



CITY OF WESTMINSTER

# MINUTES

## General Purposes Committee

### MINUTES OF PROCEEDINGS

Minutes of a meeting of the **General Purposes Committee** held on **Wednesday 19th October, 2022**, Rooms 18.01 - 18.03 - 18th Floor, 64 Victoria Street, London, SW1E 6QP.

**Members Present:** Councillors David Boothroyd (Chair), Aicha Less, Matt Noble and Paul Swaddle

#### 1 MEMBERSHIP

1.1 There were no changes to the membership.

#### 2 DECLARATIONS OF INTEREST

2.1 There were none.

#### 3 MINUTES

3.1 **RESOLVED:** That the minutes of the meeting held on 15 September 2022 be signed by the Chair as a correct record of the proceedings.

#### 4 REVIEW OF THE MEMBER/OFFICER PROTOCOL

4.1 Parveen Akhtar, Director of Law, introduced the report setting out the review undertaken to strengthen the guidance on relationships between Officers and Members. The intention was that the updated protocol helped support the establishment of good working relationships between Members and Officers in their work together and described their different but complementary roles within the Council.

4.2 The Committee welcomed the review of the protocol and agreed a strong, constructive, and trusting relationship between Members and Officers was essential to the effective and efficient working of the Council. The suggested amendments to the protocol were considered appropriate in bringing the document up to date and the Committee noted in particular the importance of

including the Nolan Principles in the protocol along with a separate section on bullying.

- 4.3 The Committee discussed the significance of the protocol and was of the opinion that it should form an important aspect of the training provided to both new and existing Members and officers. This training could then form part of the process of ensuring the behaviours and treatment that each can expect from the other was embedded in the culture throughout the organisation.

**RESOLVED:**

- 1) That the revised Member/Officer Protocol be recommended to Full Council for approval.
- 2) That it be recommended that training on the Member/Officer Protocol be provided to all new and existing Members and Officers.

**5 PROGRAMME OF MEETINGS 2023/24**

- 5.1 The Committee received a report and following discussions agreed the proposed programme of meetings subject to the suggested Council date of 27 September 2023 being amended to 20 September 2023.

**RESOLVED:**

- 1) That the Council be recommended to approve the dates of full Council Meetings, as follows: 17 May 2023 (Annual), 28 June 2023, 20 September 2023, 15 November 2023, 24 January 2024, 6 March 2024, 15 May 2024 (Annual).

That the Programme of other formal Meetings set out in Appendix A of the report be approved.

The Meeting ended at 6.14 pm

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

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