



City of Westminster

# Council Agenda

Title: **Council Meeting**

Meeting Date: **Wednesday 15th May, 2024**

Time: **7.00 pm**

Venue: **Westminster Council House, 97-113 Marylebone Road,  
London, NW1 5PT**

Members: **All Councillors are hereby summoned to attend the Meeting  
for the transaction of the business set out.**

**In line with legislation Committee members will attend the meeting in person. This meeting will be live streamed through the Council's website.**

**Limited admission to the public gallery is available from 6.30pm. Please telephone if you are attending the meeting in a wheelchair or have difficulty walking up steps. There is wheelchair access via the Sammy Ofer Centre.**

**If you require any further information, please contact the Committee Officer, Janis Best, Strategic Lead - Committees and Councillors.**

**Email: [jbest@westminster.gov.uk](mailto:jbest@westminster.gov.uk) Tel: 07971 920521  
Corporate Website: [www.westminster.gov.uk](http://www.westminster.gov.uk)**

**1. ELECTION OF LORD MAYOR**

- (a) To elect the Lord Mayor for the ensuing year.
- (b) Declaration of Acceptance of Office by the newly elected Lord Mayor.

**2. MINUTES**

To sign the Minutes of the Meeting of the Council meeting held on 6 March 2024.

**(Pages 5 - 14)**

**3. LORD MAYOR'S COMMUNICATIONS**

- (a) Notification by the Lord Mayor of appointment of the Lord Mayor's Chaplain.
- (b) Other Communications (if any).

**4. PRESENTATION OF PAST LORD MAYOR'S BADGE AND VOTE OF THANKS**

- (a) To present the past Lord Mayor's badge and other insignia
- (b) Vote of Thanks

**5. REPORT FOR FULL COUNCIL: KEY DECISIONS - USE OF SPECIAL URGENCY PROCEDURE 2023/24**

To note the report on the executive decisions taken in the circumstances set out in Rule 14 (special urgency) in the preceding year.

**(Pages 15 - 18)**

**6. CONSTITUTIONAL MATTERS**

To receive and consider the report and recommendations of the Executive Director of Corporate Services and Monitoring Officer on constitutional issues that require a decision.

**(Pages 19 - 32)**

## CITY OF WESTMINSTER

### MINUTES OF PROCEEDINGS

At the Meeting of the Council of the City of Westminster held at 7.00 pm on Wednesday 6th March, 2024 at Westminster Council House, 97-113 Marylebone Road, London, NW1 5PT.

#### PRESENT

The Lord Mayor, Councillor Patricia McAllister

#### COUNCILLORS

Concia Albert	Patrick Lilley
Barbara Arzymanow	Alan Mendoza
Geoff Barraclough	Tim Mitchell
Liza Begum	Matt Noble
David Boothroyd	Ralu Oteh-Osoka
Ruth Bush	Angela Piddock
Nafsika Butler-Thalassis	Ed Pitt Ford
Melvyn Caplan	Robert Rigby
Maggie Carman	Rachael Robathan
Md Shamsed Chowdhury	Tim Roca
Laila Cunningham	Ian Rowley
Lorraine Dean	Caroline Sargent
Tony Devenish	Karen Scarborough
Paul Dimoldenberg	Mark Shearer
Robert Eagleton	Selina Short
Paul Fisher	James Small-Edwards
Jim Glen	Judith Southern
David Harvey	Max Sullivan
Sara Hassan	Paul Swaddle OBE
Elizabeth Hitchcock	Hamza Taouzzale
Adam Hug	Jessica Toale
Louise Hyams	Aziz Toki
Ryan Jude	Jacqui Wilkinson
Aicha Less	Jason Williams
Iman Less	

**APOLOGIES:** Councillors Gillian Arrindell, Amanda Langford, Ellie Ormsby and Cara Sanquest

The Lord Mayor invited the Council to join her in observing a minute's silence in memory of former Councillor, Honorary Alderman Barrie Taylor, who had sadly passed away.

## **1 APPOINTMENT OF RELIEF CHAIR**

- 1.1 Motion moved by the Lord Mayor and seconded by Councillor Nafsika Butler-Thalassis, that Councillor Max Sullivan be elected as Relief Chair.
- 1.2 Motion put, and on a show of hands, declared **CARRIED**.

## **2 MINUTES**

- 2.1 **RESOLVED:** The minutes of the proceedings at the Council meeting held on Wednesday 24 January 2024 were, with the assent of the Members present, signed by the Lord Mayor as a true record of the proceedings.

## **3 DECLARATIONS OF INTEREST**

- 3.1 There were no declarations of interest.

