Public Document Pack

City of Westminster

Council Agenda

Title:	**Council Meeting**
Meeting Date:	**Wednesday 20th May, 2020**
Time:	**7.00 pm**
Venue:	**This meeting will be held virtually**

Members: **All Councillors are hereby summoned to attend the Meeting for the transaction of the business set out.**

Councillor Ruth Bush (Chairman)	**David Harvey**
Heather Acton	**Elizabeth Hitchcock**
Ian Adams	**Adam Hug**
Nickie Aiken	**Louise Hyams**
Barbara Arzymanow	**Aicha Less**
Tim Barnes	**Pancho Lewis**
Geoff Barraclough	**Andrea Mann**
Richard Beddoe	**Patricia McAllister**
Rita Begum	**Guthrie McKie**
David Boothroyd	**Tim Mitchell**
Iain Bott	**Gotz Mohindra**
Margot Bright	**Eoghain Murphy**
Susie Burbridge	**Matt Noble**
Nafsika Butler-Thalassis	**Emily Payne**
Melvyn Caplan	**Papya Qureshi**
Maggie Carman	**Robert Rigby**
Danny Chalkley	**Rachael Robathan**
Antonia Cox	**Tim Roca**
Lorraine Dean	**Ian Rowley**
Anthony Devenish	**Karen Scarborough**
Paul Dimoldenberg	**Mark Shearer**
Richard Elcho	**Selina Short**
Christabel Flight	**Andrew Smith**
Peter Freeman	**James Spencer**
Murad Gassanly	**Paul Swaddle, OBE**
Jonathan Glanz	**Shamim Talukder**
Jim Glen	**Hamza Taouzzale**
Matthew Green	**Aziz Toki**
Lindsey Hall	**Judith Warner**
Angela Harvey	**Jacqui Wilkinson**

Following government advice to the public, to avoid all but essential travel and to practice social distancing during the Coronavirus pandemic this will be a remote meeting and members of the public and press are welcome to follow the meeting and listen to the discussion.

This meeting will be live streamed and recorded using Microsoft Teams. To access the livestream please click Link

To access the recording after the meeting please revisit the link.

For information on accessing and using Microsoft Teams please visit the following:
https://www.westminster.gov.uk/stream-council-meetings

If you require any further information, please contact the Committee Officer, Reuben Segal, Head of Committee and Governance Services.

Email: rsegal@westminster.gov.uk Tel: 07890 380137
Corporate Website: www.westminster.gov.uk

1. ELECTION OF LORD MAYOR OF WESTMINSTER

(a) To elect the Lord Mayor for the next year.

(b) Declaration of Acceptance of Office by the newly elected Lord Mayor.

2. MINUTES OF LAST MEETING **(Pages 5 - 12)**

To sign the Minutes of the Meeting of the Council meeting held on 4th March 2020.

3. DECLARATIONS OF INTEREST

4. LORD MAYOR'S COMMUNICATIONS

(a) Notification by the Lord Mayor of appointment of the Lord Mayor's Chaplain.

(b) To present the past Lord Mayor's badge and other insignia.

(c) Other Communications (if any)

5. VOTE OF THANKS TO OUTGOING LORD MAYOR

6. CONSTITUTIONAL ISSUES **(Pages 13 - 80)**

To receive and consider the report and recommendations of the Chief Executive and the Director of Law on constitutional issues that require a decision.

64 Victoria Street
London, SW1E 6QP
13 May 2020

Chief Executive

This page is intentionally left blank

CITY OF WESTMINSTER

MINUTES OF PROCEEDINGS

At the Meeting of the Council of the City of Westminster held at 7.00 pm on Wednesday 4th March, 2020 at Westminster Council House, 97-113 Marylebone Road, London, NW1 5PT.

PRESENT

The Lord Mayor, Councillor Ruth Bush

COUNCILLORS

Heather Acton
Ian Adams
Barbara Arzymanow
Timothy Barnes
Geoff Barraclough
Rita Begum
David Boothroyd
Iain Bott
Ruth Bush
Nafsika Butler-Thalassis
Melvyn Caplan
Maggie Carman
Danny Chalkley
Lorraine Dean
Tony Devenish
Paul Dimoldenberg
Christabel Flight
Peter Freeman
Murad Gassanly
Jonathan Glanz
Jim Glen
Matthew Green
Lindsey Hall
Angela Harvey
David Harvey
Elizabeth Hitchcock
Adam Hug
Louise Hyams
Aicha Less
Pancho Lewis
Andrea Mann
Patricia McAllister
Guthrie McKie
Tim Mitchell
Gotz Mohindra
Eoghain Murphy
Matt Noble
Emily Payne
Robert Rigby
Rachael Robathan
Tim Roca
Ian Rowley
Karen Scarborough
Mark Shearer
Selina Short
Andrew Smith
James Spencer
Paul Swaddle
Shamim Talukder
Hamza Taouzzale
Judith Warner
Jacqui Wilkinson

1 APPOINTMENT OF RELIEF CHAIRMAN

1.1 It was moved by the Lord Mayor and seconded by Councillor Paul Swaddle that Councillor Lindsey Hall be elected as Relief Chairman.

1.2 Motion put, and on a show of hands, declared **CARRIED**.

2 MINUTES

2. **RESOLVED:** The minutes of the proceedings at the Council meeting on Wednesday 22 January 2020 were, with the assent of the Members present, signed by the Lord Mayor as a true record of the proceedings.

3 DECLARATIONS OF INTEREST

3.1 There were none.

4 STATEMENT ON URGENT MATTERS

4.1 There were no statements on urgent matters.

5 CABINET REPORT – 10 FEBRUARY 2020

5.1 The report of the Cabinet on 10th February 2020 was submitted. Paragraphs 1-6 were considered together.

5.2 Councillor Rachael Robathan spoke in favour of the recommendations set out in the Cabinet report which was seconded by Councillor Melvyn Caplan.

5.3 Following debate, to which Councillor Robathan replied, the Lord Mayor put the amendment to the recommendations in paragraph 1 of the Cabinet report moved by Councillor Adam Hug and seconded by Councillor David Boothroyd to a vote and on a show of hands there voted:

For amendment one: Councillors Barraclough, Begum, Boothroyd, Butler-Thalassis, Carman, Dimoldenberg, Hug, Less, Lewis, Mann, McAllister, McKie, Noble, Roca, Talukder and Taouzzale.

Against amendment one: Councillors Acton, Adams, Arzymanow, Barnes, Bott, Caplan, Chalkley, Dean, Devenish, Flight, Freeman, Gassanly, Glanz, Glen, Green, Hall, Angela Harvey, David Harvey, Hitchcock, Hyams, Mitchell, Mohindra, Murphy, Payne, Rigby, Robathan, Rowley, Scarborough, Shearer, Short, Smith, Spencer, Swaddle, Warner and Wilkinson.

Absence or not voting: The Lord Mayor and Councillors Aiken, Beddoe, Burbridge, Bright, Cox, Elcho, Qureshi and Toki.

5.4 The Lord Mayor declared amendment one to be **LOST.**

5.5 The Lord Mayor advised that the voting was on the unamended recommendations in paragraph 1 of the Cabinet report 2020-2021. The Lord Mayor put the recommendations of the Cabinet in paragraph 1 to the vote and on a show of hands there voted:

For the recommendations: Councillors Acton, Adams, Arzymanow, Barnes, Bott, Caplan, Chalkley, Dean, Devenish, Flight, Freeman, Gassanly, Glanz, Glen, Green, Hall, Angela Harvey, David Harvey, Hitchcock, Hyams, Mitchell,

Mohindra, Murphy, Payne, Rigby, Robathan, Rowley, Scarborough, Shearer, Short, Smith, Spencer, Swaddle, Warner and Wilkinson.

Against the recommendations: Councillors Barraclough, Begum, Boothroyd, Butler-Thalassis, Carman, Dimoldenberg, Hug, Less, Lewis, Mann, McAllister, McKie, Noble, Roca, Talukder and Taouzzale.

Absence or not voting: The Lord Mayor and Councillors Aiken, Beddoe, Burbridge, Bright, Cox, Elcho, Qureshi and Toki.

5.6 The Lord Mayor declared the recommendations in paragraph 1 of the Cabinet report **ADOPTED.**

RESOLVED:

City for All

1. That the City for All plan priorities set out in Appendix 1 to the report be noted and approved.

Council Tax

2. That the council tax for a Band D property be agreed at £448.21 for 2020/21, an increase of £8.67 (2.00%) for the Adult Social Care precept and £6.20 (1.43%) for general purposes;

3. That, subject to 2) above, the council tax for the City of Westminster, excluding the Montpelier Square area and Queen's Park Community Council, for the year ending 31 March 2021, be as specified in the Council Tax Resolution in Appendix H of Appendix 1. That the Precepts and Special Expenses be as also specified in Appendix H to Appendix 1 for properties in Montpelier Square and the Queen's Park Community Council;

4. That the formal resolution for 2020/21 attached at appendix H to Appendix 1 including the council tax requirement of £59.477m be agreed;

5. That the proposed Greater London Authority precept (Band D) of £332.07 comprising of an increase of £10.00 for the Police element and a further £1.56 for the non-Police element be noted; [NB: Please note that the Greater London Authority precept has now been confirmed]

6. That the Council continue the Westminster Community Contribution to allow the most expensive (Band H) properties in the City to voluntarily contribute towards supporting discretionary services that support the three priorities of youth services, helping rough sleepers off the streets and helping people who are lonely and isolated;

Revenue Budget

7. That the views of the Budget and Performance Scrutiny Task Group as set out in Appendix J to Appendix 1 be noted.

8. That the proposed General Fund net budget requirement of £179.977m summarised at Appendix C to the report and shown by service (Executive Leadership Team) in Appendix G to Appendix 1 be agreed;

9. That the savings and growth proposals for 2020/21 to 2022/23 set out in appendix G to Appendix 1 is approved;

10. That the Equality Impact Assessments included in appendix I to Appendix 1 be received and noted to inform the consideration of the budget;

11. That the Housing Revenue Account Business Plan 2020/21 and 30-Year Housing Investment Plan also presented to Cabinet on 10 February 2020 and that recommends the HRA budget and rent levels for 2020/21 be noted.

Capital Programme

12. That the Capital Strategy 2020/21 to 2024/25, forecast position for 2019/20 and future years' forecasts summarised up to 2033/34 report also presented to Cabinet on 10 February 2020 that recommends the Council's capital programme and financing be noted.

Reserves, Balances and Budget Estimates

13. That the reserves policy as set out in section 10 to Appendix 1 be noted.

14. That the views of the Section 151 Officer with regards to estimates underpinning the proposed budget changes and reserves levels in paragraph 10.21 in Appendix 1 be noted.

15. That £5m is earmarked in reserves for investment in green initiatives to support the Climate Emergency declaration;

Treasury Management and Investment Framework

16. That the Treasury Management Strategy report for 2020/21 including the annual investment strategy, borrowing limits and prudential indicators as set out in appendix H to Appendix 1 be noted.

17. That the 2020/21 Integrated Investment Framework report also presented to Cabinet on 10 February 2020 which sets out future investment decisions be noted.

5.7 The Lord Mayor put the recommendations in paragraph 2 of the Cabinet report, Capital Strategy Report 2020-2021 to 2024-2025, Forecast position for 2019-202 and Future Years' summarised up to 2033-2034 to the vote and on a show of hands declared the recommendations **ADOPTED.**

RESOLVED:

That full Council:

1. Approved the capital strategy as set out in Appendix 2 to the report.

2. Approved the capital expenditure for the General Fund as set out in Appendix 2 to the report for 2020/21 to 2024/25 and future years to 2033/34.

3. Approved that all development and investment projects, along with all significant projects follow the previously approved business case governance process as set out in section 8 of the report attached as Appendix 2.

4. Approved that no financing sources, unless stipulated in regulations or necessary agreements, are ring fenced.

5. Approved the council plans to continue its use of capital receipts to fund the revenue costs of eligible proposals (subject to full business cases for each project). This comes under the MHCLG Guidance on the Flexible Use of Capital Receipts (FCR).

