



City of Westminster

Committee Agenda

Title: **Westminster Scrutiny Commission**

Meeting Date: **Thursday 1st October, 2020**

Time: **6.30 pm**

Venue: **This will be a virtual meeting**

Members: **Councillors:**

Karen Scarborough (Chairman)
Iain Bott
Nafsika Butler-Thalassis
Tony Devenish
Gotz Mohindra
Adam Hug

This will be a virtual meeting and members of the public and press are welcome to follow the meeting and listen to discussion to Part 1 of the Agenda.



This meeting will be live streamed and recorded. To access the recording after the meeting please revisit the [link](#).



If you require any further information, please contact the Committee Officer, Sarah Craddock, Senior Committee and Governance Officer.

**Email: scraddock@westminster.gov.uk; Tel: 07790 980186
Corporate Website: www.westminster.gov.uk**

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Head of Legal & Democratic Services in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

1. MEMBERSHIP

To note any changes to the membership.

2. DECLARATIONS OF INTEREST

To receive declarations by Members and Officers of the existence and nature of any pecuniary interests or any other significant interest in matters on this agenda.

3. MINUTES

To approve the minutes of the meeting held on 1 July 2020.

(Pages 3 - 6)

4. LEADER'S UPDATE

To receive an update on current and forthcoming issues from Councillor Rachael Robathan (Leader of the Council).

(Pages 7 - 12)

5. PUBLIC ENGAGEMENT

Report of the Director of Policy and Projects

(Pages 13 - 20)

6. USE OF COUNCIL OFFICE SPACE POST COVID-19

Executive Director of Finance and Resources

(Pages 21 - 30)

7. WORK PROGRAMME AND ACTION TRACKER

Report of the Director of Policy and Projects

(Pages 31 - 48)

**Stuart Love
Chief Executive
23 September 2020**



CITY OF WESTMINSTER

MINUTES

Westminster Scrutiny Commission

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Westminster Scrutiny Commission** held on **Wednesday 1 July 2020 at 6.30pm**, via TEAMS.

Members Present: Councillors Karen Scarborough (Chairman), Iain Bott, Nafsika Butler-Thalassiss, Tony Devenish, Adam Hug and Gotz Mohrindra.

Also Present: Councillor Rachael Robathan (Leader of the Council), Stuart Love (Chief Executive), Aaron Hardy (Policy and Scrutiny Manager) and Sarah Craddock (Senior Committee and Governance Officer).

1 MEMBERSHIP

1.1 There were no changes to the membership.

2 DECLARATIONS OF INTEREST

2.1 There were no declarations of interest.

3 MINUTES

3.1 **RESOLVED:** That the minutes of the meetings held on 10 July 2019 and 16 April 2020 were approved as a correct record of proceedings.

4 THE LEADER OF THE COUNCIL AND CHIEF EXECUTIVE

4.1 Councillor Rachael Robathan (Leader of the Council) provided a verbal update and responded to questions on matters of corporate interest, which included:

- the success of the Council's three emergency Lockdown priorities: maintaining frontline services for vulnerable residents, maintaining the effective running of Westminster and utilising the huge community spirit by creating Westminster Connects.
- the implementation of the Movement Strategy which allows people to move around Westminster safely.

- the implementation of the Hospitality Strategy to help the industry reopen whilst maintaining the right balance for residents and increasing the number of City Inspectors in the West End.
- the success of accommodating rough sleepers and providing them with wrap around care, accommodation pathways and jobs.
- the possibility of a second Lockdown in Westminster and the new London wide co-ordinator role introduced to manage local London Lockdowns.
- the Government's 'Build Build Build' Programme and the delivery of affordable housing.
- the significant financial impact of the COVID-19 Pandemic on the Council with an updated budget going to the November Council meeting.

4.2 The Leader of the Council explained how the Westminster Connects Model could continue with strong connections with the voluntary sector. She further explained how the Renewal Team had been established to support the recovery and renewal of Westminster's communities which included promoting and boosting Westminster's economy and the continuation of improving the air quality in the City.

4.3 With regards to Gender and BAME pay gap, the Chief Executive explained that there had been progress increasing the number of women in senior leadership roles and the proportion of women paid in the upper quartile had increased. Work had also been undertaken regarding intersectionality. The Committee noted that more qualitative information was needed to understand why two thirds of the leavers in the year were women and exit interviews and focus groups would be introduced to understand any underlying issues that needed to be addressed. The Chief Executive further explained that the organisation had used its diversity data to ensure equal access on all its manager development programmes and fairness in annual pay award step-up process.

4.4 **ACTIONS:**

1. That the latest Tier 2 COVID-19 data regarding Westminster from Government/Public Health be sent to Members.
2. That the Leader/Chief Executive send updated details on what the Council was doing for businesses as part of the economic recovery.

5. ANNUAL SCRUTINY REPORT

- 5.1 The Commission received the Annual Scrutiny Report covering the period May 2018 to November 2019.
- 5.2 The Commission noted the decision taken not to update the annual report to include the first six months of 2020 to avoid disrupting the annual reporting cycle. The Commission further noted that there had also been several changes to the structure of scrutiny in 2020 and it was considered clearer to present these in a separate annual report.
- 5.3 The Commission welcomed the Annual Scrutiny Report and requested that any outstanding Actions from the previous meetings be completed.
- 5.4 **ACTION:** That the details of the formulas and indicators of “need” in respect of the funding structure for local authorities be provided to Members.
- 5.5 **RESOLVED:** That the Annual Scrutiny Report covering the period May 2018 to November 2019 be approved.

6. 2020-2021 Work Programme

- 6.1 The Commission discussed their future Work Programme and requested that it would be useful if any topical issues that they may not necessarily be aware of be included in future reports. Members further discussed the possibility of holding the next meeting of the Commission in early October.
- 6.2 Members further requested that the Commission invite stakeholders, community groups and businesses to their meetings, either in person or via the use of technology such as TEAMS, to ensure better co-ordination of work throughout Westminster and to avoid potential duplication.
- 6.3 The Commission supported receiving future reports on the progress being made in implementing the recovery and renewal of Westminster’s communities.
- 6.4 **RESOLVED:**
1. That any topical issues that Members may not necessarily be aware of be included in future reports.
 2. That a report setting out ways to increase public participation in Policy and Scrutiny committee meetings by using technology be submitted to the next meeting.
 3. That the Commission receive reports updating them on the progress being made in implementing the recovery and renewal of Westminster’s communities.

7. TERMINATION OF MEETING

7.1 The meeting ended at 7.47pm.

CHAIRMAN: _____

DATE _____



Westminster Scrutiny Commission

Date:	1 October 2020
Title:	Update from the Leader of the Council
Report Author and Contact Details:	Richard Cressey, Head of Cabinet and Committee Services rcressey@westminster.gov.uk

Note: this update is provided on 24 September 2020 and, given the nature of the content, it is likely that much of the information contained within this briefing will be out of date by the time the Commission meets. This is due to the fast moving nature of the issues covered in this update.

1. Introduction

- 1.1. I last updated the Commission in July 2020. Since then the focus has remained on responding to the ongoing COVID-19 crisis to ensure that we are taking all necessary precautions to mitigate the risk of transmission and plan to manage any outbreak.
- 1.2. Work has also continued to support the Westminster economy to recover from the shock. I set out the Council's response to the COVID-19 pandemic in an Urgent Statement to Full Council on 16 September 2020. Following Full Council, the Government announced or introduced an extension of public health measures including the "Rule of Six", the closure of hospitality businesses at 10pm, compulsory facemasks and table service in hospitality businesses and additional enforcement powers for those breaking the rules.
- 1.3. The Chancellor has also announced a further suite of economic interventions including a new jobs support scheme, an extension of the VAT cut for hospitality businesses until the end of March 2021 and an extension of the Self-Employment Income Support Scheme. The full impact of these measures on Westminster is still being assessed at the time of writing.

2. COVID-19 response

2.1. Infection rates

- 2.2. Overall, the local incident rate of cases per 100,000 within Westminster, and across London, is trending upwards over the past 4 weeks although fluctuations in the rate are observed day to day. In line with the national situation, local

residents have reported challenges in accessing testing, which does impact on the accuracy of the statistics we have access to. The Government launched the new COVID-19 Test and Trace app on 24 September and we will work with Government to promote this to Westminster residents, particularly focusing on those communities most vulnerable to the virus.