## **4 CABINET REPORT**

- 4.1 The report of the Cabinet on 19 February 2024 was submitted.
- 4.2 Following debate, to which Councillor Hug replied, the Lord Mayor then put the following amendment to the recommendations in paragraph 1 of the Cabinet report, moved by Councillor Paul Swaddle and seconded by Councillor Caroline Sargent, to a vote. A recorded vote was then taken:

### **Amendment – moved by Councillor Paul Swaddle and seconded by Councillor Caroline Sargent:**

The Conservative Group propose that this Council freeze the general element of council tax and withdraw the 2.99% increase for 2024/25. This will reduce the funding to the Council by £1.96m next year so to balance the budget we propose the following amendments:

1. Save the total costs spent on the engagement and administration of the Community Priorities Programme of £224k per year, and instead administer this in a more efficient way using existing administrative resources in the Council through ward budgets.
2. Not to set aside £450k of new resources for the ecological emergency and instead deal with the ecological emergency through existing resources and embedding in everything that Council services already do.
3. Reduce the spend on temporary and agency staff by £1.3m per year, representing a 9% saving in the total annual cost over the last couple of years (£15m) – this will be achieved without impacting on important front-line roles that deliver services to our residents.

## Vote 1 – Amendment

**For the amendment:** Councillors Barbara Arzymanow, Melvyn Caplan, Laila Cunningham, Loraine Dean, Anthony Devenish, Jim Glen, David Harvey, Elizabeth Hitchcock, Louise Hyams, Alan Mendoza, Tim Mitchell, Ralu Oteh-Osoka, Ed Pitt Ford, Robert Rigby, Rachael Robathan, Ian Rowley, Caroline Sargent, Karen Scarborough, Mark Shearer, Selina Short, Paul Swaddle OBE and Jacqui Wilkinson.

**Against the amendment:** Councillors Concia Albert, Geoff Barraclough, Liza Begum, David Boothroyd, Ruth Bush, Nafsika Butler-Thalassis, Maggie Carmen, Md Shamsed Chowdhury, Paul Dimoldenberg, Robert Eagleton, Paul Fisher, Sara Hassan, Adam Hug, Ryan Jude, Aicha Less, Iman Less, Patrick Lilley, Matt Noble, Angela Piddock, Tim Roca, James Small-Edwards, Judith Southern, Max Sullivan, Hamza Taouzzale, Jessica Toale, Aziz Toki and Jason Williams.

**Absent or not voting:** The Lord Mayor and Councillors Gillian Arrindell, Amanda Langford, Ellie Ormsby and Cara Sanquest.

4.3 The Lord Mayor declared the amendment to be **LOST**.

4.4 The Lord Mayor then put the recommendations in paragraph 1 of the Cabinet report as unamended to a vote. A recorded vote was then taken:

**For the recommendations:** Councillors Concia Albert, Geoff Barraclough, Liza Begum, David Boothroyd, Ruth Bush, Nafsika Butler-Thalassis, Maggie Carmen, Md Shamsed Chowdhury, Paul Dimoldenberg, Robert Eagleton, Paul Fisher, Sara Hassan, Adam Hug, Ryan Jude, Aicha Less, Iman Less, Patrick Lilley, Matt Noble, Angela Piddock, Tim Roca, James Small-Edwards, Judith Southern, Max Sullivan, Hamza Taouzzale, Jessica Toale, Aziz Toki and Jason Williams.

**Against the recommendations:** Councillors Barbara Arzymanow, Melvyn Caplan, Laila Cunningham, Loraine Dean, Anthony Devenish, Jim Glen, David Harvey, Elizabeth Hitchcock, Louise Hyams, Alan Mendoza, Tim Mitchell, Ralu Oteh-Osoka, Ed Pitt Ford, Robert Rigby, Rachael Robathan, Ian Rowley, Caroline Sargent, Karen Scarborough, Mark Shearer, Selina Short, Paul Swaddle OBE and Jacqui Wilkinson.

**Absent or not voting:** The Lord Mayor and Councillors Gillian Arrindell, Amanda Langford, Ellie Ormsby, Cara Sanquest.

4.5 The Lord Mayor declared the recommendations in paragraph 1 of the Cabinet report as **ADOPTED**.

## **RESOLVED:**

### **Council Tax**

- 1) That the Council Tax for a Band D be agreed at £501.76 for 2024/25.
- 2) That the council tax for the City of Westminster, excluding the Montpelier Square area and Queen's Park Community Council, for the year ending 31 March 2025, be as specified in the Council Tax Resolution in Appendix 1 of the Section 151 officer's report.
- 3) That the Precepts and Special Expenses be as also specified in Appendix 1 of the Section 151 officer's report for properties in Montpelier Square and the Queen's Park Community Council.
- 4) That the formal resolution for 2024/25 attached at Appendix 1 of the Section 151 officer's report including the council tax requirement of £68.889m be agreed.
- 5) That the proposed Greater London Authority precept (Band D) of £471.40, an increase of £37.26 in the adjusted Band D precept be noted.
- 6) That the Council continued the Westminster Community Contribution scheme to allow residents in the City to voluntarily contribute towards supporting discretionary services that support the three priorities of youth services, helping rough sleepers off the streets and supporting people who are lonely and isolated.

