



City of Westminster

Committee Agenda

Title: **General Purposes**

Meeting Date: **Wednesday 16th January, 2019**

Time: **6.00 pm**

Venue: **Room 3.4, 3rd Floor 5 Strand, London, WC2 5HR**

Members: **Councillors:**

Tim Mitchell (Chairman)
Paul Swaddle (Vice-Chairman)
David Boothroyd
Robert Rigby

Members of the public are welcome to attend the meeting and listen to the discussion Part 1 of the Agenda

Admission to the public gallery is by ticket, issued from the ground floor reception at 5 Strand. If you have a disability and require any special assistance please contact the Committee Officer (details listed below) in advance of the meeting.



An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact the Committee Officer, Reuben Segal, Acting Head of Committee and Governance Services.

**Tel: 020 7641 3160; Email: rsegal@westminster.gov.uk
Corporate Website: www.westminster.gov.uk**

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Director of Law in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

1. MEMBERSHIP

The Director of Law to note any changes to the membership

2. DECLARATIONS OF INTEREST

To receive declarations by Members and Officers of the existence and nature of any personal or prejudicial interests in matters on this agenda.

3. MINUTES

To sign the minutes of the meeting held on 31 October 2018.

(Pages 3 - 4)

4. CHANGES TO FULL COUNCIL MEETINGS AND THE PROGRAMME OF MEETINGS 2019-2020

Report of the Acting Head of Committee and Governance Services.

(Pages 5 - 12)

5. MEMBERS' ALLOWANCES SCHEME 2018-2019: AMENDMENT AND SCHEME FOR 2019-2020

Report of the Acting Head of Committee and Governance Services

(Pages 13 - 26)

6. CONSTITUTIONAL ISSUES: ESTABLISHMENT OF NEW POLICY AND SCRUTINY COMMITTEE

Report of the Acting Head of Committee and Governance Services.

(Pages 27 - 30)

**Stuart Love
Chief Executive
8 January 2019**



CITY OF WESTMINSTER

MINUTES

General Purposes

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **General Purposes** Committee held at 6.00pm on **Wednesday 31st October, 2018**, Room 3.4, 3rd Floor, 5 Strand, London, WC2 5HR.

Members Present: Councillors Tim Mitchell (Chairman), David Boothroyd, Robert Rigby and Paul Swaddle

1 MEMBERSHIP

1.1 There were no changes to the membership.

2 DECLARATIONS OF INTEREST

2.1 There were no Declarations of Interest.

3 MINUTES

3.1 The Chairman, with the consent of the Members present, signed the minutes of the meeting held on 4 July 2018 as a true and correct record of the proceedings.

4 REVIEW OF CONSTITUTION (SEE REPORT OF THE DIRECTOR OF LAW AND THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)

4.1 The Committee were advised that the revised format of the Constitution was intended as a better structure with further changes being the subject of future reports.

4.2 The detailed changes to Standing Orders, as set out in the report, were agreed for recommendation to the full Council. It was noted that no changes to the length of speeches at full Council were being proposed.

RESOLVED:

1. That the Council be asked to approve the changes to Standing Order 11 and the removal of Standing Order 43 as set out in paragraph 3.4 of the report.
2. That the Committee recommend the Council that the revised Standing Order 9 for Council Questions, as set out in paragraph 3.5 of the report to full Council for adoption, subject to a further review in 12 months.
3. That the Council be asked to adopt the revised format of the Constitution and to authorise officers to make the adjustments described in this report and that the Director of Law be authorised to make further minor drafting updates and to publish to the Constitution.
4. That the arrangements for approving various parts of the Council's Constitution, set out in Appendix E of the report be endorsed.

The Meeting ended at 6.34 pm

CHAIRMAN:

DATE



City of Westminster

General Purposes Committee

Date:	16 January 2019
Classification:	For General Release
Title:	Changes to Full Council Meetings and the Programme of Meetings 2019/2020
Wards Affected:	N/A
Financial Summary:	There are no financial implications
Report of:	Acting Head of Committee and Governance Services

1. Executive Summary

- 1.1 This report is submitted to seek the approval of the Committee to the Programme of Committee Meetings for the 2019/2020 municipal year which in the case of Committees follows broadly the same programme as in recent years. For the reasons set out below revisions to the programme of meetings for full Council meetings are recommended together with changes to the relevant Council meeting procedures.
- 1.2 Given that the Leader gave a Leaders' Speech in July 2018 and the Council in November also debated and approved their provisional budget for 2019-2020 it is proposed to convert the Council meeting programmed for March 2019 to an Ordinary meeting at which the Council will consider the formal Council Tax resolution, upon the recommendation of the Cabinet.

2. Recommendations

- 2.1 That the programme of meetings attached to the report as Appendix A be approved.
- 2.2 That the Council approve the programme for full Council meetings, as follows:

15 May 2019 (Annual); 26 June 2019; 18 September 2019; 13 November 2019 (Leader's Speech and Budget); 22 January 2020; 4 March 2020 (including Council Tax); 20 May 2020 (Annual).