6. Approved the financing of the capital programme and revenue implications as set out in section 13 of the report attached as Appendix 2.

7. Approved the financing of the capital programme being delegated to the Executive Director of Finance and Resources to provide sufficient flexibility to allow for the most effective use of Council resources.

5.8 The Lord Mayor put the recommendations in paragraph 3 of the Cabinet report: Housing Revenue Account Business Plan 2020-2021 and 30 Year Housing Investment Plan to the vote and on a show of hands declared the recommendations **ADOPTED.**

RESOLVED:

That full Council:

1. Approved the HRA revenue budget for 2020-21 as set out in Appendix 3 to the report.

2. Noted the HRA 5-year revenue budgets for 2020-21 to 2024-25 as set out in Appendix 3 to the report.

3. Noted the HRA 30-year revenue budgets for 2020-21 to 2049-50 as set out in Appendix 3 to the report.

4. Approved the HRA 5-year Capital Programme for a total of £895.99m as set out in Appendix 3 to the report.

5. Noted the 30-year Capital Programme for 2020-21 to 2049-50 as detailed as set out in Appendix 3 to the report).

6. Noted a rent increase of 2.7% from April 2020 as applicable under the Welfare Reform and Work Act 2016.

7. Noted the HRA reserves and balances for the 5-year Business Plan as set out in Appendix 3 to the report.

5.9 The Lord Mayor put the recommendations in paragraph 4 of the Cabinet report: Treasury Management Strategy Statement 2020-2021 to the vote and on a show of hands declared the recommendations **ADOPTED.**

RESOLVED:

1. Approved the Treasury Management Strategy Statement;

2. Approved the borrowing strategy and borrowing limits for 2020/21 to 2024/25 set out in Appendix 4 to the report.

3. Approved the prudential Indicators set out in section 8 of the report attached as Appendix 4.

4. Approved the Annual Investment Strategy and approved investments as set out in Appendix 4 to the report.

5. Approved the Minimum Revenue Provision Policy as set out in Appendix 4 to the report.

5.10 The Lord Mayor put the recommendations in paragraph 5 of the Cabinet report: Integrated Investment Framework 2020-2021 to the vote and on a show of hands declared the recommendations **ADOPTED.**

RESOLVED:

That the full Council:

1. Approved and implemented the Integrated Investment Framework set out in Appendix 5 to the report.

2. Approved the target for the overall return on Council investments should aspire to match inflation;

3. Approved the benefits of investing in the Pension Fund should be used as a benchmark when evaluating other investments;

4. Adopted the asset allocation percentages set out in the Framework and work towards achieving these;

5. Agreed that the overarching objective of this Framework is to achieve an overall return on Council investments aspiring to match inflation and to reduce costs and liabilities, whilst maintaining adequate cash balances for operational purposes, and not exposing the capital value of investments to unnecessary risk;

6. Approved that investments allocated to out-of-borough property developments should be considered individually and should outweigh the benefits of investing in-borough (which can have a number of non-commercial benefits, e.g., place making) and in a diversified property portfolio (acquisitions will be made out of borough only on an exceptional basis). Individual decisions should be subject to Cabinet Member approval;

7. Approved that the property and alternative asset allocation should focus on in-borough, with out of borough options being explored on an exceptional basis and subject to Cabinet Member approval;

8. Approved the Investment Executive to implement, monitor and report on the investment strategy.

5.11 The Lord Mayor put the recommendations in paragraph 6 of the Cabinet report: Pay Policy 2020-2021 to the vote and on a show of hands declared the recommendations **ADOPTED.**

RESOLVED:

That the full Council:

Approved the Pay Policy for 2020 – 2021 attached as Appendix 6 to the report.

6 GENERAL PURPOSES COMMITTEE - 26 FEBRUARY 2020

Members' Allowances Scheme 2020-2021

The Lord Mayor put the recommendations in paragraph 1 of the General Purposes Committee report to the vote and on a show of hands declared the recommendation adopted.

RESOLVED:

1. Agreed that the Members' Allowances Scheme for 2020-2021 set out in Appendix 1 to the report from 1 April 2020 subject to the amendment that both deputy leaders of the minority party be eligible to receive the associated allowance for the post.

2. Agreed that the Members' Allowances (Basis and SRA) for 2020-2021 be increased further in line with any salary increase for Council staff that may be agreed above 2% by the National Joint Council for Local Government Services.

Constitutional Issues: Reduction in the number of Policy and Scrutiny Committees

The Lord Mayor put the recommendation in paragraph 2 of the General Purposes Committee report to the vote and on a show of hands declared the recommendation adopted.

RESOLVED:

1. Agreed to the reorganisation of the Policy and Scrutiny Committees, which includes reducing them in number from 5 to 4, with the same proportionality and allocation of seats as set out in Appendix 2 to the report.

2. Agreed to reduce the membership of the Westminster Scrutiny Commission by one majority party seat to reflect the reduction in the number of Committee chairmen.

3. Authorised officers to adjust the terms of reference and names of the Policy and Scrutiny Committees to reflect the changes in the Cabinet Member reporting lines as shown in Appendix 2 to the report.

The Meeting ended at 9.15 pm

CHAIRMAN: _____ **DATE** _____

City of Westminster

Annual Council Report

Date:	**20 May 2020**
Classification:	**For General Release**
Title:	**Constitutional Issues**
Report of:	**Chief Executive and Director of Law**
Wards Involved:	**Not applicable**
Policy Context:	**Management of the Council**
Financial Summary:	**None**
Report Author and Contact Details:	**Reuben Segal** **Tel: 07890380137** **Email: rsegal@westminster.gov.uk**

1. Summary

1.1 The Council is required to confirm the proportional division of seats on the Standing Committees and to note the Members appointed to them.

1.2 The Committees are required to appoint and confirm the proportional division of seats on their Sub-Committees and subsidiary bodies, and to note the Members appointed to them. The Committees will meet at a later date to do this.

1.3 The Leader of the Council is responsible for the appointment of Cabinet Members and for the allocation of duties (terms of reference). The Cabinet Members as appointed by the Leader and their terms of reference are unchanged and these are set out in the Council's Constitution (see Appendix C). The Leader of the Council has indicated that for the purposes of this report there are no changes to the Cabinet.

1.4 The Joint Arrangements with one or more local authorities are detailed in Chapter 3 Section 18 of the Constitution. The Council is asked to endorse these.

1.5 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority, Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the Regulations') have been introduced as a response to the Covid19 pandemic and enable local authorities to hold virtual meetings until the 7th May 2021. Protocol and Procedure rules governing the conduct of

remote meetings have been prepared and are attached (see Appendix D) for approval.

1.6 Standing Orders for both Council meetings and Committees and Sub-Committees have been amended to make reference to the protocol and procedures for remote meetings and are set out in the body of the report for approval.

2. Recommendations

2.1 That the Standing Committees be established as listed in 2.2 below and their Terms of Reference as set out in Appendix A be approved.

2.2 That the Council confirm the proportional division of seats on the Standing Committees as shown in column 3 of Appendix B as set out below:

Committee	**Members**	**Proportionality**	
		Con	**Labour**
Audit and Performance	4	3	1
General Purposes	4	3	1
Westminster Scrutiny Commission	6	4	2
Adult's & Children's Services P&S	8	5	3
Community Services, Business and Planning P&S	8	5	3
Environment, Highways and Public Protection P&S	8	5	3
Housing, Finance and Regeneration P&S	8	5	3
Standards	6	4	2
Pensions Fund	4	3	1
Planning & City Development	14	9	5
Licensing Committee	15	11	4
	85	57	28

2.3 That the Council note the Members appointed to the Standing Committees by the Chief Executive following notification received from the respective party Chief Whip under the Local Government (Committees and Political Groups) Regulations 1990 as amended, set out in Appendix B.

2.4 That the Council's Constitution, including the Scheme of Delegations to Officers in respect of Non-Executive functions which remain unchanged, be endorsed.

2.5 That the Joint Arrangements with one or more local authorities established in accordance with Section 101 of the Local Government Act 1972, as detailed in paragraph 3.9 below, be agreed.

2.6 That the protocol and procedure rules for remote meetings as set out in Appendix D be agreed.

2.7 That the amendment to Standing Orders for both Council meetings and Committees and Sub-Committees making reference to the protocol and procedure rules for remote meetings be agreed as set out in paragraph 3.12 below.

3. Background

3.1 The Local Government and Housing Act 1989 requires local authorities, where Members are divided into political groups, to review periodically the representation of the political groups on their Committees and Sub-Committees to ensure a political balance.

3.2 The following principles apply to the allocation of seats:

(a) That not all the seats on the body to which appointments are being made are allocated to the same political group;

(b) That the majority of seats on each Committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;

(c) That, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council must reflect their proportion of the authority's membership; and

(d) Subject to (a) to (c), that the number of seats on each committee is, as far as possible, in proportion to the group's membership of the authority.

3.3 Sub-Committees are also governed by the political balance rules, but it is not necessary to add up all the Sub-Committee seats and then allocate them in proportion. As far as this is practicable, the allocation of seats on each Sub-Committee should reflect the proportional representation of the political groups on the Council.

3.4 Following the City Council Elections on 3 May 2018 the Conservative and Labour Groups hold, respectively, 41 and 19 of the total of 60 Council seats. The proportion by which seats on Committees should be allocated is 68.33% Majority Group and 31.66% Minority Group. The Chief Whip of the Majority Party has proposed the allocation of committee seats detailed above in paragraph 2.2. On the basis of the 85 committee seats proposed, this equates, with rounding, to 57 Majority Party and 28 Minority Party seats. The Chief Executive and the Director of Law have confirmed that this proposed allocation is in accordance with the proportionality rules.

3.5 Membership of the Council's Standing Committees and Sub-Committees is governed by Chapter 5, Section 23(1) of the Constitution which, in accordance with the Local Government (Committees and Political Groups) Regulations 1990, as amended, provides for Members of Standing Committees and Sub-Committees to be those whose names have been notified to the Chief Executive, who is the duly appointed proper officer for

these purposes. The Chief Executive has the delegated power to appoint to all Standing Committees and Sub-Committees in accordance with notifications received from Party officers under the Regulations.

3.6 Both political groups on the Council have to notify the Chief Executive of the names of the Members to serve on the Standing Committees, Sub-Committees and subsidiary bodies. It is for the Council to note the Standing Committee memberships as set out in Appendix B to this report and for the Standing Committees to note their Sub-Committee memberships in due course. In addition the Standing Committees will be asked to appoint their Chairmen, where necessary, and confirm the terms of reference of their Sub-Committees, as set out in the Constitution.

3.7 The City Council is required to appoint a Licensing Committee in accordance with the Licensing Act 2003. In accordance with the provisions of the Licensing Act the minimum number of Members who can be appointed to the Licensing Committee is 10 and the maximum 15. The Council, as the busiest Licensing authority, has always appointed the maximum.

3.8 The responsibility for the delegation of executive functions sits with the Leader who allocates these to the full Cabinet, a Cabinet Committee, a Cabinet Member or an Officer. The Leader of the Council has confirmed that she is content with the Scheme of Delegations for executive functions to Officers as set out in the Constitution. The terms of reference of the Cabinet, Cabinet CIL Committee and Cabinet Members remain unchanged and are set out in Appendix C.

3.9 The Joint Arrangements with one or more local authorities established in accordance with Section 101 of the Local Government Act 1972 are as detailed in Chapter 3, Section 18 of the Council's Constitution are as follows:

(a) The London Councils Grants Committee
(b) The London Councils Transport and Environment Committee
(c) The London Councils – Leaders Committee
(d) The North West London Joint Health Overview and Scrutiny Committee

3.10 The Council is asked to endorse the Constitution which can be found on the Council's website: Link to Constitution Officers have delegated authority to keep the Constitution up-to-date.

3.11 On 4 April 2020 the Government brought the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely. The Government has temporarily removed the legal requirement for local authorities to hold public meetings in person. This means that councils have new powers to hold public meetings virtually by using video or telephone conferencing technology.