- 2.3. The Council's Outbreak Management Team continues to monitor the local situation daily and I am confident that planning has been done and we have appropriate governance in place to handle any local outbreaks which do occur.

2.4. Outbreak Control

- 2.5. In June, funding was provided, and all councils were asked to submit Outbreak plans by the end of June. Westminster's submitted plan has been [published on the Council website](#).

- 2.6. Wide-scale testing and contact tracing are required to help reach and maintain a steady-state of low level or no transmission of COVID-19 in the community. Westminster's Outbreak plan forms part of a national COVID-19 management strategy led by central government, consisting of testing the population, contact tracing cases and containing outbreaks and enabling further research about the virus.

2.7. Westminster Connects

- 2.8. The pandemic placed an unexpected pressure on the voluntary and community sector as residents were shielding, self-isolating, or were vulnerable due to the lack of wider support networks. Westminster Connects was established rapidly as part of the Council's response to COVID-19.

- 2.9. The key aim of Westminster Connects was to connect residents with the right support, predominantly provided by volunteers who were registered and managed by the Council. We had a fantastic response from residents wishing to give up their time and volunteer to support our most vulnerable residents, with over 3,300 residents registering to volunteer for Westminster Connects.

- 2.10. In June the Westminster Connects service transitioned to a longer-term operation model, which enabled the Council to maintain its support network for both shielded and non-shielded residents for the remainder of lockdown. As part of this transition, the helpline moved from being run by council staff to becoming part of the Agilisys telephony service. The helpline move was seamless, and no issues occurred. We maintained a team of redeployed staff until the end of July, which was the end of the self-isolating period for residents who were shielding.

- 2.11. From August we have developed threshold plans for Westminster Connects and shielding, which enable us to scale up the service in the event of a local increase in the cases of coronavirus. In addition, we have been developing the volunteer service with a wider range of opportunities as part of the rebranding of Westminster Connects into an ongoing volunteer force to support the needs of the community.
- 2.12. **Supporting economic recovery**
- 2.13. In June we delivered the first stage of temporary interventions designed to support the safe movement of pedestrians, cyclists and traffic. This initial phase focused on key commuting corridors and taking action to support the reopening of schools and retail. This saw 11km of new cycle lanes and 19,000sqm of extra pavement space created.
- 2.14. In July we began to roll out a second phase of temporary interventions throughout the city in order for hospitality businesses to continue to trade whilst social distancing measures remain in place. This has allowed restaurants, cafes and similar businesses to keep tables and chairs outside and serve as many customers as possibly while safely adhering to social distancing. Our specific achievements include taking action e.g. road closures or removal of parking spaces on 80 streets and issuing over 435 new tables and chairs licenses under our fast track scheme and the new national licencing regime. As a result of our temporary hospitality interventions we estimate over 500 businesses have benefited from what we have done.
- 2.15. We conducted a survey to ascertain public perception of these interventions which provided the following findings:
- Almost 75% of people asked said they would recommend outdoor dining in Westminster to their friends and family.
 - 84% of residents and visitors felt positively about the council helping local businesses to reopen.
 - 73% agreed with the temporary measures, including timed road closures, pathway extensions and the use of parking bays.
- 2.16. We were also subject to a large number of businesses and residents who asked us to extend these measures beyond the end of September. In light of the positive response to the scheme, as well as the continuing need to support our business community at this difficult time, we have decided to extend the scheme to the end of October 2020. This decision was taken following the Government's revised public health guidance and new rules governing social interaction, but we have agreed to this extension with care so as to prioritise the health of those who live in, work in and visit our city.

- 2.17. Prior to the pandemic, almost half of visitors to the West End came from outside of London. However, during lockdown, non-Londoners only accounted for a quarter of visitors. This proportion had gradually increased to just over a third at the end of August.
- 2.18. To support people returning to the West End, we launched a Sight See Crowd Free campaign to target people from outer London boroughs and the Home Counties. In the first week of the campaign, we reached almost half a million people through our targeted advertisements.
- 2.19. The campaign continues to run, despite the change to Government advice as it remains possible for people to visit London for leisure purposes and it is vital that the West End continues to benefit from domestic tourism, particularly at a time when international tourism is unlikely to return in significant numbers for some time.
- 2.20. In order to support the re-opening of the West End, we had planned a cultural festival “Inside Out” for the first weekend of October. In light of the changes to Government advice, we have decided to postpone this until a future date when restrictions are lifted and confidence begins to return. Working closely with the vast majority of the major cultural institutions in the city, we had planned a range of activity including outdoor performance and major new art installations across the city. We remain hopeful that we will be able to run a similar programme in early 2021 with the support of our cultural institutions.
- 2.21. **Council Offices**
- 2.22. From the end of June, staff were encouraged to return City Hall and Lisson Grove. Although the buildings remained open throughout lockdown for essential and frontline workers, other staff were invited back to our buildings based on a full risk assessment of the spaces we work in and the implementations of measure to make the offices COVID-secure.
- 2.23. On top of a rigorous cleaning schedule, social distancing measures and a booking system to limit how many staff can work in our buildings, we have put in additional measures such:
- One-way systems in key areas (tea points and the canteen, currently)
 - Perspex screens at reception and security
 - New floor markings
 - Hand sanitisers in reception and other key locations
- 2.24. With these mitigations in place, there are currently 330 work spaces available in City Hall and 80 in Lisson Grove.

Climate emergency programme

- 2.25. The climate emergency programme continues to gather pace.
- 2.26. On 17 September, we held our first engagement event with businesses in the city on the scale of the environmental challenge facing Westminster.
- 2.27. The Climate Action Group, which I chair and is also comprised of Cllrs Acton and Scarborough, along with senior officers, meet regularly to set and direct the strategic framework for achieving our commitments to be to be carbon neutral as a Council by 2030, as a city by 2040 and for the city to be carbon zero entirely (i.e. not using offsets) by 2050.
- 2.28. We have now undertaken a baselining exercise for our emissions which shows us that 86% of Westminster's emissions are from energy used to power and heat buildings, followed by on road transport (11%) and waste (3%), Council emissions account for just 2% of total emissions for Westminster as a whole although we are conscious of the need to show leadership in this space. Based on our proposed trajectory, the Council must reduce its emissions by at least 3,700 tonnes per annum (8.3% of the baseline) to achieve carbon neutrality by 2030.
- 2.29. The next Open Forum event for residents will focus on climate and environmental issues and will take place in around a months' time – date tbc shortly.

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Westminster Scrutiny Commission

Date:	1 October 2020
Classification:	General Release
Title:	Public engagement
Report of:	Ezra Wallace, Director of Policy and Projects
Wards Involved:	All
Policy Context:	City for All
Report Author and Contact Details:	Lizzie Barrett ebarrett@westminster.gov.uk

1. Executive summary

1.1 At its last meeting the commission asked for proposals for how Policy and Scrutiny at Westminster might increase its engagement and particularly how it might use digital solutions to do this. This paper is intended to provide some ideas and prompt a discussion about how Westminster's Policy and Scrutiny Committees and task groups could increase engagement. It considers how committees and task groups could take advantage of technology and digital platforms in order to carry out more engagement. However, it also looks beyond this and explores ways in which effective engagement can be carried out more generally. The report covers:

- Promoting the work of scrutiny
- Using data to understand what the public thinks
- Asking the public for its thoughts
- Carrying out more in-depth engagement
- Important considerations before deciding whether to engage

2. Promoting the work of scrutiny

2.1 Carrying out engagement is an important part of the democratic process and underpins one of the four principles of good scrutiny, that effective scrutiny should

'amplify the voices and concerns of the public'.¹ It helps make the scrutiny process robust and responsive to the needs of residents by ensuring decisions, delivery, and evaluation of services are shaped by the relevant people and communities². In its *Good Scrutiny Guide* the Centre for Public Scrutiny (CFPS) says that meaningful public engagement begins with ensuring that the public has a clear stake in scrutiny and its work programme, and that there is a transparent opportunity for the public to use a mixture of ways to influence that work programme. This form of engagement will make engaging the public on individual topics much easier³. The Government's statutory guidance on Overview and Scrutiny in Local and Combined Authorities says that "Authorities should ensure scrutiny has a profile in the wider community. Consideration should be given to how and when to engage the authority's communications officers, and any other relevant channels, to understand how to get that message across"⁴. Scrutiny at Westminster does a lot of work that is very relevant and of interest to Westminster residents. However, many residents may not be aware of this work. To help ensure Westminster residents feel they have a stake in the work of scrutiny it is helpful to think about how Scrutiny could have more visibility and be better promoted in the community.

