

## City of Westminster

<b>Committee:</b> <b>General Purposes</b>	<b>Date:</b> <b>31 October 2006</b>	<b>Title of Report:</b> <b>Programme of Meetings 2006/07</b>
<b>Classification:</b> <b>For General Release</b>		<b>Report of:</b> <b>Director of Legal and Administrative Services</b>
<b>Wards Involved:</b>	<b>None</b>	
<b>Policy Context:</b>	<b>Management of the Council</b>	
<b>Financial Summary:</b>	<b>No financial implications arising from this report</b>	
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### 1. Summary of Report

- 1.1 This report sets out the draft programme of Meetings for the Municipal Year 2006/07 in respect of Council Meetings, Cabinet Meetings and the Council's Regulatory Committees/Sub-Committees.
- 1.2 A programme of meetings in respect of Overview and Scrutiny Committees has not yet been produced and this will be the subject of a further report.

### 2. Recommendations

- 2.1 That the Council be recommended to approve the programme for Council Meetings for the 2006/07 Municipal Year, as follows:  
  
19 July 2006; 8 November 2006; 24 January 2007; 7 March 2007 (Council Tax); 21 March 2007; 2 May 2007 and 16 May 2007 (Annual).
- 2.2 That the Programme of Meetings in respect of those Regulatory Committees/ Sub-Committees set out in Appendix A be approved.

### **3. Background**

- 3.1 The programme of meetings is broadly in accordance with that for the current municipal year. However attention is drawn to the following:

**(a) Overview and Scrutiny Committees and Sub-Committees**

These meetings have not been included. A programme will be drawn up in due course and reported for approval.

**(b) Cabinet Meetings**

The dates of Cabinet Meetings are within the remit of the Leader of the Council. It is intended that the Cabinet will continue to be scheduled to meet on a monthly basis, except in August. The dates have been agreed with the Leader and will be included in the Council Diary.

**(c) Area Forum Dates**

These are agreed in consultation with the Chairman of the relevant Area Forum on the basis of three meetings per annum for each forum. Once finalised these dates will be published in the Council Diary.

**(d) Other Committees**

- (i) The General Purposes Committee has generally only had one programmed meeting per annum in order to approve the Final Accounts. From 2006/07, in order to meet new regulatory requirements, approval of the Accounts will be needed by 30 June. Provision for this, and also for a meeting to deal with any issues arising from the Audit in September, have been included in the draft programme.

Additional meetings of the Committee will be arranged as and when necessary.

- (ii) Meetings of the Planning and City Development Committee will continue to be held generally on the final Thursday of each month. The Planning Applications Sub-Committee will continue to meet on the remaining Thursdays. The start time of both meetings has been changed to 6.30pm to reflect recent practice.

- (iii) Meetings of the Licensing Sub-Committees are proposed to be held on Thursdays as has been the case for Licensing Sub-Committees for sometime. It is too early to assess fully the likely scale of business for these Meetings following the commencement on 24 November of the new licensing regime under the Licensing Act

2003. There are sufficient provisions within Standing Orders to arrange additional meetings or, if necessary, to cancel meetings.

- (iv) Meetings of the Standards Committee have been programmed for 19 September 2006 and 14 March 2007. Any further meetings necessary will be programmed on an ad-hoc basis.

**(e) Council Meetings**

The programme for meetings of the full Council is again based broadly on that for the last year. These are recommended for approval by the full Council.

- 3.2 The Chief Whips of the Majority and Minority Parties have been consulted on the draft programme. As usual the programme has been drawn up to allow for a period free of main Committees during the party conference season and also allow for the programming of party group meetings. Regard has also been had to significant religious holidays.

**4. Legal implications**

Dates for the making of the Council Tax, approval of the Council Tax base and the date of the Annual Council Meeting are governed by legal requirements. The dates proposed for Council meetings enable such requirements to be met.

**5. Other Implications**

None

If you have any queries about this report or wish to inspect one of the background papers please contact Mick Steward on 020 7641 3134; Fax No. 020 7641 2042; Email [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)

**Background Papers**

Programme of Meetings 2005/06