3.12 The Protocol and Procedure Rules for remote meetings will apply alongside the Council's Constitution, including Standing Orders. The Regulations apply notwithstanding any other legislation or current or pre-existing standing orders

or any other rules of the Council governing meetings and the Regulations remain valid until 7th May 2021. This means that, wherever there is a conflict, this Remote Meeting Protocol and Procedure Rules take precedence in relation to any remote meeting.

3.13 The introductory section of Standing Orders for both Council meetings and Committees and Sub-Committees have been amended to include reference to the protocol and procedures for remote meetings as follows (see bold text):

Introduction and Interpretation

(1) These Standing Orders regulate meetings of the Council, the Cabinet**,** Committees and Sub-Committees and impose minimum financial and other requirements. The Standing Orders also refer to some obligations imposed by statute.

(2) The person presiding at a meeting (Chairman) of the Council or of a Committee or Sub-Committee, shall be the final authority as to the interpretation of Standing Orders.

(3) Unless the contrary intention appears, references to the masculine shall include the feminine and vice versa, and the singular shall include the plural and vice versa.

(4) In the event of any conflict between these standing orders and any more specific requirement of the Executive Procedure Rules and / or the Policy and Scrutiny Procedure Rules, the latter shall prevail.

(5) The Council's Standing Orders should be read in conjunction with the remote meeting protocol and procedure rules. Whenever there is a conflict between these procedures the remote meeting protocol and procedure rules will take precedence in relation to any remote meeting.

4. Financial Implications

4.1 Provision has been made in the Council's 2020-2021 budget for an increase in the Members Allowances of 2% which matches the offer from the Joint Council to local government staff. The Council agreed at its meeting in March 2020 to increase the Members allowances for this financial year to match any settlement above 2% to local government staff.

5. Legal Implications

5.1 The Council is required to carry out a review of seats at least annually in accordance with the Local Government and Housing Act 1989 and the Local Government (Committee and Political Groups) Regulations 1990. These requirements are reflected in this report.

5.2 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority, Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the Regulations') have been introduced as a response to the Covid19 pandemic and enable local authorities to hold virtual meetings until the 7th May 2021.

5.3 Appendix D sets out the protocol for remote meetings under the Regulations until such a time that normal meetings of the Council and its committees can take place. The protocol sets out how Members and the Public can participate in remote meetings.

If you have any queries about this report or wish to inspect any of the background papers please contact Reuben Segal on 020 7641 3160; Email: rsegal@westminster.gov.uk

Appendices:

- Appendix A – Terms of Reference of the Committees
- Appendix B – Memberships of the Standing Committees
- Appendix C – List of Cabinet Members and their Terms of Reference
- Appendix D – Protocol and Procedure Rules for Remote Council and Committee meetings

AUDIT AND PERFORMANCE COMMITTEE TERMS OF REFERENCE

CONSTITUTION

4 Members of the Council, 3 Majority Party Members and 1 Minority Party Member, but shall not include a Cabinet Member.

TERMS OF REFERENCE

Audit Activity

1. To consider the head of internal audit's annual report including the auditor's opinion on the Council's control environment and a summary of internal audit and anti-fraud activity and key findings.

2. To consider reports, at regular intervals, which summarise:

   - the performance of the Council's internal audit and anti fraud service provider/s
   - audits and investigations undertaken and key findings
   - progress with implementation of agreed recommendations

3. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.

4. To consider specific reports as agreed with the external auditor.

5. To comment on the scope and depth of external audit work and to ensure it gives value for money.

6. To liaise with the Audit Commission over the appointment of the Council's external auditor.

7. To comment on the proposed work plans of internal and external audit.

Regulatory Framework

8. To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.

9. To review any issue referred to it by the Chief Executive or a Director, or any Council body.

10. To monitor the effective development and operation of risk management and corporate governance in the Council.

11. To monitor Council policies on 'Raising Concerns at Work', the Council's complaints process and the Antifraud and Corruption Strategy; specifically the effectiveness of arrangements in place to ensure the Council is compliant with the Bribery Act 2010.

12. To oversee the production of the authority's Statement on Internal Control and to recommend its adoption.

13. To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

14. To consider the Council's compliance with its own and other published standards and controls.

15. To maintain an overview of the arrangements in place for maintaining High Ethical Standards throughout the Authority and in this context to receive a report annually from the Head of Legal and Democratic Services and the Chief Finance Officer.

Accounts

16. To review the annual statement of accounts and approve these for publication. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

17. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Performance Monitoring

18. To review and scrutinise the financial implications of external inspection reports relating to the City Council.

19. To receive the quarterly performance monitoring report and refer any issues which in the Committee's view require more detailed scrutiny to the relevant Policy and Scrutiny Committee.

20. To review and scrutinise personnel issues where they impact on the financial or operational performance of the Council including but not limited to agency costs, long-term sickness, ill health early retirements and vacancies; and

21. To review and scrutinise Stage 2 complaints made against the City Council and monitor progress.

22. To consider and advise upon, prior to tender, the most appropriate contractual arrangements where a proposed contract has been referred to the Committee by the Chief Executive.

23. To maintain an overview of overall contract performance on behalf of the Council.

24. To review and scrutinise contracts let by the Council for value for money and adherence to the Council's Procurement Code.

25. To review and scrutinise the Council's value for money to Council tax payers.

26. To scrutinise any item of expenditure that the Committee deems necessary in order to ensure probity and value for money.

Staffing

27. To advise the Cabinet Member for with responsibility for Finance on issues relating to the remuneration of all staff as necessary.

28. In the course of carrying out its duties in respect of 27 above, to have regard to the suitability and application of any grading or performance related pay schemes operated, or proposed, by the Council.

GENERAL PURPOSES COMMITTEE

CONSTITUTION

4 Members of the Council (3 Majority Party Members and 1 Minority Party Members).

TERMS OF REFERENCE

(1) MEMBERS ALLOWANCES

Making recommendations to the Council for the adoption or revision of a scheme of allowances for Members.

(2) HEALTH AND SAFETY

The City Council's functions under the Health and Safety at Work Act 1974 (except to the extent that these functions are discharged by the Council or an employer).

(3) FUNCTIONS IN RELATION TO ELECTIONS

Elections and Electoral Registration Matters.

(4) PROMOTION/OPPOSITION OF LEGISLATION/BYELAWS

(a) To make recommendations to the Council as to the promotion or opposition to legislation where considered appropriate.

(b) To recommend to Council the adoption, amendment or repeal of bylaws.

(5) CONSTITUTION AND STANDING ORDERS

To keep under review and make recommendations as to the Constitution and to recommend to the Council the adoption, repeal or amendment of Standing Orders. To make recommendations to the Council as to the appointment of Committees.

Note: This does not apply to changes to the following core documents which are the responsibility of the relevant Cabinet Member, Committee or Strategic Executive Board Member or Head of Service to approve. In addition, changes to the terms of reference of Sub-Committees shall, once approved by the relevant parent committee be included in the Constitution, without additional approval being necessary.

Code of Governance	(Chief Executive)
Procurement Code	(Cabinet Member for Finance, Property and Regeneration)
Scheme of Delegations *	(Director of Law)
Employee Code	(Director of People Services)

Financial Regulations	(Executive Director Finance and Resources)

* The Scheme of Delegations will only be updated by the Director of Law following the approval of the delegation by the Cabinet, Cabinet Member or relevant Committee.

(6) PAYMENTS OF COMPENSATION IN CASES OF MALADMINISTRATION

Approval of payments and benefits in cases of maladministration where these exceed Chief Officers delegated powers or the relevant Chief Officers refer the matter to the Committee.

(7) ETHICAL GOVERNANCE

Notwithstanding the terms of reference of the Audit and Performance Committee, the General Purposes Committee will retain the responsibility for monitoring and implementing the action plan arising from the Audit Commission's Ethical Governance Audit of Westminster

(8) OTHER MATTERS

(a) All other non-executive functions not delegated to any other committee.

(b) All other functions referred to in Schedule 2 to the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (i.e. "local choice" functions) not specifically allocated

(c) Other matters more specifically included in the terms of reference of the Committee's Sub-Committees.

STANDARDS COMMITTEE TERMS OF REFERENCE

CONSTITUTION

6 Members of the Council, 4 Majority Party Members and 2 Minority Party Member.

TERMS OF REFERENCE

(a) To promote and maintain high standards of conduct by the Members and Co-opted Members of the City Council.

(b) To advise the City Council on the adoption or revision of a Code of Conduct for Members.

(c) Advising, training or arranging to train Members and Co-opted Members on matters relating to the City Council's Code of Conduct for Members.

(d) To assist Members and Co-opted Members to observe the City Council's Code of Conduct for Members.

(e) To monitor the operation of the Code of Conduct for Members.

(f) Consider reports referred to the Committee by ethical standards officers or the Monitoring Officer of investigations into alleged breaches of the City Council's Code of Conduct for Members.

(g) Where necessary, to conduct hearings into allegations of breaches of the said code, and interview officers, Members and others as required.

(h) Determining whether allegations of breaches of the said code are made out and determining what action, if any, to take in relation hereto including, where it is determined that a breach has occurred, deciding what sanctions, if any, should be applied in relation to the Member or Member concerned (and for the avoidance of doubt, the Committee shall only have power to impose any sanction authorised by law)**.**

(i) Consider any complaints in respect of Members referred to the Committee under the City Council's "Whistleblowing" procedure and determining the action to be taken, if any.

(j) To the extent allowed by the Law, granting dispensations in relation to Member and co-opted Member interests as referred to in the Members Code of Conduct.

(k) To consider, advise and, if appropriate, take action upon other Member conduct issues not otherwise dealt with under these terms of reference.

PENSION FUND COMMITTEE

CONSTITUTION

4 Members of the Council (3 Majority Party Members and 1 Minority Party Member)

TERMS OF REFERENCE

To have responsibility for all aspects of the investment and other management activity of the Council's Pension Fund, including, but not limited to, the following matters:

(a) To agree the investment strategy having regard to the advice of the Fund Managers and the independent adviser.

(b) To monitor performance of the Fund and of the individual Fund Managers;

(c) To determine the Fund management arrangements, including the appointment and termination of the appointment of the Fund Managers, Custodians and Fund Advisers.

(d) To agree the Statement of Investment Principles, the Funding Strategy Statement, the Business Plan for the Fund, the Governance Policy Statement, the Communications Policy Statement and the Governance Compliance Statement and to ensure compliance with these.

(e) To approve and publish the pension fund annual report.

(f) To prepare and publish a pension administration strategy.

(g) To make an admission agreement with any admission body.

(h) To ensure compliance with all relevant statutes, regulations and best practice with both the public and private sectors.

(i) To determine the compensation policy on termination of employment and to make any decisions in accordance with that policy other than decisions in respect of the Chief Executive, Chief Officers and Deputy Chief Officers of the Council (which fall within the remit of the Appointments Sub-Committee).

(j) To determine policy on the award of additional membership of the pension fund and to make any decisions in accordance with that policy other than decisions in respect of the Chief Executive, Chief Officers and Deputy Chief Officers of the Council (which fall within the remit of the Appointments Sub-Committee).

(k) To determine policy on the award of additional pension and to make any decisions in accordance with that policy other than decisions in respect of the Chief Executive, Chief Officers and Deputy Chief Officers of the Council (which fall within the remit of the Appointments Sub-Committee).

(l) To determine policy on retirement before the age of 60 and to make any decisions in accordance with that policy other than decisions in respect of the Chief Executive, Chief Officers and Deputy Chief Officers of the Council (which fall within the remit of the Appointments Sub-Committee).

(m) To determine a policy on flexible retirement and to make any decisions in accordance with that policy other than decisions in respect of the Chief Executive, Chief Officers and Deputy Chief Officers of the Council (which fall within the remit of the Appointments Sub-Committee).To determine questions and disputes pursuant to the Internal Disputes Resolution Procedures.

(n) To determine any other investment or pension policies that may be required from time to time so as to comply with Government regulations and to make any decisions in accordance with those policies other than decisions in respect of the Chief Executive, Chief Officers and Deputy Chief Officers of the Council (which fall within the remit of the Appointments Sub-Committee).