- 2.3 That the Council be recommended to approve revised procedures for the Leader's Speech and budget proposals set out in the report, including the associated changes to Standing Orders set out in Appendix B.
- 2.4 That the Council, for the reasons set out in paragraph 3.10 below, agree that the Extraordinary meeting programmed to be held on Wednesday 6 March 2019 now be held as an Ordinary Council meeting.

3. Background Information

Programme of Meetings

- 3.1 The General Purposes Committee has previously agreed that the programme of meetings be prepared having regard to the following basic principles:

Mondays: Cabinet/Policy and Scrutiny meetings

Tuesdays: Planning/Policy and Scrutiny meetings (if necessary)

Wednesdays: Council meetings/Group meetings/other Committee meetings

- 3.2 Paragraphs 3.7 and 3.8 below sets out proposals to change the way in which the Council's budget is considered. As a result variations are proposed to the programme of full Council meetings, as follows:

15 May 2019 (Annual): No change except in future years it is proposed that the Vote of Thanks to the former Lord Mayor will also be considered at this meeting. This will avoid this impacting on timings at an Ordinary Council meeting and therefore the time available for debates.

26 June 2019: Ordinary meeting instead of July to better balance programme.

18 September 2019: New ordinary meeting to replace meeting previously held in April. This provides for a better balance of meetings.

13 November 2019: Extraordinary Council meeting to consider Budget and receive the Leader's Speech – No Council Questions and Councillor Issues.

22 January 2020: Ordinary meeting.

4 March 2020: Ordinary meeting but to also formally adopt the Council Tax resolution.

- 3.3 The approval of the budget for the following year at an earlier stage allows consideration of the proposals by the Budget Task Group during October and for these views to be fed into the budget process at that time.

- 3.4 The programme reflects 6 meetings per annum for each of the Policy and Scrutiny Committees as requested by their Chairmen during the consultation process. This also includes the proposals for a new policy and scrutiny committee which is reported elsewhere on this agenda. Two meetings of the Planning and City Development Committee have been programmed.
- 3.5 The programme includes provision for the Discretionary Housing Panel and the Rating Advisory Panel to meet on a programme basis. The programmes have been developed having regard to the expected weight of business in each case.
- 3.6 Dates have been included again for the Member Development Programme which were included for the first time last year.

Budget Process/Leaders Speech

- 3.7 The Council's procedures, set out in the Constitution, provide for the Leader, at an Extraordinary Council meeting held in early March each year to make a speech on the Council's aims and objectives for the following year and formally adopt the Council Tax resolution.
- 3.8 Advice from the City Treasurer and in accordance broadly with the approach adopted in each of the last two years it is proposed that the Leader's Speech and Budget Proposals be considered at an Extraordinary Council meeting in November. This allows for departments to better plan on a full year basis for the following fiscal year. Any changes which impact on the budget approved will be reported to the Cabinet in the following February and then to the full Council in early March when the formal Council Tax Resolution will be determined. The formal Council Tax resolution may only be adopted once the relevant information from the precepting authorities has been received. It must be adopted by full Council prior to 11 March each year.

Other Council Meetings and Procedural Impact

- 3.9 The programme of full Council meetings is proposed to be adjusted as set out in paragraph 3.2 above. If this programme is adopted it will be necessary to make minor adjustments to the Council meeting procedure, which currently provide for the Budget and Council Tax to be agreed at the same meeting. The proposed changes to the relevant Standing Order are shown as track changes in Appendix B.
- 3.10 The Council, in July 2018, received the Leader's Speech and in November approved and debated the provisional budget. Therefore, at the request of the Chief Whip of the Majority Party, it is recommended that the March meeting now take the form of an Ordinary meeting at which a report from the Cabinet submitting the formal Council Tax Resolution will be submitted. The next Leader's Speech will therefore, subject to the proposals in this report being adopted, be in November 2019.

4. Financial implications

- 4.1 No additional financial implications arise from the proposals set out in this report.
- 4.2 The Council's Section 151 officer confirms that it is prudent for the Council to approve its budget in November each year which is a common practice adopted by many other authorities. Whilst the formal settlement for Local Government will remain to be announced officers have sufficient advance information from the Treasury on which to base proposals. Advance knowledge of budgets allows for departments to plan services including carrying any consultation requirements.

5. Legal Implications

- 5.1 The Programme of Council Meetings allows the Council to take decisions in accordance with statutory requirements.

6. Consultation

- 6.1 The Programme of Meetings has been circulated to the Party Whips and adjustments made where requested. No outstanding issues remain as a result of this consultation.
- 6.2 The Chairman of the Policy and Scrutiny Committees and other committees have also been consulted and again no issues are outstanding.

