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WESTMINSTER COUNCIL MEETING: 8 NOVEMBER 2017

ADDITIONAL PAPER

**Additional Paper: Report of the General Purposes Committee on
1 November 2017**

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REPORT OF THE GENERAL PURPOSES COMMITTEE HELD ON 1 NOVEMBER 2017

Present: Councillors Tim Mitchell (Chairman), Robert Davis, MBE, DL (Vice-Chairman), David Boothroyd and Melvyn Caplan

1. Programme of Meetings 2018-2019

- (a) We have agreed the Programme of Meetings for the Committees and Sub-Committees of the Council for the 2018-2019 municipal year, having regard to the approach we have previously agreed.
- (b) We noted that the principles we endorsed in May 2012 for the scheduling of formal meetings, which allows for a more consistent approach, have worked well to date. Accordingly, these principles have been carried forward for the preparation of the 2018-2019 programme of meetings. Through this approach we have been able to ensure that most Policy and Scrutiny Committee meetings are not held on Tuesdays to avoid clashes with the Council's Planning Applications Committees. However, in some cases these have been programmed for Thursday in order for the meetings to be accommodated in Strand, where the meeting rooms are located during the temporary move from City Hall. Dates have also been included for the proposed Member Development Programme.
- (c) The full Council is required to approve the dates for its meetings and these are set out in the recommendation for adoption.

We recommend: That meetings of the Council be held as follows:

16 May 2018 (Annual), 11 July 2018, 7 November 2018, 23 January 2019, 6 March 2019, 1 May 2019, 15 May 2019 (Annual).

2. Terms of Reference of the Standards Committee

- (a) We understand that it is proposed to formalise the emerging Member Development Programme with programmed dates from May 2018, with 9 sessions programmed.
- (b) Whilst the responsibility for this executive function sits with the Cabinet Member for Finance, Property and Corporate Services we are mindful that it is appropriate for the Standards Committee to monitor its implementation.
- (c) Accordingly, we recommend:

That the Council be recommended to approve the following additional terms of reference to the Standards Committee:

“To monitor the Member Development Programme and make recommendations thereon to the relevant Cabinet Member”.

3. Appraisal Arrangements for the Chief Executive

- (a) We have considered the arrangements by which the Chief Executive's Annual Performance Appraisal is considered. The full report we considered is attached as Appendix A.
- (b) We are satisfied that the changes proposed retains the key opportunity for leading Members and the Chief Executive to input into the process and keeps the necessary checks and balances in place.

We therefore recommend:

- 1. That the Council be recommended that the Appointments Sub-Committee Terms of Reference be amended by the deletion of the following:
 - “(2) Appraisal
 - (a) To undertake the annual performance appraisal of the Chief Executive”.
- 2. That, subject to the approval of recommendation (1) above, the Council be recommended to approve the additional term of reference of the Leader, as follows:

“To conduct the annual appraisal, including the setting of annual targets, of the Chief Executive and make an award in accordance with the Performance Related Pay Scheme currently in place, having regard to a report of the Director of People Services which shall include the views of the Council's External Adviser (if any) appointed for these purposes, the Deputy Leader of the Council, the Leader of the Opposition, the Cabinet Member for Finance, Property and Corporate Services and such other Members or Officers as the Leader and/or the Director of People Services shall consider appropriate”.

4. Freedom Rights – Royal Yeomanry, Westminster Dragoons

- (a) We are pleased to support the granting of Freedom Rights to the Royal Yeomanry Westminster Dragoons. We noted that all the costs associated with this are likely to be covered by sponsorship. The report we considered is attached as Appendix B.
- (b) We recommend
 - 1. That in view of the Council's close association with the Royal Yeomanry the Regiment be granted “the freedom and distinction of proceeding through the City on all ceremonial occasions in full panoply and, so far as appropriate, with drums beating, colours flying and bayonets fixed.

2. That an illuminated document under the Common Seal recording the grant of such privilege be prepared and presented to the officers and other ranks of the Royal Yeomanry.

Tim Mitchell, Chairman

Local Government (Access to Information) Act 1972

Report/Minutes: General Purposes Committee (1.11.17)

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