### **Revenue Budget**

- 7) That the Council noted the views of the Scrutiny Budget Task Group set out in Appendix 2 of the Section 151 officer's report.
- 8) That the proposed General Fund net budget requirement of £205.545m summarised in Appendix 3 of the Section 151 officer's report be approved.
- 9) That the savings, pressures and investments for 2024/25 to 2026/27 set out in Appendix 4, 5 and 6 of the Section 151 officer's report, be approved.
- 10) That the Equality Impact Assessments included in Appendix 7 of the Section 151 officer's report were noted to inform the consideration of the budget.
- 11) Noted the Housing Revenue Account (HRA) Business Plan 2024/25 and 30 Year Housing Investment Plan presented concurrently to Cabinet on 19 February 2024 that recommended the HRA budget and rent levels for 2024/25.

## **Capital Programme**

- 12) Noted the Capital Strategy 2024/25 to 2028/29, forecast position for 2023/24 and future years' forecasts summarised up to 2037/38 report also presented to Cabinet on 19 February 2024 that recommended the Council's capital programme and financing.

## **Reserves, Balances and Budget Estimates**

- 13) Agreed the reserves policy as set out in section 9 of the Section 151 officer's report.
- 14) Noted the opinion of the Section 151 Officer with regards to the robustness of the budget process, the estimates underpinning the budget and the adequacy of the reserves as set out in Appendix 8 of the Section 151 officer's report as required by S25 of the Local Government Act 2003.

## **Treasury Management and Investment Framework**

- 15) Noted the Treasury Management Strategy for 2024/25 including the annual investment strategy, borrowing limits and prudential indicators summarised in the report and set out detail in a concurrent report on the agenda.
- 16) Noted the 2024/25 Integrated Investment Framework report also concurrently on the agenda, which sets out the policies and framework for future investment decisions for the Council.

## **Fairer Westminster Delivery Plan**

- 17) Noted the summary of the delivery actions for the Fairer Westminster Delivery Plan 2024/25 provided in Section 4 of the Section 151 Officer's report. The full approved version of the 2024/25 Delivery Plan will be published in mid-March.

- 4.6 The Lord Mayor put the recommendations in paragraph 2 of the Cabinet report, Capital Strategy 2024/25 to 2028/29, Forecast Position for 2023/24 and Future Years Forecast to 2037/38 to the vote and on a show of hands declared the recommendations **ADOPTED**.

### **RESOLVED:**

That the full Council:

- 1) Approved the capital strategy as set out in the report.
- 2) Approved the capital expenditure for the General Fund as set out in Appendix A for 2024/25 to 2028/29 and future years to 2037/38.

- 3) Approved that all development and investment projects, along with all significant projects follow the previously approved business case governance process as set out in section 8 of the Section 151 officer's report.
- 4) Approved that no financing sources, unless stipulated in regulations or necessary agreements, were ring fenced.
- 5) Approved the proposed financing of the capital programme and revenue implications as set out in section 12 of the Section 151 officer's report.
- 6) Delegated to the Executive Director of Finance and Resources the decisions surrounding financing of the capital programme to provide sufficient flexibility to allow for the most effective use of the Council's resources.

4.7 The Lord Mayor put the recommendations in paragraph 3 of the Cabinet report, Integrated Investment Framework 2024/2025, to the vote and on a show of hands declared the recommendations **ADOPTED**.

**RESOLVED:**

That the full Council:

- 1) Approved and implemented the Integrated Investment Framework set out in the report at Appendix 3.
- 2) Approved that the target for the overall return on Council investments should aspire to at least meet forecasts for inflation over the medium term.
- 3) Approved that the benefits of investing in the Pension Fund should be used as a benchmark when evaluating other investments.
- 4) Adopted the asset allocation percentage ranges set out in the framework and work towards achieving these.
- 5) Agreed that the overarching objective of this framework was to achieve an overall return on Council investments, matching CPI inflation over the medium term, and to reduce costs and liabilities, while maintaining adequate cash balances for operational purposes, and not exposing the capital value of investments to unnecessary risk.
- 6) Agreed that assets must only be acquired for strategic purposes. Such prospective acquisitions must be considered individually, with the reasons for investment limited to regeneration or development of the location, or other strategic purposes in which the asset is established. Out-of-borough acquisitions may also be considered by exception.



- 7) Agreed the Investment Executive to implement, monitor and report on the investment strategy.

4.8 The Lord Mayor put the recommendations in paragraph 4 of the Cabinet report, Treasury Management Strategy Statement for 2024/25 to 2028/29 to the vote and on a show of hands declared the recommendations **ADOPTED**.