If you have any queries about this Report or wish to inspect any of the Background Papers please contact Mick Steward: 7641 3134

Email: msteward@westminster.gov.uk

BACKGROUND PAPERS

- None

20. Annual Estimates and the Making of the Council Tax

- (1) The Chief Executive and the City Treasurer shall prepare draft Annual Estimates in consultation with the respective Chief Officers in a form and to a timetable approved by the Leader. The draft estimates and the Chief Officers' reports thereon shall be submitted to a meeting of the Cabinet. The estimates of Cabinet Members and Committees shall be based upon limits of expenditure to be set by the Cabinet after considering the Chief Executive and the City Treasurer's forecasts of Cabinet Members and Committees' requirements.
- (2) The Cabinet shall submit to an Extraordinary Meeting of the Council in November of each year a report including recommendations in respect of the reception of a Speech by the Leader of the Council on Council priorities and financial aims; estimates of income and expenditure. Other business shall be included on the agenda if in the opinion of the Chief Executive a decision of the Council is required before the next ordinary meeting of the Council. A report shall also be submitted by the Cabinet to Council in March each year setting out for consideration by the Council the Cabinet's recommendation on the amount of the Council Tax charge.
- (3) At the November meeting of the Council at which the report and recommendations of the Cabinet as to the items in (2) above are being considered, Standing Order 11 (consideration of reports to Council), Standing Order 12(1)(m) (motion to extend sitting), Standing Order 14 (conduct of debate), and Standing Order 19 (termination of meeting) shall be varied so that:
 - (a) the debate on recommendations in respect of the Leader's Speech, and the Budget Proposals be terminated at 9.45pm and the recommendations then immediately put to the vote.
 - (b) the Leader of the Council (or his nominee) in introducing the report of the Cabinet on the Budget Proposals to make a Leader's Speech for up to 20 minutes and then the Leader of the Opposition (or his nominee), in responding to the Leader of the Council's Speech to speak for up to 20 minutes; the Cabinet Member for Finance will then speak for up to 10 minutes with a Member nominated by the Minority Party responding for up to 10 minutes.
 - (c) there be one general debate on the Leader's Speech, and the Budget;
 - (d) at 9.35pm the Leader of the Council to reply to the debate for up to 10 minutes.

This page is intentionally left blank

Programme of Meetings 2019/2020

Council - 15 May 2019, 26 June 2019, 18 September, 13 November 2019, 22 January 2020, 4 March 2020, 20 May 2020

Cabinet – 13 May 2019, 15 July 2019, 23 September 2019, 21 October 2019, 16 December 2019, 10 February 2020, 15 April 2020

Licensing Committee – 3 July 2019, 27 November 2019, 25 March 2020

Planning & City Development Committee – 28 October 2019, 25 March 2020

General Purposes – 19 June 2019, 6 November 2019, 26 February 2020

Standards Committee – 4 July 2019, 14 November 2019, 2 April 2020

Audit & Performance – 17 June 2019, 10 July 2019, 19 September 2019, 27 November 2019, 5 February 2020, 30 April 2020

Scrutiny Commission – 27 June 2019, 5 December 2019, 26 March 2020

Housing, Finance & Regeneration P&S – 5 June 2019, 12 September 2019, 18 November 2019, 30 January 2020, 11 March 2020, 23 April 2020

Family & People Services P&S – 17 June 2019, 17 October 2019, 25 November 2019, 27 January 2020, 5 March 2020, 20 April 2020

City Management & Public Protection P&S – 12 June 2019, 10 September 2019, 20 November 2019, 29 January 2020, 16 March 2020, 28 April 2020

Economic Development, Education & Place Shaping P&S – 10 June 2019, 16 September 2019, 11 November 2019, 3 February 2020, 23 March 2020, 29 April 2020

Communities and Customer Services P&S Committee - 24 June 2019, 23 October 2019, 11 December 2019, 12 February 2020 and 1 April 2020

Health & Wellbeing Board - 9 May 2019, 4 July 2019, 10 October 2019, 28 November 2019, 6 February 2020, 2 April 2020

Pension Fund Committee – 20 June 2019, 31 October 2019, 12 December 2019, 19 March 2020

Discretionary Housing Payments Panel – 4 June 2019, 2 July 2019, 10 September 2019, 15 October 2019, 19 November 2019, 14 January 2020, 18 February 2020, 24 March 2020, 28 April 2020

Ratings Panel – 11 June 2019, 16 July 2019, 17 September 2019, 29 October 2019, 10 December 2019, 28 January 2020, 10 March 2020, 21 April 2020

Member Development – 6 June 2019, 5 September 2019, 28 November 2019, 16 January 2020, 20 February 2020, 9 March 2020, 16 April 2020

This page is intentionally left blank



General Purposes Committee

Date:	16 January 2019
Classification:	For General Release
Title:	Members' Allowance Scheme 2018-2019: Amendment and Scheme for 2019-2020
Report of:	Acting Head of Committee and Governance Services
Wards Involved:	None
Policy Context:	Management of the Council
Financial Summary:	There are no additional financial impacts arising from the proposals set out in this report
Report Author and Contact Details:	Reuben Segal Tel: 020 7641 3160 Email: rsegal@westminster.gov.uk

