



City of Westminster

# Committee Agenda

Title: **Communities, City Management and Air Quality Policy and Scrutiny Committee**

Meeting Date: **Thursday 23rd June, 2022**

Time: **6.30 pm**

Venue: **Rooms 18.01 & 18.03, 18th Floor, 64 Victoria Street, London, SW1E 6QP**

Members: **Councillors:**

Melvyn Caplan  
Laila Dupuy  
Iman Less  
Mark Shearer

James Small-Edwards  
Judith Southern  
Jason Williams

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

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



**An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact Richard Cressey [rcressey@westminster.gov.uk](mailto:rcressey@westminster.gov.uk).**

**Email: [akassi@westminster.gov.uk](mailto:akassi@westminster.gov.uk)  
Corporate Website: [www.westminster.gov.uk](http://www.westminster.gov.uk)**

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

## **AGENDA**

### **PART 1 (IN PUBLIC)**

#### **1. ELECTION OF CHAIR**

To elect a Chair of the Committee. The Majority Group have nominated Councillor Jason Williams. No other nominations have been received. Any Member may nominate any other Member to Chair in advance of and at the meeting itself.

This item will be conducted by the Committee clerk.

#### **2. WELCOME AND INTRODUCTIONS**

#### **3. DECLARATIONS OF INTEREST**

To receive declarations by Members and Officers of the existence and nature of any pecuniary interests or any other significant interest in matters on this agenda.

#### **4. CABINET MEMBER FOR COMMUNITIES AND PUBLIC PROTECTION - PORTFOLIO UPDATE**

**(Pages 5 - 8)**

To receive an update from the Cabinet Member for Communities and Public Protection, Councillor Aicha Less, on priorities for the portfolio following the local elections in May 2022, any major issues arising and to answer questions from Members. No report is provided at this meeting, but Cabinet Member terms of reference have been shared to support Members with their questioning.

#### **5. CABINET MEMBER FOR CITY MANAGEMENT AND AIR QUALITY - PORTFOLIO UPDATE**

**(Pages 9 - 12)**

To receive an update from the Cabinet Member for City Management and Air Quality, Councillor Paul Dimoldenberg, on priorities for the portfolio following the local elections in May 2022, any major issues arising and to answer questions from Members. No report is provided at this meeting, but Cabinet Member terms of reference have been shared to support Members with their questioning.

#### **6. WORK PROGRAMME**

**(Pages 13 - 20)**

To consider the proposed work programme for the committee for the coming year, allocate items to scheduled meetings and identify areas for further investigation.

**7. ANY OTHER BUSINESS**

To review any other business considered urgent by the Chair or requested by the Committee.

**Stuart Love**  
**Chief Executive**  
**15 June 2022**

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## DEPUTY LEADER AND CABINET MEMBER FOR COMMUNITIES AND PUBLIC PROTECTION

### **CONTRACTS**

Subject to the policies and procedures approved by the Cabinet Member for Finance and Council Reform:

- 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 and Council Reform 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.

### **STAFFING MATTERS**

Staffing matters which fall within the scope of the Cabinet Member's Terms of Reference.

Where proposals involve redundancy/"early retirement" payments these will also be subject to the endorsement of the Cabinet Member for Finance and Council Reform.

To have a responsibility for upholding the Council's commitment to diversity and inclusion and creating a culture of openness, transparency and integrity.

### **FINANCIAL MATTERS**

To approve capital expenditure in accordance with the Financial Procedures on schemes within the Terms of Reference for the Cabinet Member which form part of the approved Capital Programme.

Such other financial matters as set out in the Financial Regulations contained in the Council's Constitution.

### **ETHICAL STANDARDS**

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

### **CONSULTATION**

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

### **DEPUTY LEADER**

To deputise for the Leader as directed.

To exercise the functions of the Leader in the absence or unavailability of the Leader, except the appointment and dismissal of Cabinet Members.

To coordinate and oversee the Council's response regarding the national Census, including any matters arising from the Census results together with the Cabinet Member for Finance and Council Reform.

To be responsible for promoting equality, diversity and inclusion across all Council practices and workings with external providers.

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

### **PUBLIC PROTECTION**

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.

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

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

To be responsible for enforcement activities in relation to hate crime, antisocial behaviour, nuisance, noise, and other breaches of relevant legislation falling within this term of reference.

To be responsible for enforcement related to road safety, including action to tackle pedicabs.

To support the Cabinet Member for Young People, Learning and Leisure on matters relating to gangs, serious youth violence and exploitation of young people under the age of 18 years.