2.2 Because of its ubiquity, many organisations use social media as a primary way of engaging and reaching-out to stakeholders. Social media is used by the council to connect with residents, it has a presence on Facebook, Twitter and Instagram. However, currently, Scrutiny at Westminster does not have a large presence on social media. Scrutiny, therefore, might want to think about how it could work with colleagues in the Communication Directorate to increase its presence on social media in order to raise its profile in the community.

2.3 Parliamentary Select Committees in the UK are now regular users of social media. Each "committee has its own Twitter account and regularly tweets about its work, publicising and live-tweeting and live-streaming oral evidence sessions, inquiry launches and reports"⁵. Committees' seek to attract interest in their work by posting clips of evidence sessions, specially made short films, as well as graphics and animations. Their tweets generally attract 60,000–90,000 'engagements' (retweets, likes and clicks) per month⁶. The use of social media by select committees in the New Zealand Parliament is another example of how scrutiny bodies have used social media platforms to successfully promote their work. In this case each committee has its own Facebook page where it posts about its work and upcoming meetings (some of which are live streamed) and also posts pre-recorded interviews with members of the committee. While either of these may not be the exact format that Scrutiny at Westminster would adopt (it may be that it

¹ Centre for Public Scrutiny, *Good Scrutiny Guide*, <https://www.cfps.org.uk/wp-content/uploads/CfPS-Good-Scrutiny-Guide-v5-WEB-SINGLE-PAGES.pdf>

² Involve, *Making the case for public engagement*,

<http://www.involve.org.uk/sites/default/files/field/attachemnt/Making-the-Case-for-Public-Engagement.pdf>

³ Centre for Public Scrutiny, *Good Scrutiny Guide*, <https://www.cfps.org.uk/wp-content/uploads/CfPS-Good-Scrutiny-Guide-v5-WEB-SINGLE-PAGES.pdf>

⁴ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800048/Statutory_Guidance_on_Overview_and_Scrutiny_in_Local_and_Combined_Authorities.pdf

⁵ <https://publications.parliament.uk/pa/cm201719/cmselect/cmliaisn/1860/186009.htm>

⁶ <https://publications.parliament.uk/pa/cm201719/cmselect/cmliaisn/1860/186009.htm>

is more appropriate for the committees to use the Council's existing social media channels) some of the elements could be quite useful.

2.4 Live streaming committee meetings

Over the pandemic scrutiny meetings have been lived streamed to maintain social distancing. This has been successful and may be something that Scrutiny wants to explore keeping in some form, even once in person meetings resume. It provides an opportunity for people to watch the meetings and engage with the Scrutiny's work without having to travel to City Hall. A link to the live-stream of the meeting could be shared on social media along with information about what the meeting will cover and who will be attending. This content can then be shared across social media by interested groups and people. Because of the nature of social media, the more people who engage with the content means the likelihood of more people seeing it increases. Since Select Committees in New Zealand started sharing live streaming links, many of the posts have been shared multiple times and many of the videos have been viewed between 100 – 500 times with some being viewed over 1000 times.

2.5 Scrutiny could also look at posting other member-based content on social media. Westminster already does something similar to this with the Leader's live Q&As. Scrutiny chairs and members could look at doing something similar. This content could be about specific pieces of work scrutiny is doing but could also be used to paint a larger picture about scrutiny's role at the council.

3. Using data to understand what the public thinks

3.1 There are also other sources of data that the council collects that scrutiny could draw on to understand the issues residents care about. For example, the council carries out the City Survey every year, which collects data about what residents think about the council and council services. Despite COVID-19, the City Survey for the 2020 year will still be going ahead. The council has also been collecting social listening⁷ data from social media. This includes tracking and measuring sentiment regarding hashtags and mentions of Westminster. Parliamentary select committees in the UK have been experimenting with using 'social listening software' to help committees gauge the public mood an opinion on an issue. In future these methods could be used to help choose the topics for select committee inquiries⁷. Scrutiny at Westminster could look at using this data to feed into work programme compilation and ideas for task groups.

4. Asking the public for its thoughts

4.1 Scrutiny at Westminster could make more use of written submission processes to increase its engagement with the public about particular issues relevant to it work. These processes could be largely online via email or a submissions platform. Submissions could be in writing, but also could include mediums like video recordings or asking people to fill out an online survey.

⁷ <https://publications.parliament.uk/pa/cm201719/cmselect/cmliain/1860/186009.htm>

4.2 An online submissions process has a number of benefits. It would allow committees to connect and hear from more people compared to the usual process of inviting witnesses to speak at the formal meetings. It also a relatively accessible format, especially compared to speaking at a public meeting which many people could find quite daunting. A submissions process is also a good stepping stone for further engagement. Committees would be able to hear people's thoughts and then decide whether they need to engage further with an individual/group. A committee might decide to invite someone they have received a submission from to speak at a future meeting. Having a written submission before a committee hears from someone is useful as members have an idea of what the person is going to say and can plan their lines of enquiry before engaging with that person/group.

4.3 *Targeted or open submissions*

A submissions process could either be open to the public or targeted to specific individuals and/or groups. In cases where a committee wants to seek targeted submissions, it could work with officers to come up with a list of groups and/or individuals who could be invited to make submissions. A committee might use a targeted process to hear from specific people/groups about an item it is considering at an upcoming meeting. This process could happen in tandem with the report commissioning process, which would give time for the submissions to be requested and received and then for a decision to be made about whether a person or group would be invited to speak further at a meeting or other engagement session. This same sort of process could be used by task group seeking targeted submissions.

4.4 An open process would allow anyone or anyone within a specific group to make a submission. This type of process is likely more appropriate for larger pieces of work, such as task group work. Task groups have already used this process in the past, for example, the Inclusion in the Evening and Night Time Economy Task Group had an open call for evidence. Having open calls for submissions is useful as it means members engage with voices they may not have heard if they had just sought targeted submissions.

4.5 *Crowd sourcing ideas for Scrutiny work-programmes*

The CFPS guidance talked about how involving the public in the complication of work-programmes gives it more of a stake in the work of scrutiny. Scrutiny Committees could consider ways to "crowd source" ideas for its work programme from the public. The Commons Science and Technology Select Committee in the UK did this to get ideas for setting up inquiries. "Using social media platforms, the public were invited, via written submissions or through video submissions using #MyScienceInquiry on Twitter, to put forward their ideas on topics for inquiries. Submissions covered a broad range of subjects and came from individuals, universities, learned societies, charities, and civil society organisations. The Committee shortlisted submissions and invited shortlisted submitters to pitch their proposal in person to the Committee. The Committee subsequently launched some of these as full inquiries and acted on the others through writing letters to Ministers and incorporating relevant questions into future evidence sessions"⁸.

⁸ <https://publications.parliament.uk/pa/cm201719/cmselect/cmliaisn/1860/186007.htm>

5. Carrying out more in-depth engagement

5.1 Scrutiny could also consider how it could do more in-depth engagement with the public. Task groups already carry out in depth engagement as a matter of course. However, this type of engagement does not need to be limited to task groups and scrutiny committees could explore options for carrying out more face to face engagement outside of meetings.

5.2 There are multiple methods for carrying out face to face engagement depending on what members are hoping to gain from it. For example, discussion round tables or conversation cafes are less structured sessions where the aim is hearing people's stories and perspectives. These could be useful for committees to carry out before a meeting to help inform their scrutiny of a particular item. These less formal settings, compared to a standard meeting, would likely mean people are more comfortable sharing their views and perspectives.