1. Executive Summary

- 1.1 The Council is required, if it wishes to pay such allowances, to adopt a Members' Allowances Scheme on an annual basis with effect from 1 April each year. Such a scheme can be amended in year. The Members' Allowances Scheme for 2018-2019 was amended by the Council (11.7.18). Following the decision of the Leader to appoint additional Cabinet Members and therefore the proposal to appoint a further Policy and Scrutiny Committee – see report elsewhere on this agenda further in-year amendments to the scheme are proposed to ensure an SRA can be paid to the Chairman of the new Committee. There is already sufficient provision in the scheme to pay an SRA to up to 10 Cabinet Members and up to 10 Deputy Cabinet Members.
- 1.2 The Members' Allowances Scheme for 2019-2020 effective from 1 April would normally be submitted to the Committee's meeting in February for adoption by Council in March. Given the submission of this report the opportunity has been taken to include provision for the approval of the 2019-2020 scheme as well.
- 1.3 In drawing up the revised Members' Allowances Scheme regard has been given to the recommendations of the London-wide Independent Remuneration Panel convened by London Councils whose most recent report (2018) is listed with the relevant statutory guidance as background documents.

2. Recommendations

- 2.1 That the Council be recommended to approve the amended Members' Allowances Scheme with immediate effect as set out in paragraph 3.6 below.
- 2.2 That the Council be recommended to approve the Members' Allowances Scheme attached as Appendix A for 2019-2020 with effect from 1 April 2019.

3. Background

- 3.1 There is a requirement for local authorities if they wish to adopt a Members' Allowance Scheme on an annual basis, with effect from 1 April each year. Schemes can be amended at any time during the year.
- 3.2 When considering a new scheme, or amending an existing scheme, local authorities must have regard to the report of the London Councils' Independent Panel on the Remuneration of Councillors and relevant guidance from the Secretary of State. The Committee and the Council are required to have regard to the Panel's report in considering its own scheme. The Council's overall budget for Members Allowances remains amongst the lowest of all London boroughs.

Members' Allowances

- 3.3 The current Members' Allowances Scheme, as amended, was adopted by the Council on 11 July 2018 upon recommendation from the General Purposes Committee. As in previous year's regard has been given to the findings and recommendations detailed in the Panel's most recent report published in January 2018. The Council (16.05.18) agreed to increase the Basic Allowance and all Special Responsibility Allowances by 2% and this is reflected in the proposed scheme for 2019-2020.
- 3.4 The Members Allowance budget is deemed sufficient to meet the revised financial commitments for 2018-19, as set out in the proposed amended scheme.
- 3.5 The Chief Whip of the Majority Party has, as in previous years, been consulted on the proposals. The Chief Whip of the Minority Party was also invited to give views on matters to be considered.
- 3.6 As mentioned in paragraph 1.1 and reported elsewhere on this agenda, it is proposed to amend the number of Policy and Scrutiny Committee Chairmen who receive a Special Responsibility Allowance from four to five at the rate of £8,160 pa. No other in-year amendment is proposed as there is already provision for SRAs for the maximum number (10) Cabinet Members and for up to 10 Deputy Cabinet Members.

- 3.7 The proposed scheme, effective from 1 April 2019 for 2019-2020 has been prepared on the basis of the current scheme with the additional Special Responsibility Allowances referred to in paragraph 3.6 above included. All allowances, with the exception of those relating to IT, travel and subsistence have been inflated by 2%, as previously agreed.

Basic Allowance

- 3.8 It is proposed to increase the level of Basic Allowance payable to all Members by 2% to £9,363 per annum.

Special Responsibility Allowance (SRA)

- 3.9 The Special Responsibility Allowances were reviewed and reflected in the scheme which was amended with effect from 1 August 2018. The number of SRAs payable in the scheme proposed has been increased to ensure that up to five Policy and Scrutiny Committee Chairmen are allowed to be paid a Special Responsibility Allowance.
- 3.10 Following the decision to transfer the CityWest Homes responsibilities in-house provision for the City West Board Members to receive a SRA has been removed.

ICT Allowance

- 3.11 The IT allowance is not changed as part of this review and was paid to all Members in June.

Travel and Subsistence Allowance

- 3.12 The Council's scheme continues to be more restrictive than the Panel's recommendations and only allows for travel claims for approved duties outside of the Greater London area (travel to other London Boroughs is not reclaimable). No change to this part of the scheme is proposed. Reference is included in the scheme to the availability of all zone permits for Members, for use when undertaking official duties.

4. Legal Implications

- 4.1 Under Regulations 4 (1) (a) and (b) of the Local Authorities (Members' Allowances) (England) Regulations 2003 (S12003/1021) there is a requirement that councils must make a scheme in accordance with the Regulations which provides for the payment of an allowance in respect of each year to each member of an authority. The scheme may provide for paying a basic allowance and any other allowances permitted by the Regulations. Regulation 10 (1) provides that if it wishes to have a scheme for the following year to commence on 1 April, the Council must make the scheme before the start of the year. Under Regulation 10 (3) schemes can be amended at any time during the year and under Regulation 10(6) amendments can take effect from the beginning of the year. The approval of

the full Council is necessary for any amendments to existing schemes or the adoption of new schemes.

