



Committee Report

Date:	15 November 2016
Classification:	For General Release
Title:	Work Programme and Action Tracker
Report of:	Head of Committee and Governance Services
Financial Summary:	There are no financial implications arising from this report
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1. Executive Summary

- 1.1 The draft Work Programme for the Committee was approved at the last meeting. Members are asked to consider the Work Programme and identify any further items.
- 1.2 Following the last meeting an Action Tracker has been produced to enable the Committee to monitor its previous decisions/action requests.

2. Recommendations

- 2.1 That the draft Work Programme set out below be noted.
- 2.2 That the Action Tracker be noted.

3. Background Information

- 3.1 The production of a work programme is to enable the Committee to review and update its forthcoming work plan at each of its meetings. The draft Work Programme set out below is submitted for consideration and updating.
- 3.2 In order to ensure the Committee undertakes its work a programme of 3 meetings per annum have been programmed.
- 3.3 The Action Tracker is attached for the Committee to review, as Appendix A.

4. Financial Implications

- 4.1 There are no financial implications.

5. Legal Implications

5.1 There are no legal implications arising from this report.

If you have any questions about this report, or wish to inspect one of the background papers, please contact:
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Background Papers: None.

Date	Items	Lead Officer
15 November	Code of Conduct Training – Update	Tasnim Shawkat
15 November	Member Development Programme	Janis Best
15 November	Outside Body – Governance	Tasnim Shawkat
15 March 2017	Annual Report on Complaints to the Monitoring Officer, including examples from elsewhere	Tasnim Shawkat
15 March 2017	Data Protection/IT/FOI Governance	Ben Goward
6 July 2017	Review of Member Development Programme	Janis Best
7 December 2017	Outline of Member Induction Programme and Material	Janis Best
22 March 2018	Annual Report on Complaints to the Monitoring Officer	Tasnim Shawkat

ACTION TRACKER – STANDARDS COMMITTEE

ITEM, INCLUDING AGREED ACTION	CURRENT POSITION, INCLUDING DATE	OFFICER
<p>1. Minutes – 7 July 2016</p> <p>Directory of high level structure charts</p>	<p>Copy sent to all Members</p>	<p>Task Completed</p>
<p>2. Members Registration of Interests</p> <p>3. (a) Members to sign Declaration that they will comply with the Code of Conduct</p>	<p>The new Code will come into force on 1 September shortly prior to that date all Members will be asked to complete the declaration as part of an annual check of their Register of Interest form</p>	<p>Mick Steward</p>
<p>(b) Members to be given the opportunity to update their Register of Interest form on-line</p>	<p>Work is being undertaken to launch this option. It is expected to be rolled out from September, as part of 2 (a) above.</p>	<p>Mick Steward</p>
<p>3. Data Protection Registration – Requirement for Members</p>	<p>As part of the Member Development Programme a session on Data Protection danger zones for Members include data controls, FOIs, email security and all aspects of cyber/IT security to be provided as a priority.</p>	<p>Fatima Zohra/ Janis Best</p>
<p>4. Members Code of Conduct Training</p> <p>Report updating the Committee on the position with the Member Code of Conduct training</p>	<p>Report to meeting on 15 November 2016 on target. Training dates have been notified to all Members and Co-opted Members. The Independent Persons have also been notified and invited to attend.</p> <p>Evaluation to be obtained following sessions.</p>	<p>Mick Steward</p>

ITEM, INCLUDING AGREED ACTION	CURRENT POSITION, INCLUDING DATE	OFFICER
<p>5. Member Development Programme</p> <p>(a) Member Development Programme – for information</p> <p>(b) Further Member Development Sessions</p> <p>(c) Production of pocket version of the Members Code of Conduct</p>	<p>Report for information setting out feedback on first session will be presented to the meeting. Programme to include all aspects of Data Protection as requested by Committee (see 3 above)</p> <p>These could include but not limited to working with NHS, Scrutiny, Case Work, Ward Budgets, Performance Measurement, Procurement, Planning, Licensing</p> <p>Following the adoption of the Code by Council (13.7.16) the Design team have produced a pocket version which is currently being printed</p>	<p>Janis Best</p> <p>Janis Best</p> <p>Mick Steward</p>
<p>6. Work Programme</p> <p>(a) Outside Body – Governance</p>	<p>Report to meeting on 15 November 2016 on target</p>	<p>Tasnim Shawkat</p>
<p>(b) Annual Report on complaints to the Monitoring Officer</p>	<p>Report on target for meeting on 15 March 2017</p>	<p>Rhian Davies</p>
<p>(c) Review of Member Development Programme – For Information</p>	<p>On target for meeting on 6 July 2017</p>	<p>Janis Best</p>
<p>(d) Outline of Member Induction Programme and Material 2018</p>	<p>On target for meeting on 7 December 2017</p>	<p>Janis Best</p>
<p>(e) Annual Report on complaints to the Monitoring Officer</p>	<p>On target for meeting on 22 March 2018</p>	<p>Rhian Davies</p>