**RESOLVED:**

That the full Council:

- 1) Approved the Treasury Management Strategy Statement.
- 2) Approved the borrowing strategy and borrowing limits for 2024/25 to 2028/29 set out in section 6 of the Section 151 officer's report.
- 3) Approved the Prudential Indicators set out in section 8 of the Section 151 officer's report.
- 4) Approved the Annual Investment Strategy and approved investments set out in Appendix 1 of the Section 151 officer's report.
- 5) Approved the Minimum Revenue Provision Policy set out in Appendix 2 of the Section 151 officer's report.
- 6) Approved the Delegation of authority to the Executive Director of Finance and Resources to proceed with: (a) the obtaining of a credit rating as set out in the report; and 3 (b) to appoint Link Group, a Treasury consultant, for the purposes of obtaining that rating.

4.9 The Lord Mayor put the recommendations in paragraph 5 of the Cabinet report, Housing Revenue Account 30-Year Business Plan and Housing Investment Plan 2024/25 to the vote and upon a show of hands declared the recommendations **ADOPTED**.

**RESOLVED:**

That the full Council:

- 1) Approved the HRA revenue budget for 2024/25 (Table 1 and Appendix 3 of the Strategic Director of Housing and Commercial Partnerships' report).
- 2) Noted the HRA 5-year revenue budgets for 2024/25 to 2028/29 (Appendix 3 of the Strategic Director of Housing and Commercial Partnerships' report) and HRA 30-year revenue budgets for 2024/25 to 2053/54 (Appendix 4a of the Strategic Director of Housing and Commercial Partnerships' report).
- 3) Approved the HRA 5-year Capital Programme totalling £920.52m (Table 4 of the Strategic Director of Housing and Commercial Partnerships' report).

- 4) Noted the 30-year Capital Programme for 2024/25 to 2053/54 totalling £2.493bn (Appendix 5 of the Strategic Director of Housing and Commercial Partnerships' report).
  - 5) Approved the inclusion of all Fairer Westminster investments, including the extension of the HRA Rent Support Fund by £1.050m for 2024/25 (to be earmarked to support tenants experiencing financial difficulty during the cost-of-living crisis).
  - 6) Approved a rent increase of 7.7% from 1st April 2024 in line with the maximum increase for social rent set by the national rent policy, whilst noting that the Council continues to exercise its discretion under the rent restructuring policy to set rents for re-lets (both new tenants and transfers) up to formula target rent.
  - 7) Approved an increase of 6.7% to the fees charged for garages, sheds and parking (in line with CPI at September 2023) from 1st April 2024.
  - 8) Approved that tenant service charges be varied in line with estimated actual costs for 2024/25 from 1st April 2023.
  - 9) Noted the HRA reserves and balances for the 5-year Business Plan (Table 5 of the Strategic Director of Housing and Commercial Partnerships' report).
- 4.10 The Lord Mayor put the recommendation in paragraph 6 of the Cabinet report, Pay Policy 2024-2025 to the vote and upon a show of hands declared the recommendations **ADOPTED**.

**RESOLVED:**

That the full Council approved the Pay Policy for 2024 – 2025 as attached as Appendix 1 to the report of the Executive Director of Democracy, Law and People.

## **5 REPORT OF THE GENERAL PURPOSES COMMITTEE**

- 5.1 The Lord Mayor put the recommendations of the General Purposes Committee report to the vote and on a show of hands declared the recommendations **ADOPTED**.

**RESOLVED:**

That the Full Council:

- 1) Approved Option 2 of the Member Allowances 2024-2025 Scheme, a 3.88% uplift across all allowances (Basic and SRAs) as set out in the General Purposes Committee Report, with effect from 1 April 2024.

- 2) Agreed to increase the Members' Allowances (Basic and SRA) for the years 2024/25 and 2025/26 in line with any future salary increase for Council staff that may be agreed by the National Joint Council for Local Government Services.

The Meeting ended at 9.12 pm

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

This page is intentionally left blank



City of Westminster

## Annual Council Report

<b>Meeting or Decision Maker:</b>	Full Council
<b>Date:</b>	15 May 2024
<b>Classification:</b>	For General Release
<b>Title:</b>	Key Decisions: Use of Special Urgency Procedures 2023-24
<b>Report of:</b>	Executive Director of Corporate Services and Monitoring Officer
<b>Wards Affected:</b>	All
<b>Policy Context:</b>	Fairer Council
<b>Financial Summary:</b>	None
<b>Report Author and Contact Details:</b>	Richard Cressey, Head of Governance and Councillor Liaison Email: <a href="mailto:rcressey@westminster.gov.uk">rcressey@westminster.gov.uk</a>

## **1. Executive Summary**

- 1.1. The Access to Information Procedural Rules, Article 1.18 (3) of the Council's Constitution) require that, at least once a year the Leader will submit a report detailing all Key Decisions taken under Special Urgency provisions in the preceding year.
- 1.2. This report details a single instance where Special Urgency provisions were used during the 2023/24 municipal year.