5.3 A conversation café is an open, hosted conversation⁹. It could be in a café or any other appropriate public space. They are “designed to gather participants' thoughts on a single topic or question. The topic can be very specific or reasonably broad”¹⁰. For example, the British Science Association ran a project called Community X-Change which aimed to find robust solutions to climate change that were supported by a range of stakeholders. It used conversation cafes to bring together a diverse group of participants, including, members of the public, scientists and decision-makers. “Through the cafes, the groups concluded that climate change could only be tackled if technical solutions were integrated with ways to address the social challenges facing communities. The safe, constructive space provided by the Cafés allowed for effective communication between citizens, scientists and decision-makers and enhanced understanding on all sides”¹¹.

5.4 *Scrutiny as a forum for deliberative democracy*

Deliberative democracy or deliberative engagement aims to bring people (citizens, residents, affected individuals) closer to the affairs of government and decision makers¹². It generally involves selecting a group of citizens that represent a cross section of the population and with the assistance of experts the group is tasked discussing and reaching a decision about an issue. Examples of deliberative democracy include deliberative workshops and citizens assemblies. Task groups in particular could consider using deliberative democracy methods to help inform their work and recommendations.

5.5 Deliberative workshops “are a form of facilitated group discussions that provide participants with the opportunity to consider an issue in depth, challenge

⁹ Conversation Cafes, <http://www.conversationcafe.org/faqs/>

¹⁰ Involve, *Conversation Cafes*, <https://www.involve.org.uk/sites/default/files/field/attachemnt/Innovations-for-select-committee-engagement.pdf>

¹¹ Involve, *Conversation Cafes* <https://www.involve.org.uk/resources/methods/conversation-cafes>

¹² MosaicLab, <https://www.mosaiclab.com.au/what-is-deliberative-democracy>

each other's opinions and develop their views/arguments to reach an informed position"¹³. Through this process deliberative workshops are able to give the organisation conducting the workshop a greater understanding of what may lie behind group opinions and/or how people's views change as they are given new information or deliberate on an issue. Deliberative workshops have been used by UK select committees to help inform their work. For example, as part of the Education Select Committee's inquiry on the purpose of education, "forty-nine young people from across London's boroughs took part in a deliberative workshop in Parliament on political education"¹⁴. The workshop "enabled the young people to explore and put forward their views and experiences on topics including: where political education happens; the current quality of political education; whether political education is important; and what political education should cover"¹⁵.

5.6 Citizens' assemblies use a three-step process of learning, deliberating and decision making.¹⁶ In the first phase the participants learn about an issue from experts. These sessions should cover the breadth of opinions on the issue. The second phase involves the participants exploring their own opinion and hearing other's opinions through discussion and deliberation. The final phase involves the participants coming to a conclusion about what they have learnt. However, this does not mean they all need to agree and often voting is used to collect the views of participant and make sure minority voices are heard¹⁷. A citizens' assembly was conducted in South Yorkshire by the organisation Democracy Matters in response to a proposed devolution deal for the Sheffield City Region. The group was made up of a broadly representative group of 32 randomly selected citizens¹⁸. The assembly was considered a success when evaluated by Democracy Matters. The assembly members were willing and able to engage with complex policy and governance issues when given the opportunity and support¹⁹. A citizens' assembly also contributed to the Health and Social Care Select Committee and the Housing, Communities and Local Government Select Committee as part of their joint inquiry into long term funding for adult social care. The assembly "brought together a representative group of 47 randomly selected English citizens to consider the question of how adult social care in England should be funded"²⁰. "Through "28 hours of learning, deliberation and decision-making spread over two weekends, the assembly members developed a clear and consistent set of recommendations for funding adult social care for both working age and older people"²¹.

5.7 *Doing 'face to face' engagement virtually*

The on-going COVID-19 means that 'face to face' engagement would more than likely need to be carried out virtually. While we expect that in person meetings will

¹³ Involve, *Deliberative Workshops*, <https://www.involve.org.uk/resources/methods/deliberative-workshop>

¹⁴ <https://www.involve.org.uk/sites/default/files/field/attachemnt/Innovations-for-select-committee-engagement.pdf>

¹⁵ <https://www.involve.org.uk/sites/default/files/field/attachemnt/Innovations-for-select-committee-engagement.pdf>

¹⁶ Involve, *Citizens Assemblies*, <https://www.involve.org.uk/resources/methods/citizens-assembly>

¹⁷ <https://www.involve.org.uk/resources/methods/citizens-assembly>

¹⁸ <https://www.local.gov.uk/case-study-assembly-north>

¹⁹ <https://www.local.gov.uk/case-study-assembly-north>

²⁰ https://www.involve.org.uk/sites/default/files/field/attachemnt/Citizens%27%20Assembly%20on%20Social%20Care%20-%20Recommendations%20for%20funding%20social%20care_2.pdf

²¹ https://www.involve.org.uk/sites/default/files/field/attachemnt/Citizens%27%20Assembly%20on%20Social%20Care%20-%20Recommendations%20for%20funding%20social%20care_2.pdf

become more common again soon, the normalisation of virtual interaction provides some opportunities for increasing engagement and reaching more people. For example, it removes the need for people to travel. Using a virtual platform makes it easier for people both within London, but also around the country (particularly expert witnesses that might live outside of London) to engage with committees and task groups. As people are often joining a meeting from their own homes there are also fewer time constraints. Platforms like Teams and Zoom also have features that cater for more in-depth engagement/workshopping sessions. For example, the breakout room feature that divides participants into smaller groups to have more in depth conversations.

6. Important considerations before deciding whether to engage

6.1 There are a number of important considerations before deciding to engage and choosing what type of engagement is appropriate. Committees/task groups would need to be clear what they are engaging about and what they are hoping to achieve from the engagement. It would also be important to look at whether there has been or will be other consultations by the council on a particular topic. This is to ensure that work isn't duplicated and to avoid fatigue/confusion by people being asked to comment on the same topic multiple times.

6.2 Engagement processes can also be resource intensive, so it would be important for committees/task groups to be strategic and plan when they want to carry out engagement. This is also necessary to ensure there is enough time in the process for people to meaningfully engage.

6.3 Digital inclusion

This paper has discussed how there are some benefits of using digital platforms to carry out engagement. However, digital inclusion remains something to be mindful of. Digital inclusion is about the ability of individuals and groups to access and use information and communication technologies. It covers:

- Digital skills (the ability to use digital devices such as computers or smart phones and the internet).
- Access to digital devices (such as, computers, tablets and smartphones).
- Connectivity (access to the internet through broadband, wi-fi and mobile data).

6.4 When commencing an engagement process that relies heavily on virtual mediums, it would first be important consider anyone who could be excluded from this process. Depending on what a committee/task group is engaging about, it may be particularly important that it reaches people who are more likely to face barriers to engaging digitally. If this is the case a committee/task group could come up with a strategy with officers to try and reach these people.

If you have any queries about this Report or wish to inspect any of the Background Papers, please contact Lizzie Barrett
ebarrett@westminster.gov.uk

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Westminster Scrutiny Commission

Date:	1 October 2020
Classification:	General Release
Title:	Use of Council Office Space Post COVID-19
Report of:	Gerald Almeroth, Executive Director of Finance and Resources
Cabinet Member Portfolio	Cabinet Member for Finance, Property and Regeneration
Wards Involved:	All
Policy Context:	City for All
Report Author and Contact Details:	Adeoye Adebayo, Interim Director of Corporate Property aadebayo@westminster.gov.uk

1. Executive Summary

Corporate property responded in a number of key areas to address the immediate impact of the pandemic and the resulting lockdown. This included the following:

- provision of support to services to ensure that their buildings were safely closed down and that security arrangements were in place
- ensuring that public conveniences remained open, free to use and kept safe for users
- implementing new arrangements to support the directive for staff to work from home – delivery of office chairs to staff; scanning of incoming post and forwarding to departmental representatives
- converting the 18th floor of City Hall as an operational centre for the BECC, the production and distribution of hot meals to those sleeping rough, and the sourcing, storage and distribution of PPE to staff and care homes

The council's offices have been adapted where necessary and set up to comply with government guidelines for Covid-19 secure buildings. This has reduced capacity at both Lisson Grove and City Hall. Going forward, one of the commitments of our City for All Renewal programme is for residents to have coordinated access to a range of services using shared spaces and maximizing the use of our public buildings. A property review programme is consequently underway that will include a review of our current accommodation at Lisson Gove and City Hall and the proposal for a new Health and Well Being Hub at Lilestone Street.