PLANNING AND CITY DEVELOPMENT COMMITTEE

CONSTITUTION

14 members of the Council (9 Majority party members and 5 Minority party members). Such members to be members of the Planning Applications Sub-Committees (Nos 1, 2 and 3) and the Planning (Major Applications) Sub-Committee

TERMS OF REFERENCE

(a) To consider proposed local plan policies (and supplementary planning documents) at appropriate stages of the statutory process for their preparation and adoption and make recommendations to the relevant Cabinet Member.

(b) To have oversight of the practices and procedures of the Planning (Major Applications) Sub-Committee, Planning Applications Sub-Committees (but not to consider individual planning applications) making recommendations where necessary to officers, Planning Applications Sub-Committees and/or the Cabinet for Planning and Public Realm.

(c) To consider and recommend a training programme for members of the Planning Applications Sub-Committees.

LICENSING COMMITTEE

CONSTITUTION

15 Members of the Council. 11 nominated by the Majority party and 4 nominated by the Minority party.

TERMS OF REFERENCE

(a) All matters relating to the discharge by the Authority of its licensing functions as required by Section 7(1) of the Licensing Act 2003.

(b) To receive reports on Licensing Act 2003 matters, as required by the Council's Policy Statement on Licensing.

(c) To agree procedures for operation by the Licensing Committee and the Licensing Sub-Committees when conducting hearings and other functions within their terms of reference.

(d) To establish Licensing Sub-Committees and approve their terms of reference.

(e) To be responsible for those matters more fully set out in the terms of reference of the Licensing Sub-Committee and to determine any matter referred to it by a Licensing Sub-Committee.

(f) To consider any reports which are required by Statute to be submitted to the Licensing Committee.

(g) To be responsible for the delegation to Officers of licensing functions as defined by the Licensing Act 2003 and the other functions included within these Terms of Reference.

(h) Procedures for the conduct of business at the Officer Panel and the Licensing Sub-Committees, including all matters in respect of the processing of applications.

(i) Non-executive matters in respect of the Council's Street Markets and all other non-executive Street Trading matters.

(j) Non-executive matters in respect of licensing functions within these terms of reference and those of the Licensing Sub-Committees.

(k) The grant, approval, review, refusal, revocation, renewal, transfer of variation of any licence, registration, certificate, consent, permit, approval of permission, except where such function is within the terms of reference of a Cabinet Member or such specific matter is being discharged by a Licensing Sub-Committee.

(l) All non-executive functions relating to the Gambling Act 2005.

WESTMINSTER SCRUTINY COMMISSION

CONSTITUTION

6 Members of the Council (4 nominated by the Majority Party and 2 by the Minority Party), but shall not include a member of the Cabinet.

TERMS OF REFERENCE

(a) To carry out those duties assigned to the Westminster Scrutiny Commission as set out in the Constitution.

(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 the Policy and Scrutiny procedure rules.

(c) To be responsible for the management and co-ordination of the Policy and Scrutiny function.

(d) To assign tasks to the most appropriate Policy and Scrutiny Committee, where the issue does not sit within the terms of reference of a particular Policy and Scrutiny Committee.

(e) To scrutinise the work of the Leader of the Council including at public Question and Answer session(s).

(f) To approve the Annual Report of Policy and Scrutiny activity, as required under the Constitution.

ENVIRONMENT, HIGHWAYS AND PUBLIC PROTECTION POLICY AND SCRUTINY COMMITTEE

CONSTITUTION

8 Members of the Council (5 Majority Party Members and 3 Minority Party Members).

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 Members for Environment and Highways and the Cabinet Member for Public Protection and Licensing.

(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) Any other matter allocated by the Westminster Scrutiny Commission (WSC).

(e) 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.

(f) 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.

(g) To scrutinise any Bi-borough proposals which impact on service areas that fall within the Committee's terms of reference.

(h) To oversee any issues relating to Performance that fall within the Committee's terms of reference.

(i) To have the power to scrutinise those partner organisations whose services fall within the Committee's terms of reference.

(j) To consider any Councillor Calls for Action referred by a Ward Member to the Committee.

COMMUNITY SERVICES, BUSINESS AND PLANNING POLICY AND SCRUTINY COMMITTEE

CONSTITUTION

8 Members of the Council (5 Majority Party Members and 3 Minority Party Members, 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 Business and Planning and the Cabinet Member for Community Services and Digital.

(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) Any other matter allocated by the Westminster Scrutiny Commission.

(e) 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.

(f) 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.

(g) To scrutinise any Bi-borough proposals which impact on service areas that fall within the Committee's terms of reference.

(h) To oversee any issues relating to Performance that fall 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.

ADULT'S AND CHILDREN'S SERVICES POLICY AND SCRUTINY COMMITTEE

CONSTITUTION

8 Members of the Council (5 Majority Party Members and 3 Minority Party Member), but shall not include a Member of the Cabinet.

4 co-opted Members with voting rights ie one co-opted representative each from the Church of England and Roman Catholic Diocesan Education Boards and two Parent Governor Representatives. 2 co-opted Members without voting rights, ie 2 Headteachers of Westminster maintained schools.

NB: The voting rights of the co-opted only extend to matters relating to Education.

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 Families and Public Health.

(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 and in particular to scrutinise matters relating to the provision of Health Services within Westminster, including the consideration of any reports referred by the local Health Watch.

(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.

(k) To discharge the Council's statutory responsibilities under Section 7 and 11 of the Health and Social Care Act 2001 with regard to any planned substantial developments and variations to NHS services.

(l) To oversee strategic and accountability issues within local health commissioners and providers.

HOUSING, FINANCE AND REGENERATION POLICY AND SCRUTINY COMMITTEE

CONSTITUTION

8 Members of the Council (5 Majority Party Members and 3 Minority Party Members), 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 Housing and Customer Services, and the Cabinet Member for Finance, Property and Regeneration.

(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) Any other matter allocated by the Westminster Scrutiny Commission.

(e) 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.

(f) 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.

(g) To scrutinise any Bi-borough proposals which impact on service areas that fall within the Committee's 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 under a duty to 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.

APPENDIX B

WESTMINSTER CITY COUNCIL

COMMITTEE MEMBERSHIPS

Committee	Constitution	Proportionality		Membership
		Con	Lab	(C) Conservative (L) Labour (Ch) Chairman (VCh) Vice-Chairman (N) Nominated
Audit and Performance	4	3	1	Ian Rowley (Ch) (C) David Boothroyd (L) Danny Chalkley (C) Richard Elcho (C)
General Purposes	4	3	1	Paul Swaddle (Ch) (C) Melvyn Caplan (VCh) (C) David Boothroyd (L) Gotz Mohindra (C)
Pension Fund Committee	4	3	1	Eoghain Murphy (Ch) (C) Barbara Arzymanow (C) Angela Harvey (C) Patricia McAllister (L)
Pension Board				Tim Mitchell (C)

WESTMINSTER CITY COUNCIL

POLICY AND SCRUTINY COMMITTEE MEMBERSHIPS

Committee	Constitution	Proportionality		Membership
		Con	Lab	(N) Nominated (C) Conservative (L) Labour (Ch) Chairman
Westminster Scrutiny Commission	6	4	2	Karen Scarborough (CH)(C) Tony Devenish (C) Iain Bott (C) Gotz Mohindra (C) Adam Hug (L) Nafsika Butler-Thalassis (L)
Adult's and Children's Services P&S (The membership of this P&S Committee will include 4 co-opted members with voting rights). **NB:** The Urgency Sub-Committee membership of the Adult's and Children's Services P&S Committee will be determined as necessary on a proportional split of 2:1	8	5	3	Iain Bott (Ch) (C) Eoghain Murphy (C) Margot Bright (C) Peter Freeman (C) Angela Harvey (C) Nafsika Butler-Thalassis (L) Maggie Carman (L) Tim Roca (L)
Environment and Highways P&S	8	5	3	Tony Devenish (Ch) Barbara Arzymanow (C) Peter Freeman (C) Antonia Cox (C) Ian Rowley (C) Paul Dimoldenberg (L) Aicha Less (L) Pancho Lewis (L)
Community Services Business and Planning P&S	8	5	3	Karen Scarborough (Ch) Lindsey Hall (C) Richard Elcho (C) Christabel Flight (C) Eoghain Murphy (C) Geoff Barraclough Andrea Mann Hamza Taouzzale

WESTMINSTER CITY COUNCIL
POLICY AND SCRUTINY COMMITTEE MEMBERSHIPS

Committee	Constitution	Proportionality		Membership
		Con	Lab	(N) Nominated (C) Conservative (L) Labour (Ch) Chairman
Housing, Finance and Regeneration P&S	8	5	3	Gotz Mohindra (Ch) Susie Burbridge (C) Emily Payne (C) Lorraine Dean (C) Murad Gassanly (C) Adam Hug (L) Matt Noble (L) Guthrie McKie (L)
Standards Committee	6	4	2	Judith Warner (Ch) (C) Richard Beddoe (C) Louise Hyams (C) Ian Adams (C) David Boothroyd (L) Patricia McAllister (L)
* Licensing Committee NB: The Licensing Urgency Sub-Committee membership is to be: Heather Acton (Ch) (C) Jacqui Wilkinson (C) TBC (L) or such other Members of the Licensing Committee appointed by the Head of Legal and Democratic Services in accordance with his delegated authority.	15	11	4	Heather Acton (Ch) (C) (Ch Sub) Barbara Arzymanow (C) Margot Bright (C) Susie Burbridge (C) Peter Freeman (C) Murad Gassanly (Ch Sub) Jim Glen (C) Louise Hyams (C) Tim Mitchell (Ch Sub) (C) Karen Scarborough (Ch Sub) Jacqui Wilkinson (Ch Sub) (C) Aziz Toki (L) Aicha Less (L) Maggie Carman (L) Rita Begum (L)

The membership of the Licensing Sub-Committees (3 Members) are drawn from the list of Licensing Committee Members and appointed by the Director of Law in accordance with his delegated authority.

WESTMINSTER CITY COUNCIL

COMMITTEE MEMBERSHIPS RELATING TO PLANNING

Committee	Constitution	Proportionality		Membership
		Con	Lab	(N) Nominated (C) Conservative (L) Labour (Ch) Chairman
Planning and City Development	14	9	5	Selina Short (C) Eoghain Murphy (C) Jim Glen (C) Elizabeth Hitchcock (C) Mark Shearer (C) Richard Elcho (C) Louise Hyams (C) Robert Rigby (C) (Nominated Ch) James Spencer (C) David Boothroyd (L) Geoff Barraclough (L) Tim Roca (L) Matt Noble (L) Guthrie McKie (L)
Planning Major Applications	6	4	2	Robert Rigby (C) (Ch) Jim Glen (C) Louise Hyams (C) James Spencer (C) David Boothroyd (L) Geoff Barraclough (L)

WESTMINSTER CITY COUNCIL

COMMITTEE MEMBERSHIPS RELATING TO PLANNING CONT.