- 4.2 Regulations relating to Members' Allowances require the publication of the report of the Independent Remuneration Panel, the scheme of allowances and details of the total sums paid to each Member under each category of allowance in each year. The statutory guidance on the publicity requirements suggests that details of allowances paid are made available on the Council's website together with information on the responsibilities of elected Members and the duties and time commitment which the basic allowance is intended to remunerate. This has previously been agreed by this Committee.

5. Financial Implications

- 5.1 The Members' Allowances budget for 2018-2019 is sufficient to fund the changes proposed in this report given there has been some underspend.
- 5.2 The Members Allowances Scheme proposed for 2019-2020 is fully funded in the draft budget for 2019-2020 including the uplifting of 2% and also including the proposed additional SRA to the Chairman of the proposed new P&S Committee. The total cost is £973,799 excluding employers National Insurance contributions.

6.1 Consultation

The Chief Whip of the Majority Party and Minority Party has been consulted. Any comments received will be reported at the meeting.

If you have any questions about this report, or wish to inspect one of the background papers, please contact Reuben Segal:

Email: rsegal@westminster.gov.uk

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1972 BACKGROUND PAPERS

The documents referred to in compiling this report are as follows:

- Report of the Independent Remuneration Panel 2018
- Report of the General Purposes Committee – 25 February 2017

APPENDIX A

MEMBERS' ALLOWANCES SCHEME FROM 1 APRIL 2019 TO 31 MARCH 2020 (AMENDED)

1. This Scheme is made under, and in accordance with, the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. The rates of allowances specified will apply until the Scheme is amended or replaced, in which event the revised rates of allowances will be paid from the date from which the amendment takes effect.
3. Subject to the relevant form being completed at the appropriate time, entitlement to allowances under the Scheme commences on the date upon which a Member is elected to the Council or is elected or appointed to an office qualifying for special responsibility. The entitlement ceases on the date upon which a Member ceases to hold a qualifying office or ceases to be a Member of the Council (the fourth day after polling day in the year of City Council elections, i.e. the Monday). An apportionment of the relevant allowances will be made in the same proportion as the number of days that the Member held Office or was a Member, bears to the number of days in the relevant year.
4. Any Member may by notice in writing to the Head of Committee and Governance Services elect to forego for any period any part of an entitlement to an allowance under the Scheme which will take effect from the date upon which the notice is received by the Head of Committee and Governance Services.
5. Allowances will be paid by equal monthly instalments on the 20th day of each month by BACS to the account notified by the relevant Member for these purposes to the Head of Committee and Governance Services. Members will also be required to provide a valid National Insurance Number. A £1,000 lump sum additional Basic Allowance for Members to purchase ICT equipment will be paid to any Member elected. No ICT allowance shall be payable unless the confirmation is received that computer hardware and an email address for Council use is available. This allowance is also payable to any Member elected at a by-election except that this allowance will not be paid if a Member received this allowance upon having been elected at a by-election in the previous 12 months.
6. Except where so authorised by the Head of Committee and Governance Services any claim for travel and subsistence allowances must be made within two months of the date of the duty to which the claim relates.

Basic Allowance

7. A Basic Allowance of £9,363 pa from 1 April 2019 will be paid to every Member of the Council who formally elects to receive it.

Special Responsibility Allowance

8. Payments of Special Responsibility Allowances will be made to Members of the Council who hold special offices unless they formally elect not to receive them. Attached as Annex A is a list of the Special Responsibility Allowances payable from 1 April 2019.

Conferences

9. Councillors are entitled to have their Conference fees met when approved by the appropriate Cabinet Member, Committee or the Head of Members Services in consultation with the relevant party Chief Whip and to receive payments at the approved rates for travel and subsistence in respect of their attendance at conferences held outside the City to discuss matters relevant to the discharge of the Council's functions.

Travel Expenses

10. Members and Co-opted Members are entitled to claim payment of Travel Allowances at the rates of allowance set out in Annex B where expenditure has necessarily been incurred to enable them to attend an approved duty, defined as set out in Annex C, but only when travelling outside the Greater London area. Members of Education Admissions and Exclusions Appeal Panels are entitled to claim travel allowances for attendance at meetings relating to their membership at the rates set out in Annex B.

Members of the Council shall be entitled to a City Council all zones official parking permit for use when undertaking official council duties and otherwise used in accordance with the rules relating to their use.

Subsistence

11. Subsistence may be claimed only for accommodation or meals at conferences (approved in accordance with paragraph (i) of Annex C) where such costs are not included in the conference fee, subject to the maximum allowance referred to in Annex B.

Payments whilst under Suspension

12. Payments of allowances, basic and special responsibility, shall not be paid to a Member who is suspended or if partially suspended that element of special responsibility allowance which may be payable in respect of an office held by the Member to which the partial suspension relates.

