



<b>Date:</b>	<b>21 March 2019</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Work Options and Work Programme</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>
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## **1. Executive Summary**

- 1.1 Members are asked to consider and note the Work Options and Work Programme and identify any further items.
- 1.2 An Action Tracker has also been produced to monitor its previous decisions/action requests.

## **2. Recommendations**

- 2.1 That the Work Options and draft Work Programme set out below be noted.
- 2.2 That, having regard to the Committee's Terms of Reference attached as appendix 1 of this report, the Committee indicate any items it wishes to be added to its Work Programme.

## **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 Work Options and current Work Programme set out below is submitted for consideration and updating.
- 3.2 In order to ensure the Committee undertakes its work programme, at the request of the Chairman, 3 meetings per annum have been programmed.
- 3.3 The Action Tracker will be attached to future versions of this report.

## **4. Financial Implications**

- 4.1 There are no financial implications.

## 5. Legal Implications

5.1 There are no legal implications arising from this report.

## 6. Work Options

### 6.1 Consultations

Disqualification Criteria for Councillors and Mayors – Department of Communities and Local Government 2017

Review of Local Government Ethical Standards – Committee for Standards in Public Life 2018 (the Committee has previously responded to this)

### 6.2 Protocols / Reviews

Gifts and Hospitality Protocol

Members Rights of Access to Information

Declarations and Register of Interests – Guidance

Member / Officer Protocol

Review of Arrangements for dealing with complaints against Councillors

Practical guidance for Members handling confidential information

Guidance on use of Social Media by Members

Review of Registration of Interests

Arrangements for dealing with complaints against Councillors

Outside Bodies – Governance

### 6.3 Member Development and Training

Member Induction Programme

Member Development Programme

Update on Training for Members on Quasi-Judicial Bodies

### 6.4 Complaints against Councillors

Annual Review of Complaints against Councillors

## 7. Action Tracker

Date	Items	Lead Officer
5 July 2018	Member Development Charter	Janis Best
	Guidance on Use of Social Media By Members	Tasnim Shawkat
6 December 2018	Review of May 2018 Induction Programme and Member Development Update	Janis Best
	Use of Social Media	Tasnim Shawkat
	Gifts and Hospitality	Tasnim Shawkat

	Independent Persons Update	Toby Howes
21 March 2019	Annual Report on Complaints to the Monitoring Officer  Report of the Committee on Standards in Public Life  Q&A with the Leader of the Council on Ethical Standards	Tasnim Shawkat  Tasnim Shawkat  Leader of the Council

**If you have any questions about this report, or wish to inspect one of the background papers, please contact:  
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Tel: 020 7641 8470; [thowes@westminster.gov.uk](mailto:thowes@westminster.gov.uk)**

Background Papers: None.