Committee	Constitution	Proportionality		Membership
		Con	Lab	(C) Conservative (L) Labour (Ch) Chairman (N) Nominated
Planning Applications (1)	4	3	1	Robert Rigby (Ch) (C) Selina Short (C) Mark Shearer (C) Tim Roca (L)
Planning Applications (2)	4	3	1	James Spencer (Ch) (C) Richard Elcho (C) Louise Hyams (C) Matt Noble (L)
Planning Applications (3)	4	3	1	Jim Glen (Ch) Elizabeth Hitchcock (C) Eoghain Murphy (C) Guthrie McKie (L)

Planning Reserves: Peter Freeman (C); Iain Bott (C); Susie Burbridge (C)

WESTMINSTER CITY COUNCIL

SUB-COMMITTEE MEMBERSHIPS RELATING TO THE GENERAL PURPOSES COMMITTEE

Committee	Constitution	Proportionality		Membership
		Con	Lab	(C) Conservative (L) Labour (Ch) Chairman
GP Urgency	3	2	1	Paul Swaddle (Ch) (C) Melvyn Caplan (VCh) (C) David Boothroyd (L)
Education (Awards) Appeals	4	3	1	Tim Barnes (Ch) (C) Jacqui Wilkinson (C) Karen Scarborough (C) Tim Roca (L)

WESTMINSTER CITY COUNCIL

SUB-COMMITTEE MEMBERSHIPS RELATING TO THE AUDIT & PERFORMANCE COMMITTEE

Committee	Constitution	Proportionality		Membership
		Con	Lab	(C) Conservative (L) Labour (Ch) Chairman
A&P Urgency	3	2	1	Ian Rowley (Ch) Danny Chalkley (C) David Boothroyd (L)
Appointments	4	3	1	Rachael Robathan (Ch) (C) Paul Swaddle (C) Melvyn Caplan (C) Guthrie McKie (L)
Staff Appeals	3	2	1	Melvyn Caplan (Ch) (C) Tim Mitchell (C) Guthrie McKie (L)

WESTMINSTER CITY COUNCIL

ADVISORY PANELS REPORTING TO THE CABINET MEMBER FOR FINANCE AND RESOURCES

Committee	Constitution	Proportionality		Membership
		Con	Lab	(C) Conservative (L) Labour (Ch) Chairman
Council and Staff Joint Consultation Committee *	5	4	1	Rachael Robathan (Ch) (C) Paul Swaddle (C) Tim Mitchell (C) Melvyn Caplan (C) Guthrie McKie (L)
Rating Panel *	4	3	1	Peter Freeman (Ch) (C) Judith Warner (C) Jacqui Wilkinson (C) Patricia McAllister (L)
Discretionary Housing Payments Panel *	3	2	1	Susie Burbridge (Ch) (C) Louise Hyams (C) Karen Scarborough (C) Papya Qureshi (L) Membership drawn from this panel

WESTMINSTER CITY COUNCIL

COMMITTEES OF THE CABINET

Cabinet CIL Committee	3	3	NA	Matthew Green (Ch) Melvyn Caplan Andrew Smith

* Proportionality Rules do not apply

Miscellaneous Panels:

Adoption & Fostering: Susie Burbridge / Louise Hyams

Lead Members appointed by the Leader:

- Cycling Champion: Councillor Jim Glen reports to CM for Environment & Highways
- LGBTQ+: Councillor Ian Adams reports to CM for Community Services & Digital
- Soho: Councillor Tim Barnes reports to CM for Business and Planning
- Armed Forces: Councillor Mark Shearer reports to CM for Community Services & Digital
- Animal Welfare: Councillor Jacqui Wilkinson reports to CM for Public Protection & Licensing
- Air Quality and Environment: Councillor Karen Scarborough reports to CM for Public Protection & Licensing

THE CABINET **APPENDIX C**

1. CONSTITUTION

The Leader and the other members of the Cabinet as appointed by her not exceeding 10 Members (including the Leader).

2. TERMS OF REFERENCE

Subject always to the budget and policy framework approved by the full Council; executive functions in relation to the following:

(1) POLICY PLANNING AND ADVICE

(a) to approve, unless this function is being carried out by the Cabinet Member prior to submission to the full Council for adoption, or submission to the Secretary of State, the following Plans and Strategies: Annual Library Plan, Children and Young People's Strategic Plan, Programme for a Healthier Westminster, Community Strategy (the Westminster City Plan), Crime and Disorder Reduction Strategy, Early Years Development Plan, Education Development Plan, Local Development Framework, Youth Justice Plan and to make any proposals to full Council that are contrary to any of the above approved Plans and Strategies;

(b) to keep under review the Council's objectives and to co-ordinate plans for their achievement;

(c) within the framework approved by full Council to determine overall Council priorities for services and projects and to re-allocate financial and other resources therefore;

(d) to require Cabinet Members to consider or to review the detailed application of service policies;

(e) to consider all matters which, in the opinion of the Leader of the Council or the Chief Executive, involve questions of major policy or which requires co-ordination of decisions between Cabinet Members;

(f) to advise Cabinet Members on such matters as have been referred by them for such advice or upon which the Cabinet considers they should have done;

(g) To determine matters within the terms of reference of individual Cabinet Members where a dispute has arisen on the matter in question between the relevant Cabinet member and the Chairman of the relevant Policy and Scrutiny Committee;

(h) To meet any other requirements incumbent on the Cabinet as set out in the Constitution.

(2) BUDGET PREPARATION AND FINANCIAL MANAGEMENT

(a) within the framework approved by the full Council the overall control of the finances of the Council;

(b) to consider and submit for approval annually a programme of capital expenditure and its revenue implications for the General Fund and the Housing Revenue Account for the succeeding five years and the capital estimates for the next financial year;

(c) to indicate to Cabinet Members the limits within which revenue budgets - including the Housing Revenue Account, shall be framed for approval by the Council and to examine their individual revenue forecasts;

(d) to recommend to the Council for approval the annual revenue and capital estimates and the Council Tax levied after making provision for contingencies and balances and taking into account any other factor that may affect the level of the Council Tax and the National Non Domestic Rate.

(e) to take decisions on any supplementary estimates requests where the Cabinet Member for Finance, Corporate and Customer Services is minded to defer or refuse a request.

(f) to recommend for approval any strategy or plan for the control of the Council's capital expenditure or borrowing.

(3) DEPARTMENTAL ORGANISATION

To have responsibility for the Departmental Organisation of the City Council.

WESTMINSTER CITY COUNCIL
MEMBERS OF THE CABINET

Portfolio	Name	Ward
Leader of the Council	Councillor Rachael Robathan	Knightsbridge and Belgravia
Deputy Leader and Cabinet Member for Adult Social Care and Public Health	Councillor Tim Mitchell	St James's
Deputy Leader and Cabinet Member for Finance, Property and Regeneration	Councillor Melvyn Caplan	Little Venice
Cabinet Member for Public Protection and Licensing	Councillor Heather Acton	Hyde Park
Cabinet Member for Environment and Highways	Councillor Andrew Smith	Lancaster Gate
Cabinet Member for Business and Planning	Councillor Matthew Green	Little Venice
Cabinet Member for Children's Services	Councillor Tim Barnes	West End
Cabinet Member for Community Services and Digital	Councillor Paul Swaddle OBE	Regent's Park
Cabinet Member for Housing Services	Councillor David Harvey	Vincent Square

TERMS OF REFERENCE – DELEGATIONS TO ALL CABINET MEMBERS

Each individual Cabinet Member will have the following delegations to the extent that relate to the services within their portfolios:

1. CONTRACTS

Subject to the policies and procedures approved by the Cabinet Member for Finance, Property and Regeneration:

(a) To agree the general levels of service for all term contracts that are being let for the first time. In the case of contracts being re-let over the value of £1.5m to approve the service levels only where, in the opinion of the Executive Director, there are significant changes to these since the last contract award.

(b) To award all contracts exceeding £1,500,000 and consultants agreements exceeding £300,000 within the terms of reference of the Cabinet Member and relevant Chief Officer, with the exception of contracts which have been referred to the Cabinet Member for Finance, Property and Regeneration on the basis that there are corporate or major implications which need to be considered.

(c) To monitor the performance of contracts relating to the Cabinet Member's terms of reference let by the said Cabinet Member for the first time or where the re-let of the contract has significant changes to service levels after the first six months after the award of the contract.

(d) To monitor all contracts within the terms of reference of the Cabinet Member where the contract value exceeds £1,500,000 (£300,000 in respect of consultant's agreements).

(e) To approve extensions of contracts or contract overspends where the total contract value is more than £1.5 million and the extension of overspend would account for an additional cost of 10% or more of the contract value.

(f) To approve claims in excess of £150,000 from contractors for contracts within the Cabinet Member's terms of reference.

(g) To make decisions on requests for waiver of the Procurement Code in respect of contracts with overall values of more than £1,500,000 (£300,000 for consultancy agreements) for contracts within the Cabinet Member's terms of reference.

(h) To consider such other contractual matters as may be required by the Procurement Code.

(i) To consider settlement of disputes which exceed £150,000.

(j) To receive a briefing note advising of a contract award by an Executive Director or Leadership Team Member where the contract is more than £500,000 in value (£50,000 for consultancies) for contracts within the Cabinet Member's terms of reference.

2. STAFFING MATTERS

(a) Staffing matters in respect of matters which fall within the scope of these Terms of Reference.

(b) Subject also to the endorsement of the Cabinet Member for Finance, Property and Regeneration where proposals involve redundancy/"early retirement" payments.

3. FINANCIAL MATTERS

(a) To approve capital expenditure in accordance with the Financial Regulations on schemes within the terms of reference for the Cabinet Member which form part of the approved capital programme.

(b) Such other financial matters as set out in the financial procedural rules contained in the Council's Constitution.

4. ETHICAL STANDARDS

(a) To have responsibility for ensuring that all activities within the remit of the Cabinet Member are carried out having regard to the highest ethical standards.

5. CONSULTATION

(a) To consult with other Cabinet Members on major matters affecting this portfolio, as appropriate, to enable them to maintain a general oversight across portfolios as described in their terms of reference.

THE LEADER (CABINET MEMBER)

1) To provide leadership to the Cabinet in the delivery of City for All, Policy and Corporate Strategy.

2) To chair the Cabinet meetings, appoint/dismiss other Cabinet members and the Deputy Leader and appoint/dismiss committees of the Cabinet with terms of reference.

3) To determine the terms of reference of the Cabinet, the Deputy Leader and other individual Cabinet Members.

4) To exercise any executive function not otherwise allocated to either the Cabinet or any other individual Cabinet Member, or to delegate such functions to another Cabinet Member, a committee of the Cabinet, or to an officer.

5) In the absence or unavailability of another Cabinet Member, or on written notice to the relevant Cabinet Member, the Leader may exercise any of that Cabinet Member's functions him or herself or arrange for the discharge of those functions by another Cabinet Member(s), a committee of the Cabinet, or an officer, including those functions of the full Cabinet.

6) To refer matters for consideration by the Cabinet in accordance with paragraph 2(1)(e) of the Terms of Reference of the Cabinet.

7) To appoint and determine the membership and terms of reference of any non-decision-making Cabinet Working Parties.

8) To co-ordinate links with external bodies and agencies in which the Council has an interest, including the Royal Parks Board and to optimise the benefits of those arrangements, including those where the lead is with another Cabinet Member.

9) To have oversight of the Council's links with the local authority associations and to act as Lead Member on the Local Government Association and London Councils.

10) To have general oversight and responsibility for Government relations and public affairs in so far as they affect the Council's interests.

11) To be responsible for all matters relating to the Parliamentary Estate including any prospective security works.

12) To be responsible for the Council's Policy, Performance and Communications directorate, including the delivery of the Strategy and Communications Plan.

13) To have responsibility for matters relating to Westco Trading which require an executive decision of the Council.

14) To be responsible for Emergency Planning including the relationship with the Local Fire Authority, including to have general oversight of the Council's civic

contingency planning arrangements and security (this relates to requests from the Metropolitan Police Service, Cabinet Office, Government Security Services and third parties for action by the City Council, which are sought in response to security issues).

15) To be responsible for the City Council's response to the Climate Emergency; including to co-ordinate the Council's role and response to cross-cutting sustainability issues, including reducing carbon emissions, improving resource efficiency and developing sustainable energy.

16) To appoint and determine the terms of reference of any non-decision-making Lead Members.

17) To agree or confirm arrangements for the establishment of joint committees under Section 101 (5) of the Local Government Act 1972 in so far as the functions of any such joint committee are executive functions and to appoint Members thereto, save to the extent that the Leader delegates this function to another Cabinet Member or Cabinet Members.

18) Partnerships not included in the Terms of Reference of any other Cabinet Member.

19) To conduct the annual appraisal, including the setting of annual targets, of the Chief Executive.

DEPUTY LEADER AND CABINET MEMBER FOR FINANCE, PROPERTY AND REGENERATION

1) DEPUTY LEADER

a) To deputise for the Leader as directed.

b) To exercise the functions of the Leader in the absence or unavailability of the Leader, except the appointment and dismissal of Cabinet Members. This must be undertaken in collaboration with any other Deputy Leaders appointed.

c) To be responsible for all aspects of the transformation of the Oxford Street District. This includes all executive decision-making authority relating to the Oxford Street District programme, in consultation with the Oxford Street Steering Group, chaired by the Leader of the Council, irrespective of the decision-making powers exercised by other Cabinet Members under normal circumstances, although the Deputy Leader is required to consult with those Cabinet Members in advance of taking any such decision.

