November and 4<sup>th</sup> March 2020 as set out in the report.

**RESOLVED:**

That the Council be recommended to:

1. Change the Council meeting on 13<sup>th</sup> November from an Extraordinary meeting to an Ordinary meeting.
2. Change the Council meeting on 4<sup>th</sup> March from an Ordinary meeting to an Extraordinary meeting in order to receive a report including recommendations in respect of the reception of a speech by the Leader of the Council on council priorities and financial aims and estimates of income and expenditure for 2020 - 2021 as set out in Council Procedure Rules, Section 9.4 (1)(c) and 9.21 (1-3).

**6 AMENDMENT TO THE MEMBERS' CODE OF CONDUCT**

- 6.1 Tasnim Shawkat, Director of Law, introduced a report on revising the Members' Code of Conduct following a recommendation by the Standards Committee.
- 6.2 The Standards Committee had, following a review of the Local Government Ethical Standards by the Committee on Standards in Public Life (CSPL), approved amendments to the Code of Conduct for adoption by the full Council on matters including bullying and harassment and the role of ward councillors and Planning Committee Members in relation to planning matters (particularly in relation to the acceptance of gifts and hospitality).
- 6.3 The Director of Law explained that the Members' Code of Conduct is an evolving document and is updated as lessons are learned from complaints received against Councillors.
- 6.4 Members clarified when they need to declare gifts and hospitality. Tasnim Shawkat advised that declarations should be submitted within 28 days of taking either hospitality or gift.
- 6.5 The Chairman advised that further work is being undertaken on the detail of information that will be required to be provided by Members when submitting declarations of gifts and hospitality they have received.
- 6.6 With reference to the inclusion of a definition of bullying and harassment, Members commented that this can be subjective. The Director of Law advised that the more serious the allegation the greater level of evidence is required as part of the investigation.

**RESOLVED:**

That the Council be recommended to approve the adoption of the revised Members' Code of Conduct (**Appendix 1**) to the report with effect from 19 September 2019 and to amend the Constitution accordingly.

The Meeting ended at 6.28 pm

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

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

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City of Westminster

## General Purposes Committee

<b>Date:</b>	<b>6 November 2019</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Programme of Meetings 2020/2021</b>
<b>Wards Affected:</b>	<b>N/A</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 The programme of meetings for 2020/21 has been drafted broadly in accordance with the pattern previously agreed.

### 2. Recommendations

- 2.1 That the Council be recommended to approve the dates of full Council Meetings, as follows: 20 May 2020 (Annual), 24 June 2020, 16 September, 11 November (Budget Proposals), 20 January 2021, 3 March 2021 (Council Tax/Budget Setting) and 12 May 2021 (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.

This strategy allows for a more consistent approach and has in recent years seem to work well.

- 3.2 The programme reflects 6 meetings for each of the Policy and Scrutiny Committees but they are empowered by Standing Orders to arrange further meetings or otherwise amend the programme if required by the needs of their work programme. Two meetings of the Planning and City Development Committee and three meetings of the Licensing Committee have been programmed.
- 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 Dates for the Member Development Programme over 7 sessions per annum 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 Reuben Segal: 7641 3160**

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

## **BACKGROUND PAPERS**

- None

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## **Programme of Meetings 2020/21**

Council – 20 May 2020, 24 June 2020, 16 September 2020, 11 November 2020, 20 January 2021, 3 March 2021, 12 May 2021

Cabinet – 11 May 2020, 13 July 2020, 21 September 2020, 12 October 2020, 14 December 2020, 8 February 2021, 19 April 2021

Licensing Committee – 8 July 2020, 25 November 2020, 26 March 2021

Planning & City Development Committee – 28 October 2020, 31 March 2021

General Purposes – 16 June 2020, 3 November 2020, 23 February 2021

Scrutiny Commission – 1 July 2020, 25 November 2020, 24 March 2021

Economic Development, Education and Place Shaping P&S – 8 June 2020, 14 September 2020, 9 November 2020, 1 February 2021, 8 March 2021, 26 April 2021

Family and People Services P&S – 15 June 2020, 10 September 2020, 26 October 2020, 3 December 2020, 15 February 2021, 28 April 2021

City Management and Protection P&S – 11 June 2020, 7 October 2020, 18 November 2020, 27 January 2021, 15 March 2021, 21 April 2021

Housing, Finance and Regeneration P&S – 3 June 2020, 17 September 2020, 16 November 2020, 3 February 2021, 10 March 2021, 29 April 2021

Communities and Customer Services P&S – 22 June 2020, 21 October 2020, 7 December 2020, 10 February 2021, 18 March 2021, 6 May 2021

Health & Wellbeing Board – 21 May 2020, 9 July 2020, 8 October 2020, 26 November 2020, 28 January 2021, 25 March 2021

Standards Committee – 2 July 2020, 12 November 2020, 8 April 2021

Audit and Performance – 18 June 2020, 15 July 2020, 23 September 2020, 2 December 2020, 17 February 2021, 27 April 2021

Pension Fund Committee – 25 June 2020, 29 October 2020, 10 December 2020, 11 March 2020

Discretionary Housing Payments Panel – 2 June 2020, 7 July 2020, 8 September 2020, 13 October 2020, 17 November 2020, 12 January 2021, 9 February 2021, 23 March 2021, 27 April 2021

Ratings Panel – 9 June 2020, 14 July 2020, 15 September 2020, 27 October 2020, 8 December 2020, 26 January 2021, 9 March 2021, 20 April 2021

Cabinet CIL Committee – 6 July 2020, 5 October 2020, 25 January 2021, 12 April 2021

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