

APPENDIX 2 – Westminster Scrutiny Commission Work Programme

ROUND 1 22 June 2023		
Agenda item	Purpose	Responsible Cabinet Member and officer/s
Chief Executive Q&A	To update the Scrutiny Commission on key areas of work within its remit and Chief Executive's priorities.	Councillor Adam Hug, Leader of the Council Stuart Love, Chief Executive
Future of Westminster Commission Report	To consider the work undertaken and recommendations of the Future of Westminster Commission and the Council's response.	Councillor Adam Hug, Leader of the Council Stuart Love, Chief Executive Neale Coleman (Chair of the FoWC)
Annual Scrutiny Report	To update the Commission on key areas of work within its remit that has been undertaken over the last municipal year.	Clare O'Keefe, Lead Policy and Scrutiny Advisor
Scrutiny Improvement Review Report	Following the review undertaken by the Centre for Governance and Scrutiny, the Commission will consider options to improve the Council's approach to Policy and Scrutiny.	Richard Cressey, Head of Governance and Councillor Liaison
Work programme	To review the work programme for the 23/24 municipal year in light of events and recent discussions.	Clare O'Keefe, Lead Policy and Scrutiny Advisor

ROUND 2 5 October 2023		
Agenda item	Purpose	Responsible Cabinet Member and officer/s
Policy and Scrutiny Committee Updates	The Commission to receive verbal updates from the Chairs of the Policy and Scrutiny Committees.	N/A
Scrutiny Improvement Progress	To briefly update the Commission on progress made on improvements to Policy and Scrutiny following the review undertaken by the Centre for Governance and Scrutiny.	Richard Cressey, Head of Governance and Councillor Liaison
Leader of the Council Q&A	To update the Scrutiny Commission on key areas of work within its remit and Leader's priorities	Councillor Adam Hug, Leader of the Council Stuart Love, Chief Executive
Fair Tax and Economic Crime in Westminster	To review progress made towards the Fair Tax Pledge and the Westminster Against Dirty Money campaign, as well as provide an	Councillor Adam Hug, Leader of the Council

	opportunity for the Commission to make recommendations and steer the direction of the schemes.	Councillor David Boothroyd, Cabinet Member for Finance and Council Reform Pedro Wrobel, Executive Director of Innovation and Change
Emergency Preparedness Programme	To review the Council's Emergency Preparedness.	Mark Chalmers, Prepare and Prevent Operational CONTEST Manager
Work programme	To review the work programme in light of events and recent discussions.	Clare O'Keefe, Lead Policy and Scrutiny Advisor

ROUND 3 14 December 2023		
Agenda item	Purpose	Responsible Cabinet Member and officer/s
Policy and Scrutiny Committee Updates	The Commission to receive verbal updates from the Chairs of the Policy and Scrutiny Committees.	N/A
Scrutiny Improvement Progress	To briefly update the Commission on progress made on improvements to Policy and Scrutiny following the review undertaken by the Centre for Governance and Scrutiny.	Richard Cressey, Head of Governance and Councillor Liaison
Chief Executive Q&A	To update the Scrutiny Commission on key areas of work within its remit and Chief Executive's priorities.	Councillor Adam Hug, Leader of the Council Stuart Love, Chief Executive
Member Development and Training	To review the training and development provided to Members, to discuss the advantages of training and development being reactive or proactive and explore what further support can be offered to Members in recognition of the variety of roles a councillor can perform.	TBC
Work programme	To review the work programme in light of events and recent discussions.	Clare O'Keefe, Lead Policy and Scrutiny Advisor

ROUND 4 20 March 2024		
Agenda item	Purpose	Responsible Cabinet Member and officer/s
Policy and Scrutiny Committee Updates	The Commission to receive verbal updates from the Chairs of the Policy and Scrutiny Committees.	N/A

Scrutiny Improvement Progress	To briefly update the Commission on progress made on improvements to Policy and Scrutiny following the review undertaken by the Centre for Governance and Scrutiny.	Richard Cressey, Head of Governance and Councillor Liaison
Leader of the Council Q&A	To update the Scrutiny Commission on key areas of work within its remit and Leader's priorities.	Councillor Adam Hug, Leader of the Council Stuart Love, Chief Executive
Fairer Westminster Strategy	To review progress made in the last financial year against the Council's delivery plan for Fairer Westminster as well as look ahead to priorities for the following financial year.	Councillor Adam Hug, Leader of the Council Pedro Wrobel, Executive Director of Innovation and Change
Workforce update	To present to the Committee a report which brings together the staff survey results, staff turnover, diversity and inclusion and the refreshed Council vision.	Stuart Love, Chief Executive Lee Witham, Director of People Services
Emergency Preparedness Programme (written report)	To review the Council's Emergency Preparedness.	Mark Chalmers, Prepare and Prevent Operational CONTEST Manager
Work programme	To review the work programme in light of events and recent discussions.	Clare O'Keefe, Lead Policy and Scrutiny Advisor

Unallocated items – these may either be substituted in for a substantive item elsewhere in the year or may be rolled over for future municipal years

Corporate Project Management Office	To examine the work of the Change Board, how project management works within the Council, good internal governance procedures and oversight on projects that are high risk.
City Promotions Events and Film	To receive an update on the work of the City Promotions Events and Film Team as well as their future work.
Pay Policy Review	To review the Council's Pay Policy, including staff rewards and benefits. <i>This depends on changes to the policy/ if Commission would like the opportunity to make recommendations.</i>
Public Affairs and Partner Engagement	A review of the approach that Policy and Scrutiny at Westminster has towards public affairs priorities, partner engagement, lobbying and media relations. <i>Suggested for 2024.</i>