



City of Westminster

# General Purposes Committee

**Date:** 11 October 2023  
**Classification:** For General Release  
**Title:** Programme of Meetings 2024/2025  
**Wards Affected:** N/A  
**Financial Summary:** There are no financial implications  
**Report of:** Director of Law and Governance

## 1. Executive Summary

- 1.1 The programme of meetings for 2024/25 has been drafted broadly in accordance with the pattern previously agreed.

## 2. Recommendations

- 2.1 That the Council be recommended to approve the dates of full Council Meetings, as follows: 19 June 2024, 18 September 2024, 13 November 2024, 22 January 2025, 5 March 2025, 14 May 2025 (Annual).
- 2.2 That the Programme of other formal Meetings set out in Appendix A be approved.

## 3. Background Information

### Programme of Meetings 2024/25

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

Mondays: Cabinet

Tuesdays: Planning

Wednesdays: Council Meetings

Thursdays: Licensing meetings held during the daytime.

This strategy allows for a more consistent approach to programming meetings.

- 3.2 In June 2023, Full Council approved a Motion which committed the Council to *“Provide flexibility in Council business by regularly reviewing and staggering meeting times where appropriate and feasible”*. This report and recommended programme of meetings takes account of this and has been subject to such a review. The volume of meetings required in Westminster, mostly as a result of the Licensing and Planning systems and the corresponding volume of applications which require determination at Committee, place significant pressure on the timetable of meetings. Furthermore, this programme attempts to avoid meetings during major school holidays and religious celebrations to ensure maximum opportunity for Members and Officers to participate, This does however, further limit the dates on which meetings may be held and was considered as part of the review.
- 3.3 The programme reflects four meetings for each of the Policy and Scrutiny Committees as recommended by the Scrutiny Improvement Task Group. The Committees are empowered by Standing Orders to arrange further meetings or to otherwise amend the programme if required by the needs of their work programme. Three meetings of the Licensing Committee and three meetings of the Planning and City Development Committee have been programmed.
- 3.4 The programme includes provision for the Discretionary Housing Panel and the Rating Advisory Panel to meet on a programme basis. The programmes have been developed having regard to the expected weight of business in each case.

#### **4. Legal Implications**

- 4.1 The Programme of Meetings in respect of Council meetings is a matter for the full Council to agree. The programme includes provision for Council meetings to be held when it is known full Council decisions will be required - particularly the setting of Council tax prior to 11 March each year and the holding of an Annual Meeting in either March, April or May in accordance with the provisions of the Local Government Act 1972.
- 4.2 The programme of Cabinet meetings is included in the programme for illustrative purposes. The Leader of the Council is responsible for approving the programme for these meetings.

#### **5. Financial Implications**

- 5.1 No financial implications.

#### **6. Consultation**

- 6.1 The Programme of Meetings has been circulated for comment to the Party Whips. Any comments received will be reported at the meeting.

**If you have any queries about this Report or wish to inspect any of the Background Papers please contact Tristan Fieldsend: 07812 760 335**

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## **BACKGROUND PAPERS**

- None

**Programme of Meetings 2024/25**

Council

19 June 2024, 18 September 2024, 13 November 2024, 22 January 2025, 5 March 2025, 14 May 2025

Cabinet

20 May 2024, 8 July 2024, 23 September 2024, 18 November 2024, 10 February 2025, 1 April 2025

General Purposes

5 June 2024, 23 October 2024, 29 January 2025

Standards Committee

11 July 2024, 28 November 2024, 13 February 2025

Licensing Committee

3 July 2023, 25 September 2024, 12 February 2025

Planning & City Development

26 June 24, 23 October 24, 26 March 25

Pension Fund Committee

20 June 2024, 17 October 2024, 12 December 2024, 13 March 2025

Pension Board

18 July 2024, 21 November 2024, 30 January 2025, 27 March 2025

Overview and Scrutiny Committee

2 July 2024, 10 October 2024, 10 December 2024, 18 March 2025

Young People, Learning and Employment Policy and Scrutiny Committee

25 June 2024, 1 October 2024, 3 December 2024, 10 March 2025

Vulnerable Adults, Health and Communities Policy and Scrutiny Committee

17 June 2024, 26 September 2024, 26 November 2024, 4 March 2025

Housing and Regeneration Policy and Scrutiny Committee

27 June 2024, 30 September 2024, 5 December 2024, 12 March 2025

Climate Action, Environment and Highways Policy and Scrutiny Committee

20 June 2024, 24 September 2024, 27 November 2024, 6 March 2025

Audit and Performance

24 June 2024, 5 September 2024, 22 October 2024, 25 November 2024, 11 March 2025

Health & Wellbeing Board – 6 June 2024, 18 July 2024, 10 October 2024, 21 November 2024, 23 January 2025, 20 March 2025

Discretionary Housing Payments Panel – 11 June 2024, 9 July 2024, 17 September 2024, 15 October 2024, 19 November 2024, 21 January 2025, 25 February 2025, 25 March 2025, 22 April 2025

Ratings Panel – 18 June 2024, 16 July 2024, 24 September 2024, 5 November 2024, 10 December 2024, 28 January 2025, 11 March 2025, 29 April 2025