## **2. Recommendations**

- 2.1. That Full Council note the single Key Decision taken under Special Urgency in 2023/24 as detailed in Section 4 of this report.

## **3. Background, including Policy Context**

- 3.1. The City Council's Constitution sets out, under Article 1.12, that 28 days' notice must be given where the Cabinet, a Cabinet Committee, an individual Cabinet Member or Officer intends to make a Key Decision.
- 3.2. Where the provision of such notice is impracticable the Constitution provides both General Exception and Special Urgency provisions. The General Exception provisions require, amongst other things, a period of five clear working days' notice to be given. Where compliance with the General Exception principle is impractical the decision can be taken under Special Urgency provisions.
- 3.3. Cases of Special Urgency under 1.14 (1) can only proceed where the decision maker has obtained agreement that the making of the decision is urgent and cannot reasonably be delayed from:

(a) the Chairman of the relevant Policy and Scrutiny Committee; or

(b) if there is no such person, or if they are unable to act, the Lord Mayor.

Under 1.14 (2) As soon as reasonably practicable after the decision maker has obtained agreement under (1) above the Chief Executive must make available at City Hall, or on the website, a notice setting out the reasons that the decision is urgent and cannot reasonably be deferred.

## **4. Details of Decision Taken Under Special Urgency**

- 4.1. During the municipal year 2023/24, the provision of Special Urgency was used once to facilitate an urgent decision. Further detail on this decision is set out below.

<b>Decision Title</b>	<b>Decision Maker</b>	<b>Reason for Special Urgency</b>	<b>Notice of proposed decision first published:</b>	<b>Date Decision Notice Published</b>
<a href="#">CCS Energy Purchase Agreement for 2024 - 25 Supply Period</a>	Cabinet Member for Finance and Council Reform	Requirement for the Council to commit to the purchase window by 15 September 2023, and not doing so would have left the Council liable to increased costs.	15 September 2023	15 September 2023  <a href="#">Statement of Decision</a>

4.2. In the single case of Special Urgency provision being used in 2023/24 as detailed in this report, the approval of the Chair of the relevant Policy and Scrutiny Committee was given. This approval was given by Councillor Paul Fisher, Chair of the Finance, Planning and Economic Development Policy and Scrutiny Committee agreed to the use of Special Urgency provisions on 15 September 2023.

4.3. In accordance with statutory and Constitutional requirements, following the approval of the Chair of Policy and Scrutiny Committee two notices were published. The first detailing that the decision would be taken under special urgency and the second stating the decision had been made and including the report upon which the decision was based.

## **5. Financial Implications**

5.1. There are no direct financial consequences of this report. The decision reported above as having been taken under the Special Urgency procedure was supported by a report that set out the financial implications of that decision and was subject to financial review as part of the decision-making process.

## **6. Legal and Governance Implications**

6.1. The relevant rules of the City Council's Constitution setting out the need to report on the use of Special Urgency Procedures regarding Key Decisions during the preceding year have already been outlined in the earlier body of this report. The recommendation set out in this report is in line with these provisions.

## **7. Climate Impact**

7.1. There are no direct climate implications of this report. The decision reported above as having been taken under the Special Urgency procedure was supported by a report that set out the climate implications of that particular decision.

## 8. Equalities Implications

- 8.1. There are no direct equalities implications of this report. The decision reported above as having been taken under the Special Urgency procedure was supported by a report that set out the equalities implications of that decision.

## 9. Consultation

- 9.1. No consultation was required for this report.

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

Richard Cressey, Head of Governance and Councillor Liaison

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

## APPROVED BY

Name and Title	Date sent	Date approved
Parveen Akhtar, Executive Director of Corporate Services	25 April 2024	25 April 2024
David Cookson, Finance	22 April 2024	23 April 2024
Jane Reynolds, Legal	22 April 2024	23 April 2024

## BACKGROUND PAPERS

[Key Decision Report and Statement of Decision - CCS Energy Purchase Agreement for 2024 - 25 Supply Period](#)





## City of Westminster

# Annual Council Report

<b>Meeting or Decision Maker:</b>	Full Council
<b>Date:</b>	15 May 2024
<b>Classification:</b>	For General Release
<b>Title:</b>	Constitutional Matters
<b>Report of:</b>	Executive Director of Corporate Services and Monitoring Officer
<b>Wards Involved:</b>	All
<b>Policy Context:</b>	Fairer Council
<b>Financial Summary:</b>	None
<b>Report Author and Contact Details:</b>	Richard Cressey, Head of Governance and Councillor Liaison Email: <a href="mailto:rcressey@westminster.gov.uk">rcressey@westminster.gov.uk</a>

## 1. Summary

- 1.1 The Council is required to confirm the proportional division of seats on the Standing Committees and to note the Members appointed to them.
- 1.2 The Committees are required to appoint and confirm the proportional division of seats on their Sub-Committees and subsidiary bodies, and to note the Members appointed to them.

