

# Finance, Smart City and City Management Policy & Scrutiny Committee

<b>Date:</b>	24 <sup>th</sup> November 2021
<b>Classification:</b>	General Release
<b>Title:</b>	<b>2020/21 Work Programme</b>
<b>Report of:</b>	Head of Governance and Councillor Liaison
<b>Cabinet Member Portfolio:</b>	Cabinet Member for City Management and Cabinet Member for Finance and Smart City
<b>Wards Involved:</b>	All
<b>Policy Context:</b>	All
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## 1. Executive Summary

1. This report asks the committee members to consider items for the Committee's 2021/2022 work programme.

## 2. Meeting dates for the 2021/2022 year

- 2.1 The Committee is advised that the scheduled meeting dates for the 2021/2022 year are:
  - 20<sup>th</sup> January 2022
  - 29<sup>th</sup> March 2022

## 3. Suggested topics

- 3.1 The January meeting will cover Provision of IT Equipment and Services for Members in the context of the new year.

**If you have any queries about this report or wish to inspect any of the background papers, please contact Lewis Aaltonen on [laaltonen@westminster.gov.uk](mailto:laaltonen@westminster.gov.uk)**

Appendix 1 – Work Programme  
Appendix 2 – Terms of Reference

## Appendix 1. Draft Work Programme 2021/2022

### Finance, Smart City and City Management (FSCCM) Policy and Scrutiny Committee

ROUND ONE 19 <sup>th</sup> May 2021		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Finance and Smart City, Cllr Paul Swaddle
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for City Management, Cllr Melvyn Caplan
Report on the Oxford Street District	To update the committee on the status of the Oxford Street District programme	Debbie Jackson, Executive Director for Growth, Planning and Housing, and Elad Eisenstein, Programme Director for the Oxford Street District

ROUND TWO 30 <sup>th</sup> June 2021		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Finance and Smart City, Cllr Paul Swaddle
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for City Management, Cllr Melvyn Caplan
Report on Waste and Recycling	To discuss waste management, recycling, and collections of waste and recycling within Westminster	Raj Mistry, Executive Director of Environment & City

EXTRAORDINARY MEETING 30 <sup>th</sup> September 2021		
Agenda Item	Reasons & objective for item	Represented by
Flooding in north Westminster	To discuss the flooding in north Westminster on 12 July 2021, and provide clarity and answers to residents from affected areas	George Mayhew and Matt Rimmer (Thames Water)  Commander Rodney Vitalis (London Fire Brigade)  Phil Robson (Head of Operations, City Highways)  Raj Mistry (Executive Director of Environment & City)

<b>ROUND THREE</b> <b>19<sup>th</sup> October 2021</b>		
<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Represented by</b>
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Finance and Smart City, Cllr Paul Swaddle
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for City Management, Cllr James Spencer
Procurement and Project Management	To review the Council's current approach to Procurement, particularly given the update to the Council's Procurement Policy in March 2021	Ed Humphreys & Nicole Repetto, Director of Commercial Partnerships (Procurement & Commercial Services)  Caron Smith MCIPS Head of Procurement – Policy, Performance & Systems

<b>ROUND FOUR</b> <b>24<sup>th</sup> November 2022</b>		
<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Represented by</b>
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Finance and Smart City, Cllr Paul Swaddle
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for City Management, Cllr James Spencer
TFL E-Scooter Trail	To review the results and data garnered from Transport for London's E-Scooter trial in Westminster	Steve Tse (Transport Officer, City Highways)  Sarah Rye (Head of Public Realm and Security, City Highways)
Parking in Westminster (COVID-19)	To review and discuss the state of parking and parking enforcement in Westminster, post COVID-19	Jonathan Rowing (Head of Parking Operations, City Highways)