To be responsible for matters relating to gangs, serious youth violence and criminal exploitation of young people for those aged above 18 years, including the Integrated Gang and Exploitation Unit (18+). This excludes any young people above 18 years with Special Educational Needs and Care Leavers who will remain the responsibility of the Cabinet Member for Young People, Learning and Leisure.

To be responsible for the Youth Offending Team and any legal responsibilities for offending children below 18 years of age.

To be responsible for the Council's Prevent duties in accordance with the Counter-terrorism and Security Act 2015.

To be responsible for the Council's duties under the regulation of investigatory powers act.

## **LICENSING**

To be responsible for the Council's Licensing policy and service function including those matters that fall under the remit of the Licensing Act 2003 and the Gambling Act 2005, in consultation with the Chairman of the Licensing Committee.

To be responsible for all matters related to the enforcement of Licensing policy.

## **REGULATORY SERVICES**

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

Responsibility for the Private Rented Sector Strategy together with the regulation of the Private Rented Sector (including houses of multiple occupancy and short-term lets), including any enforcement action lies with the Cabinet Member for Climate Action, Regeneration and Renters.

## **COMMUNITY ENGAGEMENT AND NEIGHBOURHOODS**

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

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

To be responsible for liaison with neighbourhood fora and Amenity Societies, in consultation with relevant Cabinet Members as necessary, most notably the Cabinet Member for Planning and Economic Development.

To be responsible for Westminster Connects.

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

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

To be responsible for the Council's advice services, including providing support for communities from outside of the UK, in consultation with the Cabinet Member for Young People, Learning and Leisure where this support relates to registrar services and citizenship.

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



## **CABINET MEMBER FOR CITY MANAGEMENT AND AIR QUALITY**

### **CONTRACTS**

Subject to the policies and procedures approved by the Cabinet Member for Finance and Council Reform:

- 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 and Council Reform 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.
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### **STAFFING MATTERS**

Staffing matters which fall within the scope of the Cabinet Member's Terms of Reference.

Where proposals involve redundancy/"early retirement" payments these will also be subject to the endorsement of the Cabinet Member for Finance and Council Reform.

To have a responsibility for upholding the Council's commitment to diversity and inclusion and creating a culture of openness, transparency and integrity.

### **FINANCIAL MATTERS**

To approve capital expenditure in accordance with the Financial Procedures on schemes within the Terms of Reference for the Cabinet Member which form part of the approved Capital Programme.

Such other financial matters as set out in the Financial Regulations contained in the Council's Constitution.

### **ETHICAL STANDARDS**

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

### **CONSULTATION**

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

### **INNOVATION AND CHANGE**

To be responsible for the development and delivery of any strategic plans of the Communications team withing the Innovation and Change directorate.

### **PUBLIC REALM**

To be jointly responsible for formal decisions relating to public realm projects, with the Cabinet Member for Planning and Economic Development. Public Realm projects are those that significantly change the design of public realm in the City; these are distinct from any place shaping projects which will require a 'place plan' and/or consider a wider range of cross cutting outcomes, and are the sole responsibility of the Cabinet Member for Planning and Economic Delivery. Public Realm projects do not include the annual maintenance programmes that are carried out on our footways, carriageways and public lighting and are the responsibility of the Cabinet Member for City Management and Air Quality.

To be responsible for all matters relating to the Parliamentary Estate including Parliament Square.

### **AIR QUALITY AND ENVIRONMENT**

To lead on the development and delivery of the Council's Air Quality Action Plan, in consultation with the Cabinet Member for Climate Action, Regeneration and Renters. This also includes the development and delivery of the Schools Clean Air Fund in consultation with the Cabinet Member for Young People, Learning and Leisure.

To be responsible for all policy and delivery of environmental matters except responsibility for strategic direction relating to carbon reduction and sustainability, which is the responsibility of the Cabinet Member for Climate Action, Regeneration and Renters. The Cabinet Member for City Management and Air Quality will however oversee operational delivery of any Carbon Reduction Strategies.

To be responsible for flood risk, in consultation with the Cabinet Member for Planning and Economic Development.

### **PARKS, OPEN SPACES AND BIODIVERSITY**

To be responsible for the effective maintenance of public parks and public open spaces and cemeteries managed by the Council, as well as city-greening initiatives such as hanging baskets, tree planting and maintenance.

To be responsible for tree planting and maintenance.

To be responsible for the City Council's strategy and statutory functions relating to biodiversity. 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 Planning and Economic Delivery, the creation of new green infrastructure.

## **STREET CLEANSING**

To be responsible for the Council's Street cleansing duties, including major cleansing contracts as well as oversight and maintenance of public conveniences.

