

# Overview and Scrutiny Committee

<b>Date:</b>	5 October 2023
<b>Classification:</b>	General Release
<b>Title:</b>	<b>2023/2024 Work Programme</b>
<b>Report of:</b>	Head of Governance and Councillor Liaison
<b>Wards Involved:</b>	All
<b>Policy Context:</b>	All
<b>Report Author and Contact Details:</b>	<b>Clare O’Keefe</b> <a href="mailto:cokeefe@westminster.gov.uk">cokeefe@westminster.gov.uk</a>

## 1. Executive Summary

- 1.1 This report asks the Overview and Scrutiny Committee (“the Committee”) to discuss topics for the remaining meetings on the 2023/2024 work programme.

## 2. Meeting Dates for the 2023/2024 Municipal Year

- 2.1 The Committee is advised that the next scheduled meeting dates for the 2023/2024 year are:
- 14 December 2023; and
  - 20 March 2024.

## 3. Background

- 3.1 This is the first meeting of the Overview and Scrutiny Committee after the independent review of Policy and Scrutiny and the subsequent structural changes, and amended Terms of References, that were agreed at Full Council on 20 September 2023 and came into effect on 27 September 2023.
- 3.2 A new work programme should be developed for the Overview and Scrutiny Committee as a result of the amended Terms of Reference, set out in Appendix 1.

## 4. Work Programme for 2023/24

- 4.1 The Committee is asked to consider items to scrutinise for the remaining municipal year.

- 4.2 Appendix 2 sets out topics which were included in the 2023/24 work programme for the Westminster Scrutiny Commission, which all fall under the new Terms of Reference for the Overview and Scrutiny Committee. The items had been developed in consultation with Members, Senior Officers and Members of the Executive (Cabinet) as well as following up on items and commitments from previous meetings, consideration of forward plans in the Leader's portfolio and challenges identified across the Directorates.
- 4.2 The Committee should note that an interim process for creating work programmes for the remaining two rounds of meetings in this municipal year is being developed. This will include the commissioning of a short summary of priorities from Cabinet Members to help Policy and Scrutiny Committees identify where scrutiny can have maximum impact. This will be a temporary arrangement for work programming with a more comprehensive approach adopted to inform next year's work programmes.
- 4.3 The Committee may wish to wait to receive the summary of priorities from Cabinet Members before suggesting items for inclusion on future agendas but Members are still welcome to highlight topics which they feel would benefit from scrutiny.
- 4.4 When considering the work programme, and agreeing an overall programme of scrutiny activity, the Committee should have regard to whether the work programme is achievable in terms of both Officer and Member time, taking into account that the Committee is scheduled to meet four times per year. Members are also reminded that it is advisable to hold some capacity in reserve for any urgent issues that might arise.
- 4.5 Each Policy and Scrutiny Committee has discretion to establish Task Groups to examine key issues in more detail and also to commission Single Member Studies. The Committee is asked to consider whether they would like to establish a Task Group or commission a Single Member Study. The Committee should be advised that both Members and Officers will only be able to successfully take part in and support a finite number of Task Groups at any one time.

**If you have any queries about this report or wish to inspect any of the background papers, please contact Clare O'Keefe.**

[cokeefe@westminster.gov.uk](mailto:cokeefe@westminster.gov.uk)

- Appendix 1: Terms of Reference  
Appendix 2: Work Programme options  
Appendix 3: Action Tracker