<b>ROUND FIVE</b> <b>20<sup>th</sup> January 2022</b>		
<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Represented by</b>
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Finance and Smart City, Cllr Paul Swaddle
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for City Management, Cllr James Spencer
Member IT Provision / Policy	To review the provision of IT equipment and services for Members	Janis Best (Committee and Councillor Support Manager)
WCC Website Overhaul	To review and discuss the results and learnings gathered from the recent WCC website overhaul	Jessica Jones, Head of Digital Communications

**ROUND SIX  
29<sup>th</sup> March 2022**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Represented by</b>
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Finance and Smart City, Cllr Paul Swaddle
Cabinet Member Report / Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for City Management, Cllr James Spencer
Biodiversity and ecology of Westminster	To review whether sufficient efforts being taken to conserve tree, plant and animal habitat in Westminster, and to examine existing or future policies to support the expansion of biodiversity	
Air Quality Monitoring Sensors	To explore the planned rollout of air quality monitoring devices in engine idling hotspots in Westminster	Claire Parsons (Project Manager (CleanTech City Lead, Smart Cities Programme))

**UNALLOCATED ITEMS  
FOR NEXT MUNICIPAL YEAR 2022/23**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Represented by</b>
Temporary Traffic Closures		Kevin Goad (Director of City Highways)
North Westminster Floods	To receive an update on the Thames Water Review of the North Westminster Floods.	Raj Mistry (Executive Director of Environment & City)  Phil Robson (Head of Operations, City Highways)
Post COVID-19 Financial Recovery	To discuss the financial recovery of the borough and the City Council's actions and roles in supporting it	
Resident focus and inclusivity in Smart City	To review the Smart City initiative and scrutinise its focus on delivering value and improved lives for residents, as well as interrogating the accessibility of service upgrades or new technologies	Rhoda Philips (Digital Inclusion and Talent Lead, Customer Engagement)  Becky Chapman (Digital Innovation Consultant, Customer Engagement)  Sarah Williams (Head of Customer Experience and Digital, Customer Engagement)  Aruj Haider (Chief Digital and Innovation Officer, Customer Engagement)
MyWestminster Digital Card	To review and discuss the project management of	Sarah Williams (Head of Customer Experience and

	the <i>MyWestminster</i> Digital Card concept, as well as its attached financial implications	Digital, Customer Engagement)  Aruj Haider (Chief Digital and Innovation Officer, Customer Engagement)
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## **Appendix 2. Terms of Reference**

### **Finance, Smart City and City Management (FSCCM) Policy and Scrutiny Committee**

Terms of Reference (as per the Constitution, 15th February 2021)

Composition

Eight (8) Members of the Council (five Majority Party Members and three Minority Party Members,  
but shall not include a Member of the Cabinet.

#### **TERMS OF REFERENCE**

(a) To carry out the Policy and Scrutiny functions, as set out in Article 6 of the Constitution, in

respect of matters relating to all those duties within the terms of reference of the Cabinet Member

for Finance and Smart City and the Cabinet Member for City Management.

(b) To carry out the Policy and Scrutiny function in respect of matters within the remit of the

Council's non-executive Committees and Sub-Committees, which are within the broad remit of the

Committee, in accordance with paragraph 13 (a) of the Policy and Scrutiny procedure rules.

(c) Matters, within the broad remit of the Cabinet Members referred to in (a) above, which are the

responsibility of external agencies.

(d) Any other matter allocated by the Westminster Scrutiny Commission.

(e) To have the power to establish ad hoc or Standing Sub-Committees as Task Groups to carry out

the Scrutiny of functions within these terms of reference.

(f) To scrutinise the duties of the Lead Members which fall within the remit of the Committee or as

otherwise allocated by the Westminster Scrutiny Commission.

(g) To scrutinise any Bi-borough proposals which impact on service areas that fall within the

Committee's terms of reference.

(h) To oversee any issues relating to Performance that fall within the Committee's terms of

reference.

(i) To have the power to scrutinise those partner organisations that are relevant to the remit of the

Committee.

(j) To consider any Councillor Calls for Action referred by a Ward Member to the Committee