



Committee Report

Date:	7 December 2017
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
Report Author and Contact Details:	Mick Steward, Head of Committee and Governance Services Tel: 7641 3134; msteward@westminster.gov.uk

1. Executive Summary

- 1.1 Members are asked to consider and note 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 current Work Programme set out below is submitted for consideration and updating.
- 3.2 In order to ensure the Committee undertakes its work a programme, at the request of the Chairman, 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:

Mick Steward, Head of Committee and Governance Services

Tel: 7641 3134; msteward@westminster.gov.uk

Background Papers: None.

Date	Items	Lead Officer
7 December 2017	Outline of Member Induction Programme and Material and Review of Member Development Programme	Janis Best
15 March 2018	Annual Report on Complaints to the Monitoring Officer	Tasnim Shawkat

Standards Committee Action Tracker

Item	Actions	Officer	Response	Progress
Member Development Programme - Update	Future training dates to be programmed into the civic calendar	Janis Best/ Mick Steward	These will be added to the Programme of Meetings from May 2018	Report to GP Committee – Nov 2017 included these
	An update on the development of the Member Development Programme to be reported to the Committee on 7 December 2017	Janis Best	See Report.	On-going
	A single database detailing all training provided to Cllrs be produced.	Janis Best	Under investigation.	On-going
	The Communications Department to produce a simple, one page guide for Councillors on the different types of appointments to Outside Bodies and the potential legal issues involved.	Mick Steward	This is being produced as part of the Handbook being produced for the 2018 Induction Programme	A draft of the Handbook will be submitted to the Committee in November and March
Members Code of Conduct Training – Updates	Training sessions to be scheduled for those Councillors who have not yet attended the Code of Conduct training	Mick Steward	Further sessions were arranged particularly for Members with day time availability	These will be included as part of the Induction programme