The People Services team worked with IT and other functions to ensure agile working was effective from the outset of lockdown. We ensured that staff have the resources and equipment to be able to work from home for a sustained period, we have enabled staff to sustain agile working with the support and equipment that has been supplied. This means that the Council can continue to operate at full capacity whist offices have restricted space. To ensure this was successful it included a focus on:

- Staff redeployment and Training
- Keeping staff informed and engaged through internal communications
- Recruitment – We streamlined the process
- Collaborative working with Unions.
- Agile working- IT, corporate property and HR

2. Key Matters for the Committee's Consideration

The Commission is asked to

- Note and comment on the actions taken by the corporate property and peoples services teams to support the response to COVID-19.

3. Background

Closing of buildings

City Hall and Lisson Grove remained in operation on a 24-hour a day basis throughout the lockdown.

To meet insurance and statutory compliance, weekly unoccupied building checks were put in place for the 13 Libraries within the facilities management (FM) portfolio.

Planned Preventative Maintenance (PPMs) and cleaning were carried out as business as usual (BAU).

The table below shows the buildings which were closed as a result of the government lockdown and which had to be re-opened. These are buildings where WCC has responsibility all repairs, maintenance and cleaning.

48 of these sites were in scope of a full Covid 19 re-occupancy programme, as detailed below

Building Category	No	Building Category	No
Offices	16	Libraries	13
Registrars	2	WAES	3
Coroners Court & Mortuary	3	Children Centres	13
Day Centres	6	Youth Facilities	2

The table below shows buildings that are leased for the provision of commissioned services which were supported with advice for re-opening

Sites supported with Covid 19 re-occupancy advice

Building Category	No	Building Category	No
Depot	14	Hostels/ Supported Housing	8
Care Homes	2	Public Conveniences	25
Sports Centres	9	Re-gen offices	4
Community Halls	13		

A number of actions were taken by corporate property to support the operation of our buildings during lockdown. These included the following:

- Implemented full time cleaning and security teams at Libraries and Registrars to manage the social distancing and enhanced cleaning requirements. Enhanced cleaning specification on remaining 22 sites.
- Installation of hand sanitiser units across the estate
- Provision of hand gels and pedal bins
- Supported Community Halls and regeneration offices with the installation of Covid 19 signage
- Assisted with the mobilisation of the “Internet services for Residents” at Church St Library and Victoria Library
- Weekly meetings with Corporate H&S to review Covid 19 Re-occupancy Programme
- Weekly meetings with our FM provider Bouygues to review Covid 19 Re-occupancy Programme

Public conveniences

At the time of writing Public Conveniences are still free to use across all of the 23 operational sites. The decision to make all sites free during COVID-19 would enable all vulnerable members of society access to facilities. Signage and systems have been put in place to allow the public to observe social distancing guidance.

Supporting staff working from home

Actions taken to support staff working from home include:

- Mail scanning service implemented for multiple departments to enable Westminster to communicate access post whilst working from home
- The supply of keyboards and monitors where needed and we have shipped 760 office chairs to peoples' homes to support home working

Supporting the BECC and coordinating PPE and Food Distribution

To date, we have delivered 970,250 items of PPE to front line services. The maximum quantity per week was the first week in May, when 85,000 items went out. But a close second was just two weeks ago, when 64,000 items were delivered. The numbers have generally trended downwards, but the service remains fully active, making deliveries five days per week.

During the first months of the crisis, deliveries were made seven days per week and included food (later hot food) packages to rough sleeping and then ASC locations. Total food deliveries were circa 69,000, average at 860 per day.

Two vans (and their drivers) each made three delivery runs per day during the worst weeks of the crisis. Routes and timings were carefully laid out as hot food must be delivered at prescribed temperatures

Currently one van and its drivers make a single run per day which continues to deliver PPE.

The 18th floor was commandeered to provide a distribution hub for all of this. It has now largely been returned to its pre-crisis arrangements, but during the crisis the floor was home to the PPE storage and distribution centre, BECC and tactical silver control rooms, public health hub, strategic supply of cleaning and other essential supplies. The floor is now almost back to normal (albeit with reduced meeting room capacity for social distancing purposes), except for one room which will continue to hold ballot papers for a few more weeks, when they will be returned to a secure room in Lisson Grove

The 19th floor canteen was converted into a food preparation and distribution centre from late March and was returned to use as (limited) canteen in late July

Future Plans

The re-opening of our buildings following lockdown has required adaptations to some buildings to provide physical screens, install sanitising stations and put up all necessary signage to make them Covid-19 secure.

The number workstation available for use at City Hall while maintaining the 2-metre safe distancing guidance is 330 and at 80 at Lisson Grove.

A property review programme is underway in response to the City for All Renewal commitment for residents to have coordinated access to a range of services using shared spaces and maximizing the use of our public buildings. This will cover all the council's operational buildings, including City Hall and Lisson Grove Offices.

The Church Street Programme includes the relocation of existing services at Lisson Grove into a new Health & Well Being Hub on Lilestone Street.

Staff redeployment

At the beginning of the pandemic, it was clear that there may have been a need to redeploy people into front line roles where Covid-19 absence impacted on services ability to maintain activity (Adult Social Care and Health being of particular concern).

Staff absence due to Covid-19 was such that redeployment into Adult Social Care and other core front line services was not required. However, Westminster Connects was set up to coordinate contact with shielding individuals in the community and the Emergency Response Team and other corporate activities required to manage the Council's response to the pandemic all needed large numbers of staff to be redeployed from other areas.

In total:

Team	Number
Emergency Response team	17
Westminster Connects	91
Response Team	9
Economy Team	15
Rough Sleeping Team	2
Total	134

Office reopening

People Services and the Property team worked together to ensure appropriate social distancing and a safe working environment in our offices, informed by

detailed risk assessments. This is now being updated following the recent Government Announcements.

Following changes to government guidance, we have now updated the advice and information has gone out on all our internal comms channels from the Loop Live through to Yammer, our staff newsletter and The Wire.

If you have any queries about this Report or wish to inspect any of the Background Papers, please contact Adeoye Adebayo, Interim Director of Corporate Property aadebayo@westminster.gov.uk

APPENDICES:

Appendix 1 – Office Occupancy Rates

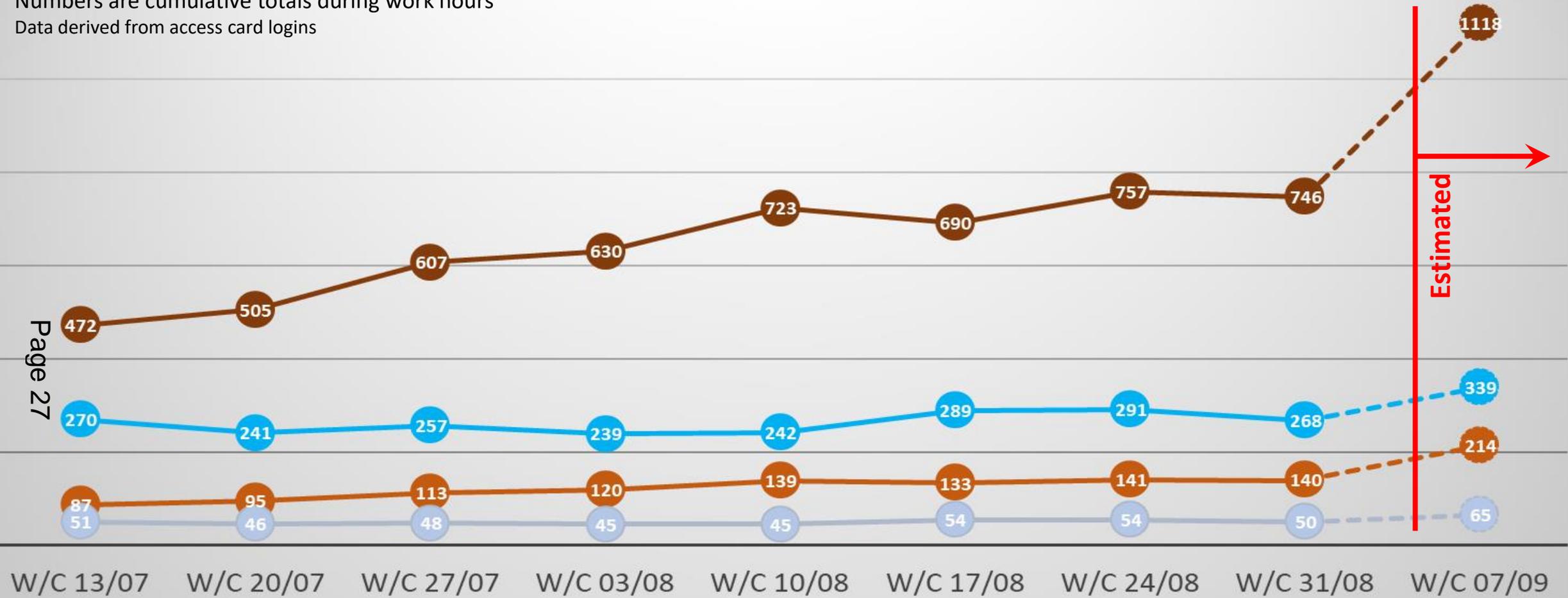
BACKGROUND PAPERS

None

City Hall and Lisson Grove Weekly Summary

Numbers are cumulative totals during work hours
Data derived from access card logins

