



City of Westminster

General Purposes Committee

Date: 6 November 2019

Classification: For General Release

Title: Programme of Meetings 2020/2021

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 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**

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BACKGROUND PAPERS

- None