## 2. Recommendations

- 2.1 That the Council determine the allocation of places on the following Standing Committees and notes the names of the Members appointed to them following notification by the respective Party Whips, as set out below and detailed in Appendix A.
- 2.2 That the Council confirm the proportional division of seats on the Standing Committees as set out below.

Committee	Members		
	Total	Labour	Conservative
Audit and Performance Committee	4	3	1
General Purposes Committee	4	3	1
Overview and Scrutiny Committee	7	4	3
Climate Action, Environment and Highways P&S	7	4	3
Housing and Regeneration P&S	7	4	3
Vulnerable Adults, Health and Communities P&S	7	4	3
Young People, Learning and Employment P&S	7	4	3
Standards Committee	5	3	2
Pension Fund Committee	4	3	1
Planning & City Development Committee	14	8	6
Licensing Committee	15	8	7
<b>Total</b>	<b>81</b>	<b>48</b>	<b>33</b>
<b>Target number (and variance)</b>		<b>47 (+1)</b>	<b>34 (-1)</b>

### 3. Background

- 3.1 The Local Government and Housing Act 1989 requires local authorities, where Members are divided into political groups, to review annually the representation of the political groups on their Committees and Sub-Committees to ensure a political balance.
- 3.2 The following principles apply to the allocation of seats in sequential order:
- (a) That not all the seats on the body to which appointments are being made are allocated to the same political group;
  - (b) That the majority of seats on each Committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
  - (c) That, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council must reflect their proportion of the authority's membership; and
  - (d) Subject to (a) to (c), that the number of seats on each committee is, as far as possible, in proportion to the group's membership of the authority.
- 3.3 Sub-Committees are also governed by the political balance rules, but it is not necessary to add up all the Sub-Committee seats and then allocate them in proportion. As far as this is practicable, the allocation of seats on each Sub-

Committee should reflect the proportional representation of the political groups on the Council.

- 3.4 The Labour and Conservative Groups hold, respectively, 31 and 23 of the total of 54 Council seats. The proportion by which seats on Committees should be allocated is 57.41% Majority Group and 42.59% Opposition Group.
- 3.5 The proposed allocation of committee seats is detailed above in paragraph 2.2 and on the basis of the 81 committee seats, this equates, to 48 Majority Party and 33 Opposition Party seats. Following the principles set out at 3.2, the only way to ensure a majority of seats on each Committee were allocated to the Majority Group would be to allocate 48 seats to the Majority Group and 33 to the Opposition Group, creating a variance of one seat in favour of the Majority party. The Chief Executive and the Executive Director of Corporate Services (Monitoring Officer) have confirmed that this proposed allocation is in accordance with the proportionality rules.
- 3.6 Membership of the Council's Standing Committees and Sub-Committees is governed by Chapter 5, Section 2.2. of the Council's Constitution, which, in accordance with the Local Government (Committees and Political Groups) Regulations 1990, as amended, provides for Members of Standing Committees and Sub-Committees to be those whose names have been notified to the Chief Executive, who is the duly appointed proper officer for these purposes. The Chief Executive has the delegated power to appoint to all Standing Committees and Sub-Committees in accordance with notifications received from Party officers under the Regulations.
- 3.7 Both political groups on the Council have to notify the Chief Executive of the names of the Members to serve on the Standing Committees, Sub-Committees and subsidiary bodies. It is for the Council to note the Standing Committee memberships as set out in Appendix A to this report and for the Standing Committees to note their Sub-Committee memberships in due course. In addition, the Standing Committees will be asked to appoint their Chairs, where necessary, as set out in the Constitution.
- 3.8 The City Council is required to appoint a Licensing Committee in accordance with the Licensing Act 2003. In accordance with the provisions of the Licensing Act the minimum number of Members who can be appointed to the Licensing Committee is 10 and the maximum 15. The Council, as the busiest Licensing authority, has always appointed the maximum number of Members.

#### **4. Financial Implications**

- 4.1 There are no financial implications arising from this report as all positions which are remunerated are covered by the existing Members' Allowances scheme.

#### **5. Legal and Governance Implications**

5.1 The Council is required to carry out a review of seats at least annually in accordance with the Local Government and Housing Act 1989 and the Local Government (Committee and Political Groups) Regulations 1990. These requirements are reflected in this report.

**6. Climate implications**

6.1 There are no climate implications associated with this report which deals purely with Constitutional matters, allocating seats on committees to different Political Groups.