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● City Hall (weekly total)

● Lisson Grove (weekly total)

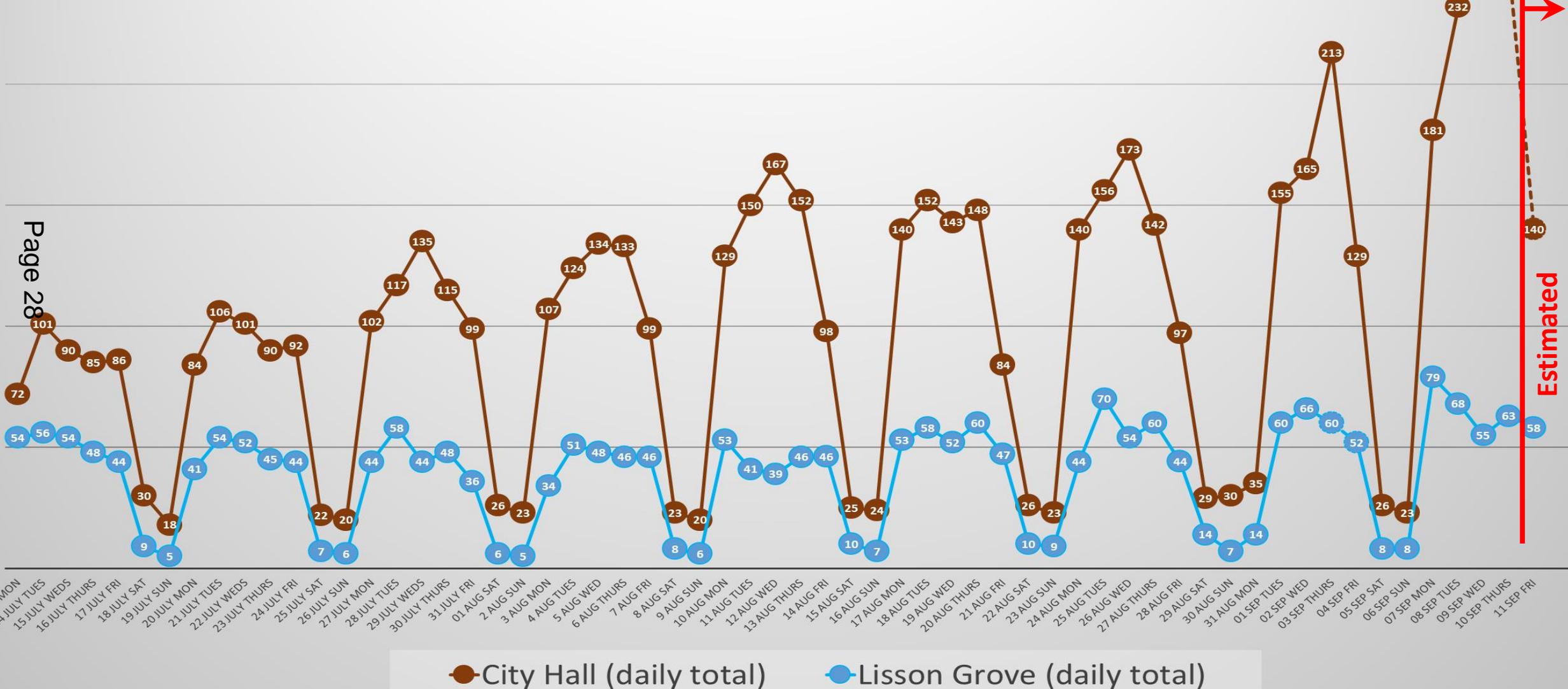
● City Hall (daily average M-F)

● Lisson Grove (daily average M-F)

City Hall and Lisson Grove Daily Occupancy

Numbers are cumulative totals during work hours

Data derived from access card logins

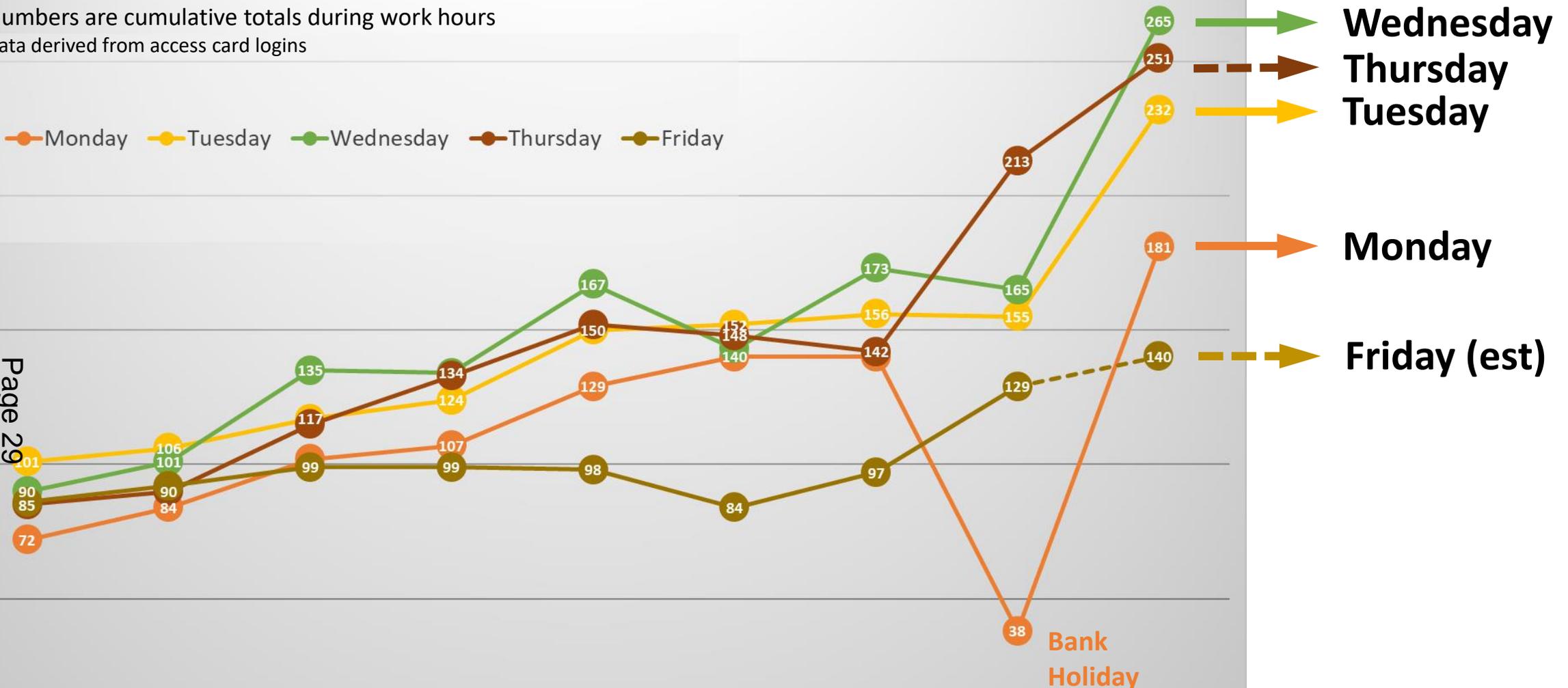


City Hall Occupancy by Day

Numbers are cumulative totals during work hours
Data derived from access card logins