Publication

13. This scheme will be published as required by legislation. At the end of each financial year the City Council is required by legislation to publish the sums paid to councillors under the Scheme.

ANNEX A

MEMBERS ALLOWANCE SCHEME – SPECIAL RESPONSIBILITY ALLOWANCES WITH EFFECT FROM 1 APRIL 2019

Office Holders	Allowances (from 1.4.19) Proposed	Total Cost (full year)
Leader/Deputy Leader	£	£
Leader of the Council (Chairman of the Cabinet)	38,250	38,250
Deputy Leader of the Council (Vice Chairman of the Cabinet)	19,380	19,380
Cabinet Members		
Each Cabinet Member (excluding the Leader and the Deputy Leader) (x8)	11,220	89,760
Opposition Leader/Whips		
Leader of the Opposition	9,180	9,180
Chief Whip (Majority)	5,110	5,110
Chief Whip (Minority)	5,110	5,110
Minority Party Deputy Leader	5,110	5,110
Policy and Scrutiny Committees		
Each Scrutiny Committee Chairman (x5)	8,323	41,615
Minority Party Scrutiny Spokesperson	4,160	4,160
Other Committee/Sub-Committee Chairmen		
Audit and Performance	8,323	8,323
Standards	3,121	3,121
Planning Applications Committees (x3)	4,590	13,770
Licensing Sub-Committees (x4)	4,590	18,360
Pension Fund Committee	3,120	3,120
*Licensing Committee	9,180	9,180
+Planning and City Development Committee	9,180	9,180

* (If this Chairman is also appointed as a Chairman of a Licensing Sub-Committee they will only receive the allowance payable to the Licensing Committee Chairman)

+ (If this Chairman is also appointed as a Chairman of a Planning Applications Committee they will only receive the allowance payable to the Planning and City Development Committee Chairman)

Deputy Cabinet Members

Each Deputy Cabinet Member appointed to support a Cabinet Member (x10)	3,120	31,200
--	-------	--------

Other Panels

Chairman of Rating Advisory Panel	3,120	3,120
-----------------------------------	-------	-------

Chairman of Discretionary Housing Benefits Panel	3,120	3,120
--	-------	-------

Panel Members of the Discretionary Housing and Benefits Review Panel and the Rating Panel (x8)	2,080	16,640
--	-------	--------

Members of Pension Fund Committee except Chairman (x3)	2,080	6,240
--	-------	-------

Panel Members of the Licensing Sub-Committees, Members of the Planning Applications Committees rate of £2,550 (x25 - £63,750)

Panel Member of the Adoption and Fostering Panel	3,120	3,120
--	-------	-------

NOTE REGARDING SPECIAL RESPONSIBILITY ALLOWANCES PAYABLE IN RESPECT OF THE INDEPENDENT PERSON APPOINTED UNDER SECTION 28 OF THE LOCALISM ACT 2011 AND CO-OPTED MEMBERS ON OTHER COMMITTEES

Each Independent Person shall be paid a Special Responsibility Allowance of £500 pa.

The co-opted Members of the Economic Development, Education, Community & Place Shaping Policy and Scrutiny Committee shall be paid upon election and completion of the necessary acceptance of office a sum of £300 to cover their out of pocket expenses for the period of their office.

ANNEX B

TRAVEL AND SUBSISTENCE ALLOWANCES: (OUTSIDE THE GREATER LONDON AREA)

(A) TRAVEL

(a) Travel by own private vehicle

Motor Mileage Allowance	Pence Per Mile
Motorcycles:	
Up to 150cc	8.5
151-500cc	12.3
Over 500cc	<u>16.5</u>
Cars & Tri cars:	
500cc-999cc	35.8
1000-1199cc	39.9
Over 1199cc	<u>49.4</u>

(b) **Travel by Public Transport**

The ordinary fare or any reasonably available cheap fare actually paid.

(c) **Travel by Taxi**

Members are not permitted to claim for travel by taxi except as part of onward or return travel to or from a conference held outside the Greater London area where a claim for other travel expenses has or could be made.

The Head of Committee and Governance Services shall be authorised to reimburse claims for taxi fares, on an exceptional basis, for example on medical advice, to and from approved duties. Such authority to be obtained in advance, if possible.

(d) **Travel by Rail and Air**

(i) The ordinary fare or any available cheap fare actually paid.

(ii) Actual expenditure incurred on:
Reservation of seats
Sleeping accommodation for an overnight journey
Deposit on portorage of baggage

(iii) Travel by Air shall only be allowed when included as part of the formal approval of the attendance at a conference or overseas visit. In the case of overseas visits the cost to be met from the budget of the relevant service.

(e) **Additional Travel Expenses**

The rates specified above may be increased by not more than the amount of any expenditure incurred on tolls, ferries, parking fees or cost of overnight garaging of a motor vehicle, except that reimbursement of the Central London Congestion Charge shall not be permitted.

(f) **Subsistence**

Subsistence claims for the reasonable costs of overnight accommodation or meals not included in the Conference fee can only be claimed, up to a maximum of £180 per day, upon production of relevant receipts.