**7. Equalities implications**

7.1 There are no equalities implications directly associated with this report which deals purely with Constitutional matters, allocating seats on committees to different Political Groups. Appointments to these seats is a matter for Group Whips to advise the Chief Executive of their wishes and the equalities implications of such appointments are therefore a matter for Groups to consider.

**8. Consultation**

8.1 Both Group Whips were consulted on the contents of this report.

**If you have any queries about this report or wish to inspect any of the background papers please contact Richard Cressey.  
Email: [rcressey@westminster.gov.uk](mailto:rcressey@westminster.gov.uk)**

**APPROVED BY**

Name and Title	Date sent	Date approved
Parveen Akhtar, Executive Director of Corporate Services	25 April 2024	25 April 2024
David Cookson, Finance	22 April 2024	23 April 2024
Jane Reynolds, Legal	22 April 2024	23 April 2024

**Background Papers**

The Constitution – available via the Council’s website

**Appendices:**

Appendix A – Memberships of the Standing Committees

**WESTMINSTER CITY COUNCIL**

**COMMITTEE MEMBERSHIPS**

Key:

(Ch) Chairman

(VCh) – Vice Chairman

**STANDING COMMITTEE MEMBERSHIPS**

COMMITTEE	CONSTITUTION	MEMBERSHIP	
		LAB	CON
Audit and Performance	4	3 Cllr Aziz Toki (Ch) Cllr Paul Fisher Cllr Jessica Toale	1 Cllr Alan Mendoza
General Purposes	4	3 Cllr David Boothroyd (Ch) Cllr Aicha Less Cllr Ellie Ormsby	1 Cllr Mark Shearer
Pension Fund	4	3 Cllr Robert Eagleton (Ch) Cllr Maggie Carman Cllr Ryan Jude	1 Cllr Ed Pitt-Ford
Overview and Scrutiny Committee	7	4 Cllr Angela Piddock (Ch) Cllr Paul Fisher Cllr Patricia McAllister Cllr Jason Williams	3 Cllr Tim Mitchell Cllr Caroline Sargent Cllr Paul Swaddle
Climate Action, Environment and Highways	7	4 Cllr Jason Williams (Ch) Cllr Patrick Lilley Cllr Judith Southern Cllr Iman Less	3 Cllr Jim Glen Cllr Tim Mitchell Cllr Ed Pitt Ford
Housing and Regeneration	7	4 Cllr Paul Fisher (Ch) Cllr Gillian Arrindell Cllr Max Sullivan Cllr Hamza Taouzzale	3 Cllr Laila Cunningham Cllr David Harvey Cllr Jacqui Wilkinson

Vulnerable Adults, Health and Communities	7	4 Cllr Gillian Arrindell Cllr Robert Eagleton Cllr Patricia McAllister Cllr Hamza Taouzzale	3 Cllr Lorraine Dean Cllr Elizabeth Hitchcock Cllr Selina Short
Young People, Learning and Employment  Nb. The membership of this P&S Committee will include 4 co-opted members with voting rights on Education matters only)	7	4 Cllr Angela Piddock (Ch) Cllr Sara Hassan Cllr Ellie Ormsby Cllr James Small-Edwards	3 Cllr Lorraine Dean Cllr Ralu Oteh-Osoka Cllr Karen Scarborough
Standards Committee	5	3 Cllr Ruth Bush (Ch) Cllr Md Shamsed Chowdhury Cllr Sara Hassan	2 Cllr Louise Hyams Cllr Tim Mitchell
Licensing Committee	15	8 Cllr Aziz Toki (Ch) Cllr Maggie Carman (VCh) Cllr Md Shamsed Chowdhury Cllr Robert Eagleton Cllr Iman Less Cllr Angela Piddock Cllr Judith Southern Cllr Hamza Taouzzale	7 Cllr Melvyn Caplan Cllr Louise Hyams Cllr Tim Mitchell Cllr Ed Pitt Ford Cllr Caroline Sargent Cllr Karen Scarborough Cllr Paul Swaddle
Planning and City Development	14	8 Cllr Ruth Bush (Ch) Cllr Jason Williams (VCh) Cllr Nafsika Butler-Thalassis Cllr Md Shamsed Chowdhury Cllr Paul Fisher Cllr Sara Hassan Cllr Ryan Jude Cllr Patrick Lilley	6 Cllr Barbara Arzymanow Cllr Laila Cunningham Cllr Jim Glen Cllr Elizabeth Hitchcock Cllr Rachael Robathan Cllr Caroline Sargent