Monday Tuesday Wednesday Thursday Friday

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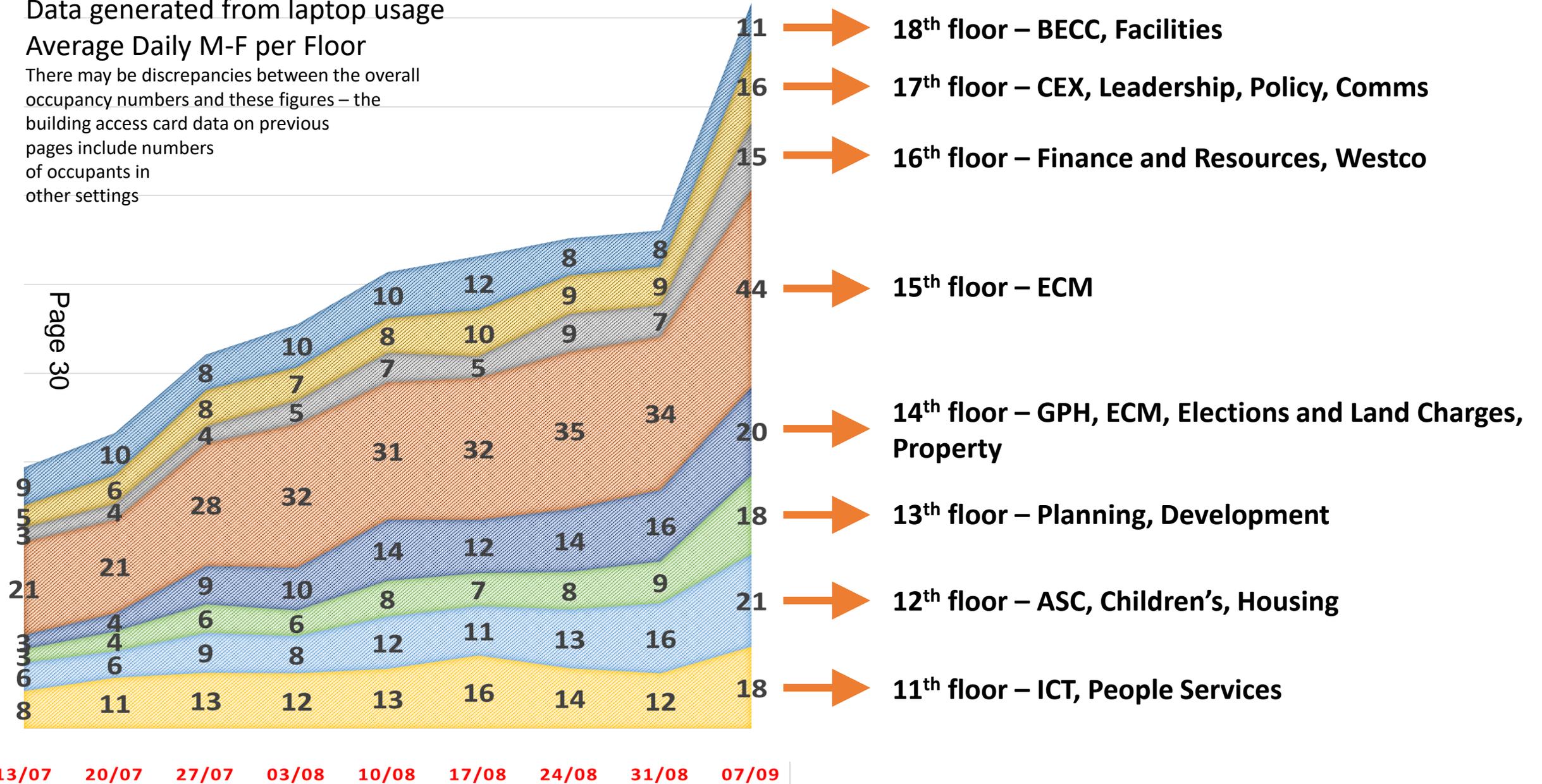
W/C 13/07 W/C 20/07 W/C 27/07 W/C 03/08 W/C 10/08 W/C 17/08 W/C 24/08 W/C 31/08 W/C 07/09

City Hall Weekly Floor-by-Floor Occupancy

Data generated from laptop usage

Average Daily M-F per Floor

There may be discrepancies between the overall occupancy numbers and these figures – the building access card data on previous pages include numbers of occupants in other settings





Westminster Scrutiny Commission

Date: 1st October 2020

Classification: General Release

Title: **2020/21 Work Programmes**

Report of: Director of Policy and Projects

Cabinet Member Portfolio Leader of the Council

Wards Involved: All

Policy Context: All

**Report Author and
Contact Details:** **Aaron Hardy 07971 026070**
Ahardy1@westminster.gov.uk

1. **Executive Summary**

1. This report presents the Policy and Scrutiny work programmes for 2020/21.

2. **Key Matters for the Commission's Consideration**

2.1 The Commission is asked to:

- Review and approve the draft work programme (appendix 1) and prioritise where required
- Note the work programmes of the Policy and Scrutiny Committees (appendices 2-5)

3. **Changes to the work programme following the last meeting**

3.1 The work programme has been produced taking into account the commission's role scrutinising the Leader of the Council and the Chief Executive and their portfolios, as well as cross-cutting issues where appropriate.

**If you have any queries about this Report or wish to inspect any of the
Background Papers please Aaron Hardy**

ahardy1@westminster.gov.uk

APPENDICES:

Appendix 1 – Westminster Scrutiny Commission work programme

Appendix 2 – Adults and Children’s Services Policy and Scrutiny Committee work programme

Appendix 3 – Customer Services, Business and Planning Policy and Scrutiny Committee work programme

Appendix 4 – Environment, Highways and Public Protection Policy and Scrutiny Committee work programme

Appendix 5 – Housing, Finance and Regeneration Services Policy and Scrutiny Committee work programme

WORK PROGRAMME 2020/2021
Westminster Scrutiny Commission

ROUND TWO 1 OCTOBER 2020		
Agenda Item	Reasons & objective for item	Represented by
Leader Q&A	To receive an update	Rachael Robathan (Leader of the Council)
Plans for how staff will work going forward in light of COVID-19	To receive an update on how staff will work going forward in light of COVID-19 and the implications this has for the council's office spaces.	
Using digital platforms to increase engagement	To consider ways that scrutiny can increase engagement, particularly using technology and digital platforms.	

ROUND THREE NOVEMBER 2020		
Agenda Item	Reasons & objective for item	Represented by
Chief Executive Q&A	To receive an update	Stuart Love (Chief Executive)
Emergency Preparedness	To review Emergency Planning and Business Continuity in Westminster.	Kevin Goad (Executive Director of City Management and Communities)

**ROUND THREE
28 MARCH 2020**

Agenda Item	Reasons & objective for item	Represented by
Leader Q&A	To receive an update	Rachel Robathan (Leader of the Council)
Staff Survey	To consider the results of the staff survey and the council's approach to responding to concerns raised.	Lee Witham (Director of Human Resources)

**ROUND FOUR
TBC**

Agenda Item	Reasons & objective for item	Represented by
Chief Executive Q&A	To receive an update	Stuart Love (Chief Executive)
Annual report	To review the Council's annual report.	Aaron Hardy (Policy and Scrutiny Manager)
City for All	To review the progress against the delivery plan for City for All in 2020/21	

Agenda Item	Reasons & objective for item	Represented by
Impact of COVID-19 on Council Finance		Gerald Almeroth (Executive Director of Finance and Resources)
Update on fair funding review		Gerald Almeroth (Executive Director of Finance and Resources)

WORK PROGRAMME 2020/2021
Adults' and Children's Services Policy and Scrutiny Committee

ROUND TWO 8 September 2020		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Tim Mitchell, Cabinet Member for Adult Social Care and Public Health
Proposed North West London CCG merger	To review and discuss the proposal for eight CCGs in the North West London Integrated Care System to merge into a single CCG.	Jo Ohlson, North West London Accountable Officer
COVID 19 Impact and Support Update	To receive an update on the borough's response to COVID 19 and actions taken to support service users in Care Homes and the community.	Gareth Wall, Director of Integrated Commissioning
Matching process for adolescents in care	To review the council's policies and processes for the matching process for adolescents in care.	Nicky Crouch, Director of Family Services

ROUND THREE 20 October 2020		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Tim Barnes, Cabinet Member for Children Services
Out of Hospital Plan	To review CL CCG's plan for people who need care in their own homes and in particular examine how the CCG will work together with the council in administering the plan.	Central London CCG
COVID-19 impact on BAME communities	To receive an update on the impact of COVID-19 on BAME communities in Westminster and the Council's strategies for managing the impacts going forward.	

