



CITY OF WESTMINSTER

# MINUTES

## GENERAL PURPOSES COMMITTEE – WEDNESDAY 6 NOVEMBER 2013

### MINUTES OF PROCEEDINGS

Minutes of a meeting of the **General Purposes Committee** held at 6.00pm on Wednesday 6 November 2013 at City Hall, 64 Victoria Street, London, SW1E 6QP

**Members Present:** Councillors Melvyn Caplan (Chairman), David Boothroyd, Tim Mitchell and Robert Rigby.

#### 1. MEMBERSHIP

- 1.1 It was noted that Councillor Rigby had replaced Councillor Moss. Apologies for absence had been received from Councillors Adams, Moss and Davis.

#### 2. DECLARATION OF INTERESTS

- 2.1 There were no declarations of interest.

#### 3. MINUTES (3.7.2013)

##### 3.1 RESOLVED:

That the minutes of the meeting held on 3 July 2013 be signed by the Chairman as a true and correct record of the proceedings.

#### 4. CONSTITUTIONAL REPORT: ANTI-FRAUD, BRIBERY AND CORRUPTION STRATEGY (see report of the Head of Legal and Democratic Services)

- 4.1 Peter Large, Head of Legal and Democratic Services, introduced the report which recommended the inclusion of the Anti-Fraud, Bribery and Corruption Strategy in the Council's Constitution. Mr Large explained that the Strategy had been revised to ensure the Council met the requirements of the Bribery Act 2010 which came into force in July 2011. Members noted the revised Strategy had been developed by the Governance Working Group, formally reviewed by the Audit and Performance Committee and approved by the Cabinet Member for Finance and Customer Services in May 2013. Councillor Lindsey Hall had also been consulted on the content in her capacity as the Council's Fraud Tsar.
- 4.2 Members recognised that the Council is considered to be operating in a high risk environment and, although the Council already had sound arrangements in place to detect and react to incidences of bribery, the new provisions brought into force by the Bribery Act 2010 provided an opportunity to strengthen these arrangements (and the existing Strategy). Furthermore, the

inclusion of the revised Strategy in the Council's Constitution reflects the Council's commitment to ensuring a sound governance framework is in place.

- 4.3 Members noted two minor errors in the Strategy: one typographical in paragraph 10.1 and one which referred to the 'Audit Commission' which had been replaced as the City Council's auditor by KPMG. These minor errors would be amended prior to the inclusion of the Strategy in the Constitution.

- 4.4 The Committee noted the importance of ensuring the Strategy was subject to a timely cycle of review by officers and brought to Members for review in respect of any significant changes.

**4.5 RESOLVED:**

That the Council be recommended to approve the inclusion of the Bribery, Anti-Fraud and Corruption Strategy in the Constitution.

**5. CONSTITUTIONAL CHANGES: POLICY AND SCRUTINY COMMITTEE TERMS OF REFERENCE (see report of the Head of Legal and Democratic Services)**

- 5.1 Mick Steward, Head of Committee and Governance Services, introduced the report which had been submitted in light of changes to the Cabinet announced by the Leader of the Council on 21 October 2013. These changes necessitated some minor amendments to the terms of reference of the Council's current Policy and Scrutiny Committees whose work programmes had been developed on the basis of the former portfolios. The report therefore proposed changes which accurately reflected the new Cabinet portfolio allocations.

- 5.2 It was noted that the Policy and Scrutiny Chairmen had been consulted and had positively endorsed the proposals.

- 5.3 It was further noted that the proposals before the Committee would serve as appropriate interim arrangements prior to a full review of the Policy and Scrutiny Committee terms of reference in May.

**5.4 RESOLVED**

That the Council be recommended to authorise the Head of Legal and Democratic Services to make the necessary changes to the Terms of Reference of the Policy and Scrutiny Committee as outlined in paragraph 4.2 of the report.

**6. LICENSING SUB-COMMITTEE MEMBERSHIP (see report of the Head of Legal and Democratic Services)**

- 6.1 The Committee considered the report which proposed to replace Councillor Lindsey Hall with Councillor Heather Acton on the Licensing Committee. Members noted that the Council had agreed to establish a Licensing Committee of 15 members of the Council based on a proportional split of 12 Majority group members and 3 Minority group members. The Council had

also appointed the Members to serve on the Licensing Committee and from time to time agreed changes to the membership.

**6.2 RESOLVED:**

That the Council be recommended to appoint Councillor Heather Acton to the membership of the Licensing Committee in place of Councillor Lindsey Hall.

**7. PROGRAMME OF MEETINGS 2014/2015 (see report of the Head of Legal and Democratic Services)**

7.1 The Committee considered the report which set out the proposed Programme of Meetings for the Committees and Sub-Committees of the Council for the 2014/15 municipal year, having regard to the approach the Committee previously agreed in May 2012.

7.2 Members noted that the principles the Committee endorsed in May 2012 for the scheduling of formal meetings, which intended to allow for easier planning a more consistent approach, had worked well to date. Accordingly, these principles were carried forward for the preparation of the 2014/15 Programme of Meetings. Through this approach officers were able to ensure that Policy and Scrutiny Committee meetings are not held on Tuesdays to avoid clashes with the Council's Planning Committees.

7.3 Members stressed that meetings of Area Forums, which are the subject of a separate approval process, should be held on Thursdays if at all possible in order to avoid clashes with other commitments.

**7.4 RESOLVED:**

(i) That the Council be recommended to approve the dates of full Council Meetings, as follows: 30 April, 2014 (instead of 9 April); 4 June (Annual) (instead of 14 May); 9 July 2014; 12 November 2014; 21 January 2015; 4 March 2015 (Council Tax); 29 April 2015; 20 May 2015 (Annual).

(ii) That the start time for the Annual Meeting on 4 June 2014 be 7.15pm.

(iii) That the Programme of other formal Meetings set out in Appendix A be approved.

**8. CLOSE OF MEETING**

The meeting ended at 6.09pm

**CHAIRMAN** \_\_\_\_\_

**DATE** \_\_\_\_\_ \ \_\_\_\_\_