



# Committee Report

<b>Date:</b>	<b>15 March 2018</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Work Programme and Action Tracker</b>
<b>Report of:</b>	<b>Head of Committee and Governance Services</b>
<b>Financial Summary:</b>	<b>There are no financial implications arising from this report</b>
<b>Report Author and Contact Details:</b>	<b>Mick Steward, Head of Committee and Governance Services</b> <b>Tel: 7641 3134; <a href="mailto:msteward@westminster.gov.uk">msteward@westminster.gov.uk</a></b>

## **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.

## **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:  
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Background Papers: None.

<b>Date</b>	<b>Items</b>	<b>Lead Officer</b>
15 March 2018	Annual Report on Complaints to the Monitoring Officer	Tasnim Shawkat
5 July 2018	To be added	
November 2018	Update on Member Development Programme and Review of Induction Programme	Janis Best

## Standards Committee Action Tracker

Item	Actions	Officer	Response	Progress
<b>Member Development Programme - Update</b>				
	An update on the development of the Member Development Programme to be reported to the Committee in November	Janis Best	See Report.	On-going
	A single database detailing all training provided to Cllrs be produced.	Janis Best	Under investigation.	On-going
	Record all training undertaken by Members relevant to their duties as Councillors	Mick Steward	This is the subject of a separate report on this agenda	
<b>Members Code of Conduct Training – Updates</b>	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