



## City of Westminster Committee Report

<b>Meeting:</b>	<b>Westminster Scrutiny Commission</b>
<b>Date:</b>	13 April 2011
<b>Status:</b>	For General Release
<b>Title:</b>	Draft Scrutiny Annual Report 2010-11 Template
<b>Wards Affected:</b>	N/A
<b>Policy Context:</b>	Annual review of scrutiny
<b>Financial Summary:</b>	There are no financial issues arising directly from this report.
<b>Report of:</b>	Simon Lewis, Scrutiny Research Analyst, <a href="mailto:slewis2@westminster.gov.uk">slewis2@westminster.gov.uk</a> , 0207 641 4298

### Summary

The report presents the draft template for the Scrutiny Annual Report 2010-11. The format builds upon last year's annual report by incorporating active web-links that refer the reader to further information. By doing so the report is designed to act as a summary of the highlights Policy and Scrutiny has looked at over the last year. In response to feedback, the annual report will include introductory narrative for each committee in order to improve readability and has been produced in portrait rather than last year's landscape view. As with the 2009-2010 annual report, the emphasis is on having a document best suited to being read online though it will be possible to print individual copies.

The template presented uses the example of the Society, Families and Adult Services Policy and Scrutiny Committee to illustrate the general design that will be used for each committee. It is proposed that the content for each committee be approved by the respective committee chairman. The finalised annual report will then be produced following the conclusion of the last round of meetings in the scrutiny year. The last meeting is currently scheduled for 11 May 2011.

### Recommendations

1. That the Commission approve the general design template for the Scrutiny Annual Report 2010-11.
2. That the Commission agree for each committee chairman to approve the content for their respective committee.