2) REGENERATION

a) To be responsible for estate and community regeneration programmes, including liaison with other Cabinet Members where regeneration programmes overlap with other areas of responsibility.

b) To be responsible for the provision by the Council of new housing within the City by way of new construction and conversion of existing buildings, (including actions undertaken by the Council's Wholly Owned Housing Company).

c) To be responsible for the acquisition of properties by Compulsory Purchase for housing purposes.

d) To be responsible for the declaration of clearance, general improvement and housing action areas and the implementation of proposals for the acquisition, improvement and/or conversion of properties in such areas.

e) To be responsible for the allocation policy for the Affordable Housing Fund provisions made in accordance with S106 of the Town and Country Planning Act 1990, in consultation with the Cabinet Member for Housing Services.

3) STRATEGIC FINANCE

a) To have responsibility for Strategic Finance and all other strategic matters where these, in the opinion of the Cabinet Member for Finance, Property and Regeneration have significant implications across portfolios.

4) FINANCIAL MANAGEMENT

a) To be responsible for the determination of general policy and overall strategy for the Council's financial practices and procedures within the approved budget framework (Financial Regulations).

b) To be responsible for monitoring all capital expenditure against the approved programme and estimates including changes which can be contained within the overall programme.

c) To be responsible for monitoring all expenditure out of revenue against the approved annual estimates.

d) To be responsible for determining within the approved budget framework any re-allocation of funds between services during the financial year.

e) To be responsible for matters relating to the implementation of the Council's Treasury Management Strategy.

f) To be responsible for providing direction on any proposals for expenditure, which Cabinet Members cannot meet from their respective Revenue or Capital estimates, and to advise the Cabinet of the decisions taken; including any instances where the Cabinet Member for Finance, Property and Regeneration is minded to defer or refuse a proposal which shall be referred to the Cabinet for a decision.

5) FINANCIAL AND ASSET ADMINISTRATION

a) To have responsibility for Revenue Collection.

b) To have responsibility for borrowing, lending and investments.

c) To have responsibility for internal audit, economy in expenditure and value for money in the provision and management of the Council's administration and services.

d) To have responsibility for expenditure within approved capital budgets on matters within the terms of reference of the Cabinet Member for Finance, Property and Regeneration.

e) To have responsibility for supplies and central purchasing, including printing, stationery and office equipment.

f) To have responsibility for the Council's vehicle fleet.

g) To have responsibility for endorsing any staffing proposals involving redundancy/ "early retirement" payments referred to another Cabinet Member for decision.

h) Benefits and benefits policy.

i) To be responsible for the Council's policy in respect of business rates.

6) CORPORATE PROPERTY POLICY, PLANNING AND STRATEGY

a) To be responsible for the determination of policy, planning and strategy matters in relation to all property assets of the Council allocated for use for operational and service purposes.

b) To be responsible for all property assets except those allocated to other Cabinet Members.

c) To be responsible for determining the future of property identified by other Cabinet Members as surplus to their requirements.

d) To be responsible for the resolution of any disagreement in relation to proposals by service departments for maintenance repairs, alterations or improvements and the acquisition of new premises by construction, purchase or leasing.

7) PROCUREMENT AND CONTRACT MANAGEMENT

a) To be responsible for the policies and procedures, including the Procurement Code relating to contracts entered into by the Council, including contract management and central commissioning.

b) To be responsible for policies relating to market testing; competitive tendering; business units; to manage the strategic implementation of a Value for Money framework across the Council and to determine the Council's policy in relation to externalisation.

c) To be responsible for contract performance on behalf of the Council.

d) To be responsible for the awarding of contracts which have been referred to the Cabinet Member for Finance, Property and Regeneration on the basis that there are corporate or major implications which need to be considered.

e) To be responsible for the re-let of the Cleansing Services contract in consultation with the Cabinet Member for Highways and Environment.

f) To be responsible for the general levels of service for all term contracts that are being let for the first time within the terms of reference of the Cabinet Member. In the case of contracts being re-let over the value of £1.5m, to approve the service levels only where, in the opinion of the Executive Director, there are significant changes to these since the last contract award.

g) To be responsible for all contracts exceeding £1.5m and consultants agreements exceeding £300,000 within the terms of reference of the

Cabinet Member and contracts of lesser values where referred to the Cabinet Member by the relevant Chief Officer.

h) To be responsible for the performance of contracts relating to the Cabinet Member's terms of reference let for the first time or where the re-let of the contract has significant changes to service levels after the first six months after the award of the contract.

i) To be responsible for all contracts within the terms of reference of the Cabinet Member where the contract value exceeds £1.5m (£300,000 in respect of consultant's agreements).

j) To be responsible for the approval of extensions of contracts or contract overspends where the total contract value is more than £1.5m and the extension or overspend would account for an additional cost of 10 per cent or more of the contract value.

k) To be responsible for the approval of claims in excess of £150,000 from contractors for contracts within the Cabinet Member's terms of reference in consultation with the Chief Procurement Officer.

l) To be responsible for decisions on requests for waiver of the Procurement Code in respect of contracts with overall values of more than £1.5m (£300,000 for consultancy agreements) for contracts within the Cabinet Member's terms of reference.

m) To consider such other contractual matters as may be required by the Procurement Code.

n) To consider settlement of disputes which exceed £150,000.

o) To receive a briefing note advising of a contract award by an Executive Director or Leadership Team Member where the contract is more than £500,000 in value (£50,000 for consultancies) for contracts within the Cabinet Member's terms of reference.

8) <u>PEOPLE SERVICES</u>

a) To be responsible for the Council's People Services function, including all Human Resources and staffing matters. Corporate personnel, policy and management matters, including in particular:

- grievance, grading and disciplinary appeals; training, development and staff education; wellbeing and welfare;
- staff consultative and industrial relations arrangements; recruitment and selection; superannuation, pensions, compensations and gratuities.

9) <u>EQUALITIES</u>

a) To be responsible for the Council's Equalities Policy and statutory obligations and the Equality Act 2010.

10) LEGAL SERVICES

a) To be responsible for legal services used by the Council and other functions within the Legal Services Department.

DEPUTY LEADER AND CABINET MEMBER FOR ADULT SOCIAL CARE AND PUBLIC HEALTH

1) DEPUTY LEADER

a) To deputise for the Leader as directed.

b) To exercise the functions of the Leader in the absence or unavailability of the Leader, except the appointment and dismissal of Cabinet Members. This must be undertaken in collaboration with any other Deputy Leaders appointed.

c) To be responsible for all ceremonial and Lord Mayoral matters, including expenditure.

d) To support and represent the Leader with regards to any prospective security works carried out in relation to Parliament Square and the Houses of Parliament.

2) ADULT SOCIAL CARE AND PUBLIC HEALTH

a) To be responsible for the development for all strategy and policy for Adult Social Care and Public Health matters.

b) To be responsible for all services for vulnerable adults including older people, learning disability, physical disability and mental health as per the requirements set out in the Care Act 2014.

c) To be responsible for services and support for Carers as per the requirements set out Care Act 2014.

d) To be responsible for Public Health (including Sexual Health Services).

e) To be responsible for and lead on the Council's relationships with the NHS and clinical commissioning groups, including Council functions under Section 75 of the Health Act 2006.

f) To be responsible for all health-related functions exercised on behalf of an NHS body insofar as they relate to Adult Social Care.

g) To be responsible for all policy matters in relation to all property assets of the Council allocated for use for operational and service purposes in relation to Adult Social Care except:

- Those properties managed corporately; and
- Those properties also used for another Council purpose where the service is a minor user.

h) The Cabinet Member for Adult Social Care and Public Health will:

- act as Chair (along with their counterpart in Kensington and Chelsea) of the Bi-Borough Health and Wellbeing Board and champion the health of people in Westminster across the full range of issues which may negatively or positively impact on physical or mental health. This may include issues such as air quality. This may often involve close working with other Cabinet Members or partner agencies.

- oversee the provision/ commissioning of quality care and support services for vulnerable adults and ensuring adequate standards in partnership with regulatory bodies where relevant to ensure safeguards are in place to protect service users.

- oversee the safeguarding of vulnerable adults in line with the requirements of the Care Act 2014 and the practices recommended by the Pan London Safeguarding Adults Agreement.

i) The Cabinet Member will discharge their responsibilities and roles in accordance with the framework provided by the following legislation:

- Local Authorities Social Services Act 1970
- Care Act 2014
- Mental Health Act 1983
- Mental Capacity Act 2005
- Health and Social Care Act 2012
- Health Act 2006

CABINET MEMBER FOR ENVIRONMENT AND HIGHWAYS

Public Realm projects are those that significantly change the design of public realm in the City, these are distinct from any Placeshaping projects which will require a 'place plan' and are the sole responsibility of the Cabinet Member for Business and Planning. Public Realm projects do not include the annual maintenance programmes that are carried out on our footways, carriageways and public lighting.

The Cabinet Members for Public Realm projects are the Cabinet Member for Business and Planning and the Cabinet Member for Environment and Highways. Both Cabinet Members will make the formal decisions in relation to Public Realm projects.

1) PARKS, OPEN SPACES AND BIODIVERSITY

a) To be responsible for public parks and public open spaces managed by the Council, including hanging baskets, public toilets and cemeteries

b) To be responsible for tree planting.

c) To be responsible for the City Council's statutory functions in relation to biodiversity.

d) To be responsible for the City Council's Open Spaces and Biodiversity Strategy and the advancement of the strategy's priorities, namely; The protection of important habitats and species; the protection of existing green assets and, in consultation with the Cabinet Member for Business and Planning, the creation of new green infrastructure.

2) STREET CLEANSING

a) To be responsible for the Council's street cleansing duties.

3) WASTE AND RECYCLING

a) To be responsible for the Council's waste collection, disposal and recycling duties, including bulky refuse.

4) HIGHWAYS AND TRANSPORT

a) To be responsible for the discharge of the Council's functions under the statutory powers within Highways Acts including (but not limited to) the Highways Act 1980 and the Traffic Management Act 2004.

b) To be responsible for the Council's work in delivering a clean, safe and welcoming street environment.

c) To be responsible for planned roads and highway maintenance including public lighting, bridges and other structures as well as the transportation works budget and other related and capital projects.

d) To be responsible for major transport projects and the management of major transport schemes including; major transport initiatives; local road safety schemes; agreeing the Local Implementation Plan; relations with Transport for London (TfL); relations with utilities in Westminster, including the operation of the utilities permit scheme; public transport functions.

5) PARKING

a) To be responsible for the Council's Parking policy. This excludes responsibility for the development and maintenance of parking on the City's housing estates which is the responsibility of the Cabinet Member for Housing Services.

b) To be responsible for the Council's policy on parking enforcement matters and operation of parking enforcement, including on housing estates.

c) To be responsible for the Council's action to create better infrastructure for electric and low emission vehicles; and make environmentally-friendly travel options easier for everyone, in consultation with the Cabinet Member for Public Protection and Licensing.

6) ROAD SAFETY

a) To be responsible for the Council's road safety functions including action to tackle pedicabs.

b) To be responsible for pedestrian safety including school crossing patrols.

7) WALKING AND CYCLING STRATEGIES

a) To be responsible for the Council's walking and cycling strategies.

CABINET MEMBER FOR CHILDREN'S SERVICES

1) CHILDREN'S SERVICES AND SAFEGUARDING

a) To be responsible for Children's Services as designated under Section 19 (1) of the Children's Act 2004 and other relevant legislation including: all Children Services in accordance with the Children Act 1989.

b) To be responsible for the Council's Social Services functions within the meaning of the Local Authorities Social Services Act 1970 in so far as they relate to children and the Council's functions for children and young people leaving care.

c) To be responsible for health-related functions exercised on behalf of an NHS body in so far as they relate to children.

d) To be responsible for inter-agency co-operation functions as set out in the Children Act 2004.

e) To be responsible for Children who are Looked After and Care Leavers, including unaccompanied Children Asylum Seekers.

f) To be responsible for Young Carers.

g) To lead the Council's Family Recovery Troubled Families project and the co-ordination of relevant Cabinet Member departments to develop and implement the strategy.

