



City of Westminster

Committee Report

Meeting:	General Purposes Committee
Date:	18 October 2011
Status:	General Release
Title:	Programme of Meetings 2012-13
Wards Affected:	None
Policy Context:	Management of the Council
Financial Summary:	There are no financial implications arising from this report
Report of:	Head of Legal & Democratic Services

1. Executive Summary

- 1.1 This report sets out the draft Programme of Meetings for the Municipal Year 2012/13 in respect of Council Meetings and the Council's Committees.
- 1.2 The programme of Council meetings are submitted for recommendation to Council for approval.

2. Recommendations

- 2.1 That the Council be recommended to approve the programme for Council Meetings for the 2012/13 Municipal Year, as follows:

16 May 2012 (Annual); 11 July 2012; 14 November 2012; 23 January 2013; 6 March 2013 (Council Tax); 1 May 2013; 15 May 2013 (Annual).
- 2.2 That the Programme of Meetings in respect of Committees/Sub-Committees set out in Appendix A be approved.
- 2.3 That the Head of Legal and Democratic Services be authorised in consultation with the relevant Committee Chairman and Whips to amend the programme of Committee/Sub-Committee meetings.

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. 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 with the Westminster Scrutiny Commission meeting on 3 occasions.
- (ii) The Chairmen of the P&S Committees 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 Tuesday of each month. The Planning Applications Sub-Committee will now meet on the remaining Tuesdays. No planning meetings are planned for the Christmas/New Year period. Members will be aware that for many years these meetings have been held on Thursdays. It is proposed that these transfer to Tuesdays to allow for easier preparation for Members and also for Members, in certain cases, to cover both Planning and Licensing during the same week.
- (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. The number of items submitted to the Licensing Sub-Committees continue to be significant with, 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.
- (iii) Three meetings of the Licensing Committee have also been included. These meetings take place at 10am.
- (iv) The Audit and Performance Committee is programmed to meet on 5 occasions to enable it to carry out key tasks at specific times. Again, the Chairman of the Committee has been consulted on the proposed programme.

(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. The Chief Whip of the Minority Party has asked for further time to consider the changes in consultation with his colleagues. The results of this will be reported at the meeting.
- 3.3 In respect of the proposal to change the date of the Planning committees and sub-committees to Tuesdays from Thursdays some officers in the development control service work part time. They are currently being consulted and arrangements are being made to change their working days to meet the change.
- 3.4 At the time of writing this report not all of the school holidays for 2012/13 have been finalised. Officers are accordingly seeking authority in consultation with the relevant Chairman and Whips to change any meeting dates should they subsequently clash with a school holiday. It should be noted that it is considered unlikely as the programme has been prepared with the traditional school holiday programme very much in mind.
- 3.5 The start time for Council and main committee meetings will generally be 7pm. However, for some committees this will be earlier eg General Purposes Committee 6pm and Standards Committee, 6.30pm.

4. Legal Implications

- 4.1 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

- 5.1 None.

**If you have any queries about this Report or wish to inspect any of the Background Papers please contact: Mick Steward,
Tel: 020 7641 3134; email: msteward@westminster.gov.uk**

BACKGROUND PAPERS

- Programme of Meetings 2011/12.
- List of Holidays for 2012/13

	May 2012	June 2012	July 2012	Aug 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	March 2013	April 2013	May 2013
Council	16 (Annual)		11				14		23		6		1,15 (Annual)
Cabinet		25			24		12	10		25		15	
WSC			3				8				21		
Built Environment, Enterprise & Volunteering		14			20			6			14		
Children, Young People & Community Protection		20			19			13			13		
Finance & Transformation		13				24			9		20		
City Management & Transport		21				11			17			25	
Housing, Property & Community Services			12			17			29			18	
Adult Services and Health			5				15			7		17	

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