(g) **Receipts**

Claims for reimbursement of expenditure by main line rail, air or any other additional expenses, or subsistence, must be accompanied by a receipt.

Note: All Members shall be entitled to apply to the Head of Members' Services for the use of an all zones parking permit for their use whilst on Official Council business only such permit only to be used in accordance with the guidance notes for use issued with the permits.

ANNEX C

LIST OF APPROVED DUTIES FOR TRAVEL AND SUBSISTENCE ALLOWANCE:

The following are the categories of duties which qualify for payment of travel and subsistence allowance, where such expenditure has been incurred (although separate payments will only be reimbursed for travel outside the Greater London area):

- (a) Meetings of the Council, the Cabinet, their Committees, Sub-Committees, Panels and meetings of the Westminster Scrutiny Commission and the Policy and Scrutiny Committees and Task Groups of which the Councillor is a member or at which a Councillor who is not a member of that body attends to address the meeting with the prior permission (where such permission is required under Standing Orders) of the Chairman.
- (b) Attendance as the Council's representative at a meeting of any joint authority or Committee of local authorities or of any Committee or Sub-Committee of the body of which the Council is a constituent member.
- (c) Attendance as the Council's representative at meetings of any association of authorities or Committee or Sub-Committee of the association of which the Councillor is a member.
- (d) Attendance at duties which qualify for attendance allowance as single member duties as specified in the Regulations, currently:

Meetings to determine the attendance of individual pupils at any out of borough special schools.

Rota and other visits to inspect establishments outside of the borough on behalf of the Cabinet Members for Children and Young People and Adults Social Care.
- (e) Attendance at any other meeting convened by the Council, the Cabinet, a Committee or Sub-Committee to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (f) Attendance at any meeting, which is an induction training session, seminar, presentation, or briefing arranged by Chief Officers of the City Council for all Members of a Committee, Sub-Committee or Panel to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (g) Attendance as the Council's representative in connection with the discharge of the Council's functions at meetings of outside bodies (excluding local authority maintained schools), their Committees and Sub-Committees. The Head of Committee and Governance Services maintains a list of such representatives

and has delegated powers to add and remove bodies to this category to reflect formal appointments made by the City Council.

- (h) Attendance at visits and inspection of sites and premises arranged by officers or approved by Cabinet/Committee (eg opening of new facilities).
- (i) Attendance approved by the appropriate Committee or by the Head of Member Services, in accordance with his delegation at conferences convened by other authorities and organisations to discuss matters relevant to the discharge of the Council's functions.
- (j) Attendance by the Leader of the Council, Cabinet Members, Deputy Cabinet Members, Leader of the Opposition, and Chief Whips on matters concerning the discharge of the Council's functions.
- (k) Attendance by Cabinet Members, Chairmen and Vice-Chairmen of Committees and Sub-Committees concerning the discharge of functions relevant to the work of their portfolio or their Committees or Sub-Committees, including Chairman's Call-over meetings and site visits.
- (l) Attendance before Parliamentary Committees, official bodies and inquiries to give evidence or make representations on the council's behalf.
- (m) Attendance as the Council's appointee or nominee at any meeting. (This excludes party group meetings but includes single member duties where one member has been appointed, appearing as a Council witness at a Planning Inquiry or court proceedings or member-level working groups appointed by a Committee and representation on any outside body which is not eligible for attendance allowance).

This page is intentionally left blank



City of Westminster

General Purposes Committee

Meeting:	General Purposes Committee
Date:	16 January 2019
Classification:	For General Release
Title:	Constitutional Issues: Establishment of New Policy and Scrutiny Committee
Wards Involved:	Not Applicable
Financial Summary:	There are no financial implications
Report Author and Contact Details:	Reuben Segal Acting Head of Committee & Governance Services Tel: 020 7641 3160 Email: rsegal@westminster.gov.uk

1. Executive Summary

- 1.1 This report seeks approval to the establishment of a further Policy and Scrutiny Committee. The reasons for this are set out in the body of the report.

2. Recommendations

- 2.1 That Council be recommended to agree the establishment of a new Policy and Scrutiny Committee (Communities and Customer Services Policy and Scrutiny Committee) with the terms of reference and proportionality as set out in Appendix A.
- 2.2 That the Council be recommended to amend the membership of the Westminster Scrutiny Commission by one Member to enable the Chairman of the other new P&S Committees to be a Member.
- 2.3 That the Council authorise Officers to adjust the terms of reference of those Policy and Scrutiny Committees whose Cabinet Member reporting lines are impacted as shown in paragraph 4.9 below.

3. Reasons for Decision

- 3.1 To ensure the effective scrutiny of two newly established Cabinet Member portfolios (Cabinet Member for Sports, Culture and Community and Cabinet Member for Digital and Customer Services) and to provide sufficient capacity for the Housing, Finance and Customer Services Policy and Scrutiny Committee to effectively monitor the Council's Housing Management functions which are due to be returned in-house.