2) YOUTH OFFENDING SERVICES

a) To be responsible for the Council's Multi-Agency Protection Arrangements.

b) To be responsible for and provide a clear line of accountability for the Council's children's social services and to be responsible for any section 75 arrangements relating to children's health.

c) To be responsible for all matters relating to youth employment and gangs, serious youth violence and criminal exploitation of young people, including the Integrated Gang and Exploitation Unit supported by the Cabinet Member for Public Protection and Licensing.

3) EDUCATION AND SCHOOLS

a) To be responsible for education and school matters in Westminster and the discharge of the Council's functions as a Local Education Authority except those relating to higher and further education.

b) To be responsible for and provide a clear line of accountability for local authority children's social services.

c) To be responsible for School travel plans.

d) To be responsible for Special Educational Needs provisions.

4) PROPERTY MANAGEMENT

a) To be responsible for policy matters in relation to all property assets of the Council allocated for use for operational and service purposes in relation to Family and People Services except:

- Those properties managed corporately; and
- Those properties also used for another Council purpose where the service is a minor user.

CABINET MEMBER FOR HOUSING SERVICES

1) HOUSING SERVICES

a) To be responsible for the Housing Solutions service and allocations, including the prevention of homelessness.

b) To be responsible for facilities for homeless accommodation including temporary accommodation and hostels.

2) SOCIAL HOUSING MANAGEMENT MATTERS

a) To be responsible for the management and maintenance of the Council's housing stock (including properties managed by the Westminster Community Homes Charity) including any changes to current agreements with such bodies).

b) To be responsible for energy conservation; within Westminster's housing stock.

c) To be responsible for the operation and maintenance of the Pimlico District Heating Undertaking.

d) To be responsible for rents of social housing dwellings (including charges for services) and housing benefits.

e) To be responsible for the allocation, transfer, exchange and inheritance of accommodation.

f) To be responsible for the provision of social and community facilities on housing estates.

g) To be responsible for liaison with lessees' and tenants' associations.

h) To be responsible for liaison with the Council's Registered Providers.

i) To be responsible for existing Sheltered and Special Needs housing.

j) To be responsible for CCTV on estates.

k) To be responsible for the provision and maintenance of parking on estates, excluding enforcement which is the responsibility of the Cabinet Member for Environment and Highways.

3) OTHER RESPONSIBILITES

a) To be responsible for the asset management of HRA land and property to ensure additional affordable housing is maximised, in consultation with the Cabinet Member for Finance, Property and Regeneration.

CABINET MEMBER FOR BUSINESS AND PLANNING

Public Realm projects are those that significantly change the design of public realm in the City, these are distinct from any Placeshaping projects which will require a 'place plan' and are the sole responsibility of the Cabinet Member for Business and Planning. Public Realm projects do not include the annual maintenance programmes that are carried out on our footways, carriageways and public lighting.

The Cabinet Members for Public Realm projects are the Cabinet Member for Business and Planning and the Cabinet Member for Environment and Highways. Both Cabinet Members will make the formal decisions in relation to Public Realm projects.

1) PLACE SHAPING

a) To be responsible for the Council's overall Place Shaping approach including any area-based documents or strategies to which other Cabinet Members and Chief Officers shall have regard to when developing and making decisions on specific projects. Note – this does not directly include the transformation of the Oxford Street District which is the responsibility of the Deputy Leader and Cabinet Member for Finance, Property and Regeneration.

b) To be responsible for all executive functions relating to the Public Realm Capital Works Programme relating to these terms of reference.

c) To be responsible for public art projects and urban design.

d) To be responsible for the Council's Green Plaques and City of Sculpture programmes.

2) PLANNING FUNCTIONS

a) To be responsible for the strategic direction of planning policy, including the adoption of Westminster's local plan, supplementary planning documents and all other related documentation as required under the Town and Country Planning Act 1990 and the Planning and Compulsory Purchase Act 2004.

b) To be responsible, on behalf of the Council for the London Plan, as relevant to the Council.

c) To be responsible for managing consultations by and responses to other national and strategic planning authorities.

d) To be responsible for the discharge of the Council's duties to consider planning applications in line with the relevant statutory requirements and, in liaison with the Chairman of Planning, oversee the conduct of Planning Applications Sub-Committees.

e) To be responsible for the review and monitoring of compliance by applicants and planning committees with the Council's planning policy in consultation with the Chairman of Planning.

f) To be responsible for all other planning matters and listed building including Planning Performance Agreements and planning enforcement.

g) To be responsible for sustainable urban drainage matters in consultation, as appropriate, with the Cabinet Member for Environment and Highways.

3) BUILDING CONTROL/STREET NAMING

a) To be responsible for the Council's Building Control and Street Naming functions.

4) LONDON LOCAL AUTHORITIES ACT 2007

a) To be responsible for all executive functions relating to Portable Advertisement Designation Areas in accordance with powers contained in the London Local Authorities Act 2007 and any other planning matters contained in this enactment not included in any other Cabinet Members terms of reference.

5) COMPULSORY PURCHASE ORDERS

a) To be responsible for all strategic decisions relating to the issuing of Compulsory Purchase Orders (CPOs), except in matters relating to the Council's provision of new housing (which will be the responsibility of the Cabinet Member for Finance, Property and Regeneration).

6) NEIGHBOURHOOD PLANNING

a) To have responsibility for any matters emanating from the Localism Act in relation to neighbourhood planning, and in particular:

- the designation of neighbourhood areas and forums;
- the fulfilment of the Council's legal obligation to support the neighbourhood planning process; and
- all required procedures relating to the development of Neighbourhood Plans including advising on general conformity.

7) NEIGHBOURHOOD ENGAGEMENT

a) To be responsible for liaison with neighbourhood fora and Amenity Societies.

b) To be responsible for relationships with the Queen's Park Community Council.

c) To be responsible for the Community Right to Bid Scheme and the register of Assets of Community Value as set out in the Localism Act 2011.

8) COMMUNITY INFRASTRUCTURE LEVY

a) To be responsible for any matters relating to the administration of the Community Infrastructure Levy as a collecting authority on behalf of the Mayor of London, and implementation of a Westminster Community Infrastructure Levy as a charge setting authority, within the meaning of the Planning Act 2008. This includes administering the distribution of appropriate funds to parish councils and allocations of funding for neighbourhoods.

9) SECTION 106 OF THE TOWN AND COUNTRY PLANNING ACT 1990

a) To be responsible for the management of the Section 106 fund and commitments, other than those S106 funds and commitments made to the Affordable Housing Fund, which are the responsibility of the Cabinet Member for Finance, Property and Regeneration.

10) SKILLS, EMPLOYMENT AND WAES

a) To be responsible for the Council's Employment Programme for combatting worklessness and removing barriers to employment.

b) To be responsible for the Council's initiatives promoting employment, including training and apprenticeships.

c) To be responsible for the provision of lifelong learning services as required by legislation. To provide adequate facilities for further and adult education in Westminster and in this context to be responsible for the Council's decisions relating to WAES.

d) To be responsible for all matters relating to Post Compulsory Education awards and awards for further and higher education.

e) To be responsible for setting charges for services provided by the Council in discharging the responsibilities for adult education.

11) ECONOMIC DEVELOPMENT

a) To be responsible for the Council's approach to supporting businesses, including small to medium sized enterprises, new start-ups, Business Improvement Districts (BIDS) (including exercising the Council's vote) and other business and enterprise development programmes.

b) To be responsible for the Council's strategy relating to markets and street trading in consultation with the Cabinet Member for Public Protection and Licensing.

CABINET MEMBER FOR PUBLIC PROTECTION AND LICENSING

1) PUBLIC PROTECTION

a) To be responsible for the Council's approach to reducing crime, disorder and antisocial behaviour and to represent the Council on the Safer Westminster Partnership.

b) To be responsible for the Council's Police relationships including Safer Neighbourhoods Teams, Community Safety Commissioning and other consultative forums.

c) To be responsible for domestic abuse, including the Multi Agency Risk Assessment Conference process.

d) To be responsible for enforcement activities in relation to antisocial behaviour, nuisance and other beaches of relevant legislation falling within this term of reference. This includes waste enforcement activity in collaboration with the Cabinet Member for Environment and Highways.

e) To support the Cabinet Member for Children's Services on matters relating to gangs, serious youth violence and exploitation of young people.

f) Integrated Neighbourhood Services.

g) To be responsible for action taken by City Inspectors to improve compliance and tackle issues of concern to local communities.

h) To liaise with the Westminster Hate Crime Commission.

2) LICENSING AND THE EVENING AND NIGHT TIME ECONOMY

a) To be responsible for the Council's Licensing policy and functions including Licensing Enforcement and, in particular, all matters in connection with the Licensing Act 2003 and the Gambling Act 2005, in consultation with the Chairman of the Licensing Committee.

b) To be responsible for the strategic oversight of the evening and night time economy, in consultation with other Cabinet Members as appropriate, most notably the Cabinet Member for Business and Planning.

3) REGULATORY SRVICES

a) To be responsible for the City Council's regulatory services including trading standards, health and safety, food safety, regulation of the private rented sector, pest control and street trading enforcement including street markets, noise and environmental sciences, including home improvements under the Disabled Facilities Grant.

4) PUBLIC MORTUARY

a) To be responsible for the public Mortuary service.

5) ROUGH SLEEPING

a) To be responsible for the issues arising from Rough Sleeping and prevention of Rough Sleeping. To support the work of the Cabinet Member for Housing Services in providing accommodation services for rough sleepers.

6) AIR QUALITY

a) To lead on the development and delivery of the Council's Air Quality Action Plan, including the Schools Clean Air Fund in consultation with the Cabinet Member for Children's Services.

CABINET MEMBER FOR COMMUNITY SERVICES AND DIGITAL

1) PHYSICAL ACTIVITY, LEISURE & SPORT

a) To be responsible for the management of the leisure contract with Everyone Active across 7 facilities, including Paddington Recreation Ground.

b) To be responsible for the delivery of the ActiveWestminster Strategy focusing on the three strategic themes of ActiveCity, ActiveLives and ActiveNeighbourhoods.

c) To be responsible for programmes and events that enable people to be active where and when they chose; including community use of school sites, PE and School Sport across all schools in Westminster to ActiveStreets and support for talented Athletes.

2) OUTDOOR LEARNING

a) To be responsible for the Sayers Croft Field Centre, based in Ewhurt Surrey, which is owned by the Council and forms part of Community Services. To be responsible for the Forest Schools programme based at Paddington Recreation Ground's environmental area and classroom.

3) MAJOR PROJECTS

a) To be responsible for the delivery of major capital projects and programmes across leisure centres and community sites including the new Moberly Sports Centre and the colocation of Marylebone Library at Seymour Leisure Centre.

b) To be responsible for the annual programme of capital maintenance and delivery of externally funded projects across schools and community locations.

4) VOLUNTARY AND COMMUNITY SECTOR (VCS)

a) To be responsible for the Council's engagement with the VCS, in particular the Council's volunteering community and social value strategies.

b) To be responsible for the Council's relationship with the Westminster Faith Exchange.

5) CULTURE

a) To be responsible for the development and delivery of the Council's cultural vision, in consultation with Cabinet.

b) To be responsible for the City Lions Programme.

6) COMMUNITY ENGAGEMENT AND NEIGHBOURHOODS

a) To be responsible for the development of the Council's Community Engagement Strategy and the subsequent implementation of any agreed strategy.

b) To be responsible for determining ward budget spending proposals developed by Ward Members.

c) To be responsible for the Open Forums or similar engagement events.

d) To be responsible for the Council's advice services.

7) LIBRARIES, ARCHIVES AND REGISTRATION SERVICES

a) To be responsible for the Council's functions under the Public Libraries Act.

b) To be responsible for the Council's functions under the Registration of Births, Deaths and Marriages Acts.

c) To be responsible the Council's functions under the Public Records Act, and other legislation covering archives and records.

d) To be responsible for the setting of fees and charges for the libraries and archives services, and for non-statutory fees and charges in the registration service.

e) To be responsible for the public library service including community and specialist libraries, specialist collections, home library service, schools library service, and the City of Westminster Archives.

f) To be responsible for the provision of registration, citizenship and ceremonies services in the Council's venues and other licensed venues.