## **CITY INSPECTORS**

To be responsible for the deployment of City Inspectors for all non-regulatory enforcement actives (illegal dumping of waste, littering and other street based anti-social behaviour issues); where this relates to licensing issues this should be in consultation with the Cabinet Member for Communities and Public Protection.

Noise Enforcement is the responsibility of the Cabinet Member for Communities and Public Protection.

## **WASTE AND RECYCLING**

To be responsible for overseeing our major waste and cleansing contracts to ensure the effective operational delivery of the Council's waste collection and disposal, including bulky refuse.

To oversee the Council's approach to supporting residents, businesses, and visitors to reduce waste production and increase recycling in consultation with the Cabinet Member for Climate Action, Regeneration and Renters.

To be responsible for the strategic direction of commercial waste consolidation as part of a wider sustainable transport approach in consultation with the Cabinet Member for Climate Action, Regeneration and Renters.

## **HIGHWAYS AND TRANSPORT**

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.

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

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

To be responsible for all transport projects and the management of all 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.

To be responsible for Highways Planning.

To be responsible for the Council's vehicle fleet.

## **PARKING**

To be responsible for the Council's Parking policy. This includes responsibility for the development and maintenance of parking on the City's housing estates in consultation with the Cabinet Member for Housing Services.

To be responsible for the Council's policy on parking enforcement matters and operation of parking enforcement, including on housing estates in consultation with the Cabinet Member for Housing Services.

## **SUSTAINABLE TRANSPORT STRATEGY**

To be responsible for the Council's approach to sustainable and active travel and transport, in consultation with the Cabinet Member on Climate, Regeneration and Renters and Young People, Learning and Leisure.

To be responsible for the Council's work to encourage our communities, residents, visitors and businesses to choose sustainable forms of travel within and through the city.

To be responsible for making environmentally friendly travel options easier for everyone, including enhancing infrastructure for walking and cycling, and the use of electric and zero/low emission vehicle options.

## **ROAD SAFETY**

To be responsible for the Council's road safety functions.

To be responsible for pedestrian safety including school crossing patrols.

## **PUBLIC MORTUARY**

To be responsible for the public Mortuary service.

To be responsible for the coordination of the London Mortuary Management programme, on behalf of all London Local Authorities, in consultation with the Leader of the Council who has responsibility for emergency planning.



City of Westminster

## Committee Report

<b>Meeting or Decision Maker:</b>	Communities, City Management and Air Quality Policy and Scrutiny Committee
<b>Date:</b>	23 June 2022
<b>Classification:</b>	General Release
<b>Title:</b>	Work Programme
<b>Wards Affected:</b>	All
<b>Financial Summary:</b>	There are no financial implications arising from this report, but additional work may incur financial costs which may be discussed at committee and on the advice of officers.
<b>Report of:</b>	Richard Cressey, Head of Governance and Councillor Liaison

## **1. Executive Summary**

The draft work programme set out is based on the priorities of the new administration, ongoing work in key policy and service delivery areas and has been informed by input from senior officers from across the council.

In general there is time and space for one or two substantive items at each meeting in addition to the standing items of Cabinet Member portfolio updates and questions. It is for the Committee to determine, on the advice of officers, what they wish to consider in detail at each meeting. There will however, be occasions where Committee review of an issue would be more impactful at a particular time of year e.g. when data is more readily available or where the policy or service issue is better progressed in terms of emerging thinking or baselining. In the circumstances senior officers will work with the scrutiny team to advise the Committee of such opportunities.

It is currently proposed to hold quarterly meetings across the municipal year to align with performance monitoring and other regular reporting deadlines to enable the committee to hold Cabinet Members to account for policy and services they are responsible for. A gap is built into the annual cycle in January/February to enable Budget Scrutiny to take place and a discussion will take place at the Scrutiny Commission meeting in June on how to manage this.

## **2. Recommendations**

That the committee consider the draft work programme set out and either agree the work programme or make suggestions for amendments.

**If you have any queries about this Report or wish to inspect any  
of the Background Papers, please contact:**

Richard Cressey [rcressey@westminster.gov.uk](mailto:rcressey@westminster.gov.uk)

## **APPENDICES**

Draft work programme 2022/23

## **BACKGROUND PAPERS**

Constitution, in particular Chapter 4 on the role of Policy and Scrutiny.

