

# Executive Summary and Recommendations

**Date:** 24 October 2007

**Subject:** Programme of Meetings 2008/09

## Summary of this Report

This report sets out the draft Programme of Meetings for the Municipal Year 2008/09 in respect of Council Meetings and the Council's Committees.

## Recommendations

1. That the Council be recommended to approve the programme for Council Meetings for the 2008/09 Municipal Year, as follows:  
  
16 July 2008, 29 October 2008, 21 January 2009, 4 March 2009 (Council Tax), 29 April 2009 and 13 May 2009 (Annual).
2. That the Programme of Meetings in respect of Committees/Sub-Committees set out in Appendix A be approved.



City of Westminster

# General Purposes Committee Report

Item No:	
Date:	24 October 2007
Classification:	For General Release
Title of Report:	Programme of Meetings 2008-09
Report of:	Director of Legal and Administrative Services
Wards involved:	None
Policy context:	Management of the Council
Financial summary:	No financial implications arising from this report
Report Author:	Mick Steward
Contact details	Tel: 020 7641 3134 Email: msteward@westminster.gov.uk

### **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) 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 May and August. The dates have been agreed with the Leader and will be included in the Council Diary.

#### **(b) Overview and Scrutiny Committees**

- (i) The Westminster Scrutiny Commission has recently agreed to reduce the number of programmed meetings per annum from 5 to 4. This fits more logically into the O&S business cycle and allows more time for Task Groups to meet.
- (ii) The WSC Members have been consulted on the programme of Overview and Scrutiny meetings and have confirmed that they are happy with them.

#### **(c) Other Committees**

- (i) Meetings of the Planning and City Development Committee will continue to be held generally on the first Thursday of each month. The Planning Applications Sub-Committee will continue to meet on the remaining Thursdays.
- (ii) Meetings of the Licensing Sub-Committees are proposed to be held on Thursdays as has been the case for Licensing Sub-Committees for sometime. Whilst the number of items submitted to the Licensing Sub-Committees has reduced, there is still on average 5/6 applications per meeting. The statutory timeframe in which applications are required to be considered requires meetings to be programmed on a weekly basis.

#### **(d) 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. However, in order to reflect the reduction in the number of Overview and Scrutiny Committee cycles it is proposed to reduce the number of Council meetings by removing the Ordinary March meeting from the programme from 2009. Any items which require a formal decision in March can be placed on the agenda for the Council meeting already programmed for the Leaders speech/Council Tax.

- 3.2 The Chief Whips of the Majority and Minority Parties have been consulted on the whole of 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 allows 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 2006/07.