### SUB-COMMITTEE MEMBERSHIPS RELATING TO PLANNING

SUB-COMMITTEE	CONSTITUTION	MEMBERSHIP	
		LAB	CON
Planning (Major Applications) Sub-Committee	6	4 Cllr Ruth Bush (Ch) Cllr Nafsika Butler-Thalassis Cllr Paul Fisher Cllr Jason Williams	2 Cllr Jim Glen Cllr Rachael Robathan
Planning Applications Sub (1)  Nb. membership of individual sub-committees will vary depending on member availability. This will notified in advance of the meeting	4	3 Cllr Jason Williams (Ch) Cllr Sara Hassan Cllr Md Shamsed Chowdhury	1 Cllr Elizabeth Hitchcock
Planning Applications Sub (2)	4	3 Cllr Paul Fisher (Ch) Cllr Md Shamsed Chowdhury Cllr Patrick Lilley	1 Cllr Barbara Arzymanow
Planning Applications Sub (3)	4	3 Cllr Nafsika Butler-Thalassis (Ch) Cllr Ryan Jude Cllr Patrick Lilley	1 Cllr Laila Cunningham

Planning Reserves: Councillor Caroline Sargent

**SUB-COMMITTEE MEMBERSHIPS RELATING TO POLICY AND SCRUTINY**

<b>SUB-COMMITTEE</b>	<b>CONSTITUTION</b>	<b>MEMBERSHIP</b>	
		<b>LAB</b>	<b>CON</b>
Health Urgency Sub-Committee (Sub of Vulnerable Adults, Health and Communities P&S Committee)	3	2 Cllr Angela Piddock (Ch) Cllr Ellie Ormsby	1 Cllr Lorraine Dean



**SUB-COMMITTEE MEMBERSHIPS RELATING TO AUDIT AND PERFORMANCE**

<b>SUB-COMMITTEE</b>	<b>CONSTITUTION</b>	<b>MEMBERSHIP</b>	
		<b>LAB</b>	<b>CON</b>
AP Urgency	3	2 Cllr Aziz Toki (Ch) Cllr Jessica Toale	1 Cllr Alan Mendoza
Appointments  Nb. This represents the core membership. Substitutions will be made based on the content of roles under consideration and availability of members	4	3 Cllr Adam Hug (Ch) Cllr Matt Noble Cllr Liza Begum	1 Cllr Paul Swaddle
Staff Appeals	3	2 Cllr Adam Hug (Ch) Cllr Robert Eagleton	1 Cllr Paul Swaddle

**SUB-COMMITTEE MEMBERSHIPS RELATING TO GENERAL PURPOSES**

<b>SUB-COMMITTEE</b>	<b>CONSTITUTION</b>	<b>MEMBERSHIP</b>	
		<b>LAB</b>	<b>CON</b>
GP Urgency	3	2 Cllr David Boothroyd (Ch) Cllr Ellie Ormsby	1 Cllr Mark Shearer
Education (Awards) Appeals	3	2 Cllr Judith Southern (Ch) Cllr Angela Piddock	1 Cllr Karen Scarborough

**SUB-COMMITTEE MEMBERSHIPS RELATING TO LICENSING**

SUB-COMMITTEE	CONSTITUTION	MEMBERSHIP	
		LAB	CON
Licensing Urgency	3	2 Cllr Aziz Toki (Ch) Cllr Maggie Carman	1 Cllr Karen Scarborough

*The membership of the Licensing Sub-Committees (3 Members) are drawn from the list of Licensing Committee Members & appointed by the Director of Law in accordance with delegated authority.*

**SUB-COMMITTEE MEMBERSHIPS RELATING TO PENSIONS**

<b>SUB-COMMITTEE</b>	<b>CONSTITUTION</b>	<b>MEMBERSHIP</b>	
		<b>LAB</b>	<b>CON</b>
Pension Fund Urgency	3	2 Cllr Robert Eagleton (Ch) Cllr Ryan Jude	1 Cllr Ed-Pitt-Ford

**SUB-COMMITTEE MEMBERSHIPS RELATING TO STANDARDS**

<b>SUB-COMMITTEE</b>	<b>CONSTITUTION</b>	<b>MEMBERSHIP</b>	
		<b>LAB</b>	<b>CON</b>
Standards Urgency	3	2 Cllr Ruth Bush (Ch) Cllr Sara Hassan	1 Cllr Louise Hyams

**ADVISORY PANELS REPORTING TO THE CABINET MEMBER FOR  
FINANCE AND RESOURCES**

Proportionality Rules do not apply to these Committees and Panels

SUB-COMMITTEE	CONSTITUTION	MEMBERSHIP	
		LAB	CON
Ratings Panel	4	3 Cllr Robert Eagleton(Ch) Cllr Patrick Lilley Cllr Maggie Carman	1 Cllr Paul Swaddle
Discretionary Housing Payments Panel	4	3 Cllr Gillian Arrindell (Ch) Cllr Angela Pidcock Cllr Maggie Carman	1 Cllr Lorraine Dean