

# Executive Summary and Recommendations

**Date:** 21 October 2009

**Subject:** Programme of Meetings 2010/11

## Summary of this Report

This report sets out the draft Programme of Meetings for the Municipal Year 2010/11 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 2010/11 Municipal Year, as follows:  
  
21 July 2010, 3 November 2010, 26 January 2011, 2 March 2011 (Council Tax), 4 May 2011 and 18 May 2011 (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:	21 October 2009
Classification:	For General Release
Title of Report:	Programme of Meetings 2010-11
Report of:	Head of 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, who has confirmed these dates. The programme of these meetings has been reduced, to reflect the number of meetings actually held. There is provision for additional meetings and for the use of urgency procedures should the need arise. These dates are included here for information.

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

- (i) Each of the six P&S Committees has four programmed meetings. Task Groups meetings are arranged as and when required but are included for the Health Sub-Committee in view of its statutory nature.
- (ii) The WSC Members have been consulted on the programme of Policy and Scrutiny meetings and the programme reflects the comments received.

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

- (i) Meetings of the Planning and City Development Committee will continue to be held monthly, generally on the first Thursday of each month. The Planning Applications Sub-Committee will continue to meet on the remaining Thursdays. A programme of meetings for the Planning (Briefs and LDF) Sub-Committee has been included.
- (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. There is the option to cancel meetings if there is insufficient business.

Three meetings of the Licensing Committee, have also been included.

#### **(d) Council Meetings**

The programme for meetings of the full Council is again based broadly on that of 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 allows for the programming of party group meetings. Regard has also been given to significant religious holidays and school holidays where these are known.

#### **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 2917; Email [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)

### **Background Papers**

Programme of Meetings 2009/10.

**PROGRAMME OF MEETINGS MAY 2010 – MAY 2011**

	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	March 2011	April 2011	May 2011
Council	19 (Annual)		21				3		26		2		4,18 (Annual)
Cabinet		28				18		13		21		11	
WSC			6				9					13	
Built Environment		8			14			7			8		
Children & Young People		15			22		30				22		
Finance & Resources		22				12		14			29		
Health & Community Services		9				13				8		26	
Community Safety			7			26			25			12	
Citizens and Business		29				20			18			5	
Audit & Performance		30			23		25			10		13	
General Purposes			7			20				22			
Standards			13				2				9		
Superannuation		2			6		23			15			

# PROGRAMME OF MEETINGS MAY 2010 – MAY 2011

	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	March 2011	April 2011	May 2011
Licensing Committee			14				17				16		
Planning Sub-Committee (Briefs & LDF)			13				2				9		
Health Task Group			12			11			24			4	
<b>Area Forums</b>													
South	24					14				9			
Marylebone	26					19				17			
West End		7				21				28			
Bayswater		10					8				7		
Maida Vale		17					10				10		
St John's Wood		21					18				14		
Planning	Meetings held every Thursday commencing at 6.30pm. No meeting on Maundy Thursday or Christmas/New Year												
Licensing	Meetings generally held every Thursday commencing at 10.00am.												