8) CUSTOMER SERVICES AND DIGITAL TRANSFORMATION

a) To be responsible for the Council's Customer Services programme including the website, Corporate Complaints and the monitoring of Freedom of Information, Environmental Regulations and Data Protection responses.

b) To be responsible for the Council's implementation and monitoring of GDPR.

c) To be responsible for the digital transformation of the Council's services in collaboration with other Cabinet Members and partner agencies where necessary.

d) To be responsible for information, information systems, information technology, and telecommunications.

9) BROADBAND AND CONNECTIVITY

a) To be responsible for the Council's strategy to promote investment in broadband infrastructure in Westminster in collaboration with the Cabinet Member for Environment and Highways.

Committees of the Cabinet

14.1 CABINET CIL COMMITTEE

1. CONSTITUTION

3 members of the Cabinet as appointed by the Leader.

2. TERMS OF REFERENCE

(i) To provide Member oversight of implementation and collection of CIL

(ii) To provide Member oversight of the engagement processes with neighbourhoods and others.

(iii) To agree the regulation of the statutory list of infrastructure that might be funded through CIL.

(iv) To take decisions on spend proposals for CIL and strategic section 106 funds submitted by the officer working group or to refer decisions to Cabinet as appropriate.

(v) To steer the two yearly reviews of the Westminster CIL already committed to.

14.2 TERMS OF REFERENCE OF THE URGENCY COMMITTEE OF THE CABINET

CONSTITUTION

3 Members of the Cabinet, as notified to the Chief Executive by the Leader of the Council or in his/her absence the Deputy Leader of the Council.

TERMS OF REFERENCE

1. All matters, within the terms of reference of the Cabinet, which the Urgency Committee of the Cabinet is satisfied are Urgent and cannot wait for a decision by the Cabinet at its next programmed meeting.

2. To make a recommendation direct to the Council on any urgent matters which by statute or under the City Council's executive arrangements must be determined by full Council.

APPENDIX D

WCC REMOTE MEETINGS PROTOCOL AND PROCEDURE RULES

Introduction and Application of the Remote Meetings Procedure Rules

This Protocol and accompanying Procedure Rules apply to the conduct of any remote meeting of the Council, Cabinet, Committees and Sub-Committees, held under the provisions of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority, Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the Regulations').

This Protocol and Procedure Rules should be read in conjunction with the Council's Constitution, including Standing Orders. The Regulations apply notwithstanding any other legislation or current or pre-existing standing orders or any other rules of the Council governing meetings and the Regulations remain valid until 7th May 2021. This means that, wherever there is a conflict, this Remote Meeting Protocol and Procedure Rules take precedence in relation to any remote meeting.

The provisions of the Councillor and Officers' Codes of Conduct apply to remote meetings of the Council in the same way as they do to meetings of the Council where members and officers are in actual attendance.

1. How will notice of the Meeting and papers be provided?

1.1 The Council will give 5 clear working days' notice to the public confirming the time of the meeting, the agenda, together with details of how to view the meeting via the Council's website. Copies of the agenda and reports which would generally be open to the public available for inspection shall be for these and all other purposes published on the website of the Council.

1.2 Members will be notified of the remote meeting by email confirming the time of the meeting, the agenda, together with details of how to remotely join the meeting.

1.3 Where Council officers receive late papers, these will be circulated to the Members via electronic method and they will be invited to read and take these into account.

1.4 The remote meeting may be held at any Council building or may be an electronic or a digital or virtual location, a web address or a conference call telephone number, or could be a number of these combined. The meeting

may also be held in a meeting room or Chamber with a proportion of the membership and any participating public additionally attending remotely.

2. How will remote access to Meetings be provided by the Council?

2.1 A link to the audio-visual broadcast of each meeting will be published alongside the meeting papers on the Council's website and any member of the press and public will be able to use that link to follow proceedings but will not be able to participate.

2.2 Any members of the public registered to speak at the meeting will be sent an electronic invitation enabling them to participate in the meeting either through the Teams app or conference. Their representations will be heard by anyone joining the meeting. The remote meeting will also be live streamed and recorded.

2.3 Members of the public may register to speak by following established procedures for each relevant Committee.

3. Live Streaming & Recording

3.1 The live streaming of any of the remote meetings will be available on the Council's website for a period of 12 months. After 12 months, copies of recordings may be available upon request from Committee and Governance Services.

3.2 Photographs, audio, and visual recordings of the meeting should not be edited in a way that could lead to a misinterpretation of the meeting.

3.3 The Council wants to make sure meetings are live streamed as far as possible to ensure full engagement with the public. However, there are instances where it may not be appropriate to live stream a meeting or parts thereof, for example when Members at a meeting pass a resolution to exclude the press and public because there is likely to be disclosure of exempt or confidential information. This will happen in situations where national rules allow the Council to exclude the press and public. The Chair will notify those joining remotely that the live streaming has ceased for this part of the meeting and why.

3.4 When confidential, or "exempt" issues (as defined in Schedule 12A of the Local Government Act 1972) are under consideration each Member in remote attendance will verbally declare that there are no other persons present who

are not entitled to be (either hearing or seeing) during the consideration of such items and/or recording the proceedings.

4. The Meeting

4.1 The meeting will not start until the committee clerk who is the Chief Executive's representative at the meeting makes the meeting 'live' and starts streaming to the public.

4.2 The attendance of those members at the meeting will be recorded by the committee clerk in the minutes of the meeting.

4.3 The normal quorum requirements for meetings as set out in the Council's Constitution will also apply to a remote meeting.

5. The Chair

5.1 The Chair will start the meeting by welcoming all participants and those joining and explaining the procedure for the meeting. The Chair will:

- make it clear to everyone (whether participating or listening-in) who each of the participants are – Members, officers and any others taking part. The Chair will confirm that participants are joining the meeting from remote locations;
- remind Members that they should so indicate if they excuse themselves from the meeting at any point;
- invite Members to make any necessary declarations of interest and, where they do so, remind them that they should 'leave the meeting' when the Committee considers the business in which they have that interest;
- Any Member participating in a remote meeting who declares a disclosable pecuniary interest or other declarable interest in any item of business that would normally require them to leave the room must also leave the remote meeting. The Member's departure will be confirmed by the Clerk and the meeting facilitator will invite the relevant Member by link email or telephone to re-join the meeting at the appropriate time.
- invite Members to appoint a Vice-Chair for the meeting to preside in the event that the Chair's connection 'drops out' at any point during the meeting.
- explain how the meeting will be managed and the proposed order of business.

6. Members in remote attendance

6.1 In the event of any apparent failure of the video, telephone or conferencing connection, the Chair should immediately determine if the meeting is still quorate:

- if it is, then the business of the meeting will continue; or
- if there is no quorum, then the meeting shall adjourn for a period specified by the Chair, expected to be no more than ten or fifteen minutes, to allow the meeting connection to be re-established. If during the adjournment period the meeting quorum is not re-established the Chair will defer the items which will be re-scheduled to a later meeting.

6.2 Should any aspect of a member's remote participation fail, the Chair may call a short adjournment of up to five minutes or so to determine whether the connection can quickly be re-established, either by video technology or telephone in the alternative. If the connection is not restored within that time, the meeting should continue to deal with the business whilst this happens, providing the meeting remains quorate and the public are able to hear.

6.3 In the event of connection failure, the remote Member(s) will be deemed to have left the meeting at the point of failure and if the connection cannot be re-established to those Member(s) before the end of the meeting, then the presumption will be that the meeting should continue to deal with the item/s provided that the meeting remains quorate.

6.4 If the connection is successfully re-established, then the remote Member(s) will be deemed to have returned at the point of re-establishment.

6.5 If a connection to a Member is lost during a regulatory meeting, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed, but the Member who was disconnected will not be able to vote on the matter under discussion as they would not have heard all the facts.

7. Remote Attendance of the Public

7.1 Any member of the public participating in a meeting remotely in exercise of their right to speak at Council or in regulatory or other meetings must once the meeting is 'live' mute their microphone until such time as they are invited by the Chair to participate. They should also leave their camera off. Members

may not be able to see all participants, but every participant present will be able to hear 'unmuted' comments made by them.

7.2 Participants are expected, prior to speaking to always introduce themselves for the benefit of those who may not recognise who is speaking at any given time. Furthermore, they should always make it clear to whom they are addressing a question so as to minimise any misunderstanding.

7.3 The Clerk or meeting facilitator will be able to mute the member of the public once they have spoken.

7.4 In the event of disorderly conduct by a member of the public participating in the meeting affecting the proper proceedings of the meeting the member of the public's connection may be removed from the remote meeting on the instruction of the Chair.

7.5 A member of the public in remote attendance and participating in the meeting will be deemed to have left the meeting where at any point in time during the meeting they cannot be heard by those participating in the meeting. In such circumstance the Chair may as he or she deems appropriate:

- adjourn the meeting for a short period to permit the conditions for remote attendance as set out above to be re-established;

- suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or on confirmation that this cannot be done before the end of the meeting (whichever is the earliest); or

- continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

8 Meeting Procedures

8.1 A meeting facilitator will be assigned to control the video, telephone or conferencing technology employed by the Council for remote access and attendance and to administer the public and Member interaction engagement and connections on the instruction of the Chair.

8.2 The rules set out in the Constitution and adopted procedure rules when determining who may speak, as well as the order and priority of speakers and the content and length of speeches continue to apply. The Chair, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate.

8.3 Members are asked to adhere to the following etiquette during remote attendance at a meeting:

- Committee members are asked to join the meeting no later than fifteen minutes before the start to allow themselves and the meetings facilitator &/or Clerk the opportunity to test the equipment.
- Any camera (video-feed) should show a non-descript background or where possible a virtual background and Members should be careful to not allow exempt or confidential papers to be seen in the video-feed.
- All Members to have their video turned off and microphones muted when not talking.
- Members should avail themselves of the remote process for requesting to be heard by using the chat facility to indicate to the Chair that they wish to speak.
- Members will unmute their microphone and, subect to meeting protocols, turn their cameras on when the Chair invites them to speak then state his/her name before making a comment. The chat facility must not be used for private conversations between Members.
- Members will only speak when invited to by the Chair.
- Only one Member/person may speak at any one time.
- Members will make clear when they are referring to a specific report or page or slide so that all Members/participants have a clear understanding of what is being discussed at all times.

Voting Procedures:

8.4 When the Chair is satisfied that there has been sufficient debate and (if the rules of the meeting require) there is a proposer and seconder for the item being discussed the Chair will progress to making a decision. Unless a Recorded Vote is called or required by legislation, the method of voting will be at the Chair's discretion and will be by one of the following methods:

- a vote by electronic means;
- an officer of the Council or the Chair of the remote meeting calls out the name of each Member present with Members stating 'for', 'against', or 'abstain' to indicate their vote when their name is called; or
- Such other option as may be determined.

8.5 In the event of equality of votes the Chair will have the casting vote.

8.6 When the voting on the item has been completed the relevant officer or Chair will clearly state the result of the vote and the Chair will then move onto the next agenda item.

8.6 Details of how Members voted will not be kept or minuted unless a Recorded Vote is called or existing practices require. Where a Recorded Vote is requested the relevant officer or Chair will ask Members in turn to confirm verbally whether or not they support that request.

9. Conclusion of the remote meeting

9.1 Once the final item of business has been concluded and the decision announced by the Chair:

- the Chair will indicate that he is bringing the meeting to a close and the time at which this occurs; and
- the Clerk will end the meeting by ending the remote meeting but all participants, (including any registered speakers still on the line) may still be able to speak to and hear each other unless they have left the remote meeting.

10. Private Session

10.1 Where any confidential or exempt matters such as contractual matters or legal advice provided to the Council are discussed each Member &/or participant must ensure that they are in a secure location where discussions cannot be overheard by other parties.

11. Public Access to Meeting Documentation following the meeting

11.1 Members of the public may access minutes decisions relevant documents and a recording of the live streamed meeting through the Council's website.