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**APPENDIX 1 – Communities, City Management and Air Quality Policy and Scrutiny Committee Work Programme**

<b>ROUND 1 23 June 2022</b>		
<b>Agenda item</b>	<b>Purpose</b>	<b>Responsible Cabinet Member and Executive Director/senior officer</b>
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Paul Dimoldenberg, Cabinet Member for City Management and Air Quality Raj Mistry, Executive Director for Environment and City Management
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Aicha Less, Cabinet Member for Communities and Public Protection Raj Mistry, Executive Director for Environment and City Management Serena Simon, Director for Communities (on behalf of Pedro Wrobel, Executive Director of Innovation and Change)
Work programme	To consider and agree the outline work programme for the committee for the year ahead, with input from Cabinet Members, Executive Directors and other officers on how to make best use of the Committee's time and where the Committee will have the biggest impact	n/a – report of Head of Governance and Councillor Liaison, drafted in conjunction with relevant senior officers

<b>ROUND 2 Late September – date tbc</b>		
<b>Agenda item</b>	<b>Purpose</b>	<b>Responsible Cabinet Member and Executive Director</b>
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Paul Dimoldenberg, Cabinet Member for City Management and Air Quality Raj Mistry, Executive Director for Environment and City Management

Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Aicha Less, Cabinet Member for Communities and Public Protection Raj Mistry, Executive Director for Environment and City Management Pedro Wrobel, Executive Director for Innovation and Change
Waste service and contract review	To review the key data which underpins the waste contract and contribute to the development of a future service	Councillor Paul Dimoldenberg, Cabinet Member for City Management and Air Quality Raj Mistry, Executive Director for Environment and City Management
Emission-based parking charges	To review the council's approach to emissions based parking charges ahead of possible policy changes	Councillor Paul Dimoldenberg, Cabinet Member for City Management and Air Quality Raj Mistry, Executive Director for Environment and City Management
Work programme	To review the work programme in light of events and recent discussions	n/a – report of Head of Governance and Councillor Liaison, drafted in conjunction with relevant senior officers

<b>ROUND 3</b> <b>Early December – date tbc</b>		
<b>Agenda item</b>	<b>Purpose</b>	<b>Responsible Cabinet Member and Executive Director</b>
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Paul Dimoldenberg, Cabinet Member for City Management and Air Quality Raj Mistry, Executive Director for Environment and City Management
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Aicha Less, Cabinet Member for Communities and Public Protection Raj Mistry, Executive Director for Environment and City Management Pedro Wrobel, Executive Director for Innovation and Change
Policing: Use of Stop and Search	To examine use of and Section 60 and other relevant notices in the city	Councillor Aicha Less, Cabinet Member for Communities and Public Protection

		Raj Mistry, Executive Director for Environment and City Management
Parking policy review	To review the council's approach to parking policy, including zoning, allocation of space, pricing etc.	Councillor Paul Dimoldenberg, Cabinet Member for City Management and Air Quality Raj Mistry, Executive Director for Environment and City Management
Work programme	To review the work programme in light of events and recent discussions	n/a – report of Head of Governance and Councillor Liaison, drafted in conjunction with relevant senior officers

#### Budget Task Group gap – January/February

<b>ROUND 4</b> <b>March – date tbc</b>		
<b>Agenda item</b>	<b>Purpose</b>	<b>Responsible Cabinet Member and Executive Director</b>
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Paul Dimoldenberg, Cabinet Member for City Management and Air Quality Raj Mistry, Executive Director for Environment and City Management
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Aicha Less, Cabinet Member for Communities and Public Protection Raj Mistry, Executive Director for Environment and City Management Pedro Wrobel, Executive Director for Innovation and Change
Environmental enforcement	To review the council's approach to and performance on tackling street-based issues e.g. fly-tipping	Councillor Paul Dimoldenberg, Cabinet Member for City Management and Air Quality Raj Mistry, Executive Director for Environment and City Management
Communities – engagement and consultation	To review progress made in improving the council's approach to engagement and consultation	Councillor Aicha Less, Cabinet Member for Communities and Public Protection Pedro Wrobel, Executive Director for Innovation and Change

Work programme	To review the work programme in light of events and recent discussions	n/a – report of Head of Governance and Councillor Liaison, drafted in conjunction with relevant senior officers
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Unallocated items – this may either be substituted in for a substantive item elsewhere in the year or may be rolled over for future municipal years

Utilities	To consider action to improve supply, security and maintenance in the city
Flooding	To consider the final report from Thames Water on the flooding which took place in July 2021.
Biodiversity strategy	To review the council’s biodiversity strategy
Cycling strategy	To review the council’s approach to cycling
Public conveniences	To consider the council’s approach to public conveniences
Nuisance cars and noise	To consider the issue of noise from supercars and options to tackle this