4. Background, including Policy Context

- 4.1 On the 19 December 2018 the Leader of the Council created two new Cabinet Member posts (Cabinet Member for Sports, Culture and Community and Cabinet Member for Digital and Customer Services) which took effect from the 1st January 2019. These portfolios previously sat within the portfolios of the former posts of Cabinet Member for Economic Development, Education, Community and Place Shaping and the Cabinet Member for Housing and Customer Services respectively.
- 4.2 The Policy and Scrutiny functions in respect of the aforementioned matters are currently exercised by the Economic Development, Education, Community and Place Shaping Housing and the Finance and Customer Services and Policy and Scrutiny Committees. It is not considered conducive for the effective function of these Committees to widen their scrutiny to 3 Cabinet Members each as this would limit the available time to adequately consider other agenda items.
- 4.3 From the 1st April 2019 the Council's Housing Management functions currently overseen by CityWest Homes will return in-house. It is considered that the Housing, Finance and Customer Services Policy and Scrutiny Committee will want to allocate much more of its time to scrutinising the new arrangements and the Council's housing performance.
- 4.4 It is therefore proposed to establish a new Policy and Scrutiny Committee (Communities and Customer Services Policy and Scrutiny Committee) to carry out the Policy and Scrutiny functions in respect of matters relating to all those duties within the terms of reference of the Cabinet Member for Culture, Community and Sports and the Cabinet Member for Digital and Customer Services.
- 4.5 The Communities and Customer Services Policy and Scrutiny Committee will have the same proportionality as exists for the Council's other policy and scrutiny committees; namely 5 majority party members and 3 minority party members.
- 4.6 In accordance with standing orders relating to committees, the membership will be appointed by the Chief Executive in accordance with the wishes of the Political Groups. As is customary, the Leader of the Council will not nominate the chairman of the committee, this will be determined by the committee itself at its first meeting.
- 4.7 A report elsewhere on this agenda includes proposals to amend the Members Allowances to allow an SRA to be paid to the Chairman of the proposed new Committees.
- 4.8 The proposals in this report accord with the principles of the Committee proportionality agreed by the Council. There will be a further full review reported to the next Annual Council meeting.

- 4.9 The establishment of a new Policy and Scrutiny Committee will impact on the reporting lines of the existing P&S Committees. The new proposed reporting of Cabinet Members is as follows:

Policy and Scrutiny	Cabinet Member
Westminster Scrutiny Commission	Councillor Nickie Aiken, Leader of the Council
City Management and Public Protection	Councillor Tim Mitchell, Cabinet Member for Environment and City Management Councillor Ian Adams, Cabinet Member for Public Protection and Licensing
Family and People Services	Councillor Heather Acton, Cabinet Member for Family Services and Public Health
Housing, Finance and Customer Services	Councillor Andrew Smith, Cabinet Member for Housing Councillor Rachael Robathan, Cabinet Member for Finance, Property and Regeneration
Economic Development, Education, Community and Place Shaping	Councillor David Harvey, Cabinet Member for Economic Development, Education and Skills Councillor Richard Beddoe, Cabinet Member for Placeshaping and Planning
Communities and Customer Services	Councillor Iain Bott, Cabinet Member for Sports, Culture and Community Councillor Paul Swaddle, Cabinet Member for Digital and Customer Services

5. Legal Implications

These are set out in section 4 of the report.

6. Other Implications

There are no other implications.

Please contact Reuben Segal: 7641 3160;
Email: rsegal@westminster.gov.uk

APPENDIX A

Communities and Customer Services Policy and Scrutiny Committee Membership:

8 Members of the Council (5 Majority party Members and three Minority Party Member), but shall not include a Member of the Cabinet.

TERMS OF REFERENCE

- (a) To carry out the Policy and Scrutiny functions, as set out in Article 6 of the Constitution in respect of matters relating to all those duties within the terms of reference of the Cabinet Member for Sports, Culture and Community and the Cabinet Member for Digital and Customer Services.
- (b) To carry out the Policy and Scrutiny function in respect of matters within the remit of the Council's non-executive Committees and Sub-Committees, which are within the broad remit of the Committee, in accordance with paragraph 13 (a) of the Policy and Scrutiny procedure rules.
- (c) Matters within the broad remit of the Cabinet Members referred to in (a) above which are the responsibility of external agencies.
- (d) To scrutinise the duties of the Lead Members which fall within the remit of the Committee or as otherwise allocated by the Westminster Scrutiny Commission.
- (e) To scrutinise any Bi-borough proposals which impact on service areas that fall within the Committee's terms of reference.
- (f) Any other matter allocated by the Westminster Scrutiny Commission.
- (g) To have the power to establish ad hoc or Standing Sub-Committees as Task Groups to carry out the scrutiny of functions within these terms of reference.
- (h) To oversee any issues relating to Performance within the Committee's terms of reference.
- (i) To have the power to scrutinise those partner organisations that are relevant to the remit of the Committee.
- (j) To consider any Councillor Calls for Action referred by a Ward Member to the Committee.