**ROUND FOUR
2 December 2020**

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities.	Councillor Tim Mitchell, Cabinet Member for Adult Social Care and Public Health
Carer Strategy	To receive an update and review Westminster's Carer Strategy.	
Safeguarding Adults Executive Board Annual Report	Review annual report	
Public Health Annual Report	Review annual report	

**ROUND FIVE
17 February 2021**

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Tim Barnes, Cabinet Member for Children Services
Obesity in Westminster	To receive an update obesity rates in Westminster for both adults and children and consider the broader impacts this has for health outcomes as well as reviewing current strategies for reducing obesity rates.	
Children's oral health	To receive an update on children's oral health in Westminster and examine the council's approach to achieving better oral health outcomes for children.	

**ROUND SIX
28 April 2020**

Agenda Item	Reasons & objective for item	Represented by
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Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities.	Councillor Tim Mitchell, Cabinet Member for Adult Social Care and Public Health
Young people and mental health	To receive an update on mental health and young people in Westminster. Particularly, on whether any lessons were learnt through the lockdown where changes had to be made to the way services were provided.	
SEND (special educational needs and disabilities) transition	To examine how the council supports SEND children when they are transiting from either primary to secondary school or when they are leaving secondary school.	

Unallocated/additional work-programme items		
Agenda Item	Reasons & objective for item	Represented by
School exclusions		
Screening rates in Westminster and Immunisations		
Autism Strategy		
Loneliness		
ANNUAL REPORTS		
Looked after Children and Unaccompanied Asylum-Seeking Children Annual Report		
School Organisational Strategy Annual Report		
Local Safeguarding Children Partnership Annual Report		

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WORK PROGRAMME 2020/2021

Community Services Business and Planning Policy and Scrutiny Committee

ROUND TWO 14 September 2020		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities. This meeting will also include the Cabinet Member's response to Access to culture Task Group recommendations.	Councillor Paul Swaddle, Cabinet Member for Community Services and Digital
Westminster Connects	To receive an update on what Westminster Connects has achieved but also what it teaches us about how we interact with the VCS sector and volunteers going forward.	Christine Mead, Public Health Strategic Commissioner
Westminster's Contact Centers	To receive an update on Westminster's contact centres and hear about how these services were maintained over lockdown.	Paula Norris, Customer Engagement Manager

ROUND THREE 9 November 2020		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Matthew Green, Cabinet Member for Business and Planning
Employment, training and skills	Explore the Council's approach to employment, training and skills in light of the impact the COVID-19 pandemic and consider how this contributes to the Council's overarching objective of revitalising the local economy.	
Westminster Adult Education Service (WAES)	To receive an update on progress against recommendations in the WAES strategic review.	

ROUND FOUR
1 February 2021

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Paul Swaddle, Cabinet Member for Community Services and Digital
Support for live arts sector due to the impact of COVID-19	Review council's approach to supporting the live arts sector in the wake of financial struggles due to the COVID-19 pandemic.	
Neighborhood forums	Review the council's approach to supporting neighborhood forums.	

ROUND FIVE
8 March 2021

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Matthew Green, Cabinet Member for Business and Planning
Major place shaping programmes	Review one of the council's major place shaping (Harrow Road area, Soho area, Paddington area) and consider how these support the council's C4A and renewal objectives.	
Council's approach to the voluntary and community sector including VCS rent charging	To review the Council's approach to the voluntary and community sector including VCS rent charging in council properties.	

ROUND SIX
26 April 2021

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Paul Swaddle, Cabinet Member for Community Services and Digital
Digital inclusion	Review the Council's approach to digital inclusion and assess the	

	impact in reducing digital inequality.	
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UNALLOCATED ITEMS 2020/21		
Agenda Item	Reasons & objective for item	Represented by
Planning review	To receive an update on how the recommendations of the planning review have been implemented.	(Written update)
Climate change and planning policy	Review and provide feedback on a Supplementary Planning Document (ESPD) that details how the environment policies in our City Plan can be delivered.	
Impact of planning white paper on future planning policy/decisions		
City Plan	Review City Plan and work streams that will come out of it.	
Create Church Street	Review first round of Create Church Street and	

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WORK PROGRAMME 2020/2021
Environment Highways and Public Protection Policy and Scrutiny Committee

ROUND TWO 7 October 2020		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Heather Acton, Cabinet Member for Public Protection and Licensing
Changes to licensing due to COVID-19	Review how the council has adapted to the new licensing regime that came out of changes to the Business Planning Act.	
Safer Westminster Partnerships (SWP)	Review SWP report for 2019/20	

ROUND THREE 18 November 2020		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Andrew Smith, Cabinet Member for Environment and Highways
Movement strategy	To review the impact of the Council's movement strategy, including on air quality, and consider whether any measures could be made more long-term.	
Air quality	To review the Council's approach to improving air quality in Westminster, including the contribution of initiatives like the clean air fund and revisions to the code of construction practice.	

**ROUND FOUR
27 January 2021**

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Heather Acton, Cabinet Member for Public Protection and Licensing
Domestic violence	To review Council's approach to identifying/addressing/reducing domestic violence (DV) and investigate whether the COVID-19 lockdown had a negative effect on instances of DV.	
BCU update	Review of the first two years of basic command units.	

**ROUND FIVE
15 March 2021**

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Andrew Smith, Cabinet Member for Environment and Highways
Rough sleeping strategy	Review council's approach to rough sleeping in Westminster and in particular examine the impact of COVID-19 on rough sleeping in Westminster.	
Modern slavery	Review Council's approach to addressing modern slavery within Westminster.	

**ROUND SIX
21 April 2021**

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Heather Acton, Cabinet Member for Public Protection and Licensing

Commercial waste and vehicle consolidation	Review progress towards a new model for commercial waste and vehicle consolidation.	
Roll out of electric vehicle charging points	Review the impact of the roll out of electric vehicle charging points in Westminster.	

UNALLOCATED ITEMS 2020/21		
Agenda Item	Reasons & objective for item	Represented by
Street Entertainment strategy		

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WORK PROGRAMME 2020/2021
Housing Finance and Regeneration Policy and Scrutiny Committee

ROUND TWO 17 September 2020		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Melvyn Caplan, Cabinet Member for Finance, Property and Regeneration
Private Rented Sector Strategy	Review and provide feedback on proposed Private Rented Sector strategy.	

ROUND THREE 16 November 2020		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor David Harvey, Cabinet Member for Housing
Inclusive recruitment and pay gaps	To review the Council's actions on inclusive recruitment and addressing its pay gaps.	Lee Witham, Director of People Services

ROUND FOUR 3 February 2021		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Melvyn Caplan, Cabinet Member for Finance, Property and Regeneration
Affordable homes	Review progress of council's affordable housing programme.	
Financial inclusion (including roll out of universal credit)	Review Westminster's approach to financial inclusion, particularly in light of the roll out of universal credit and hardships caused by COVID-19.	

**ROUND FIVE
10 March 2021**

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor David Harvey, Cabinet Member for Housing
Major regeneration programmes	To review major regeneration programmes.	
Green financing	Review the council's green investment strategy.	

**ROUND SIX
29 April 2021**

Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Councillor Melvyn Caplan, Cabinet Member for Finance, Property and Regeneration
Temporary accommodation strategy	Review temporary accommodation strategy.	
Homelessness strategy	Review homelessness strategy.	

**ADDITIONAL/UNALLOCATED ITEMS
2020/21**

Agenda Item	Reasons & objective for item	Represented by
Oxford Street Programme	To review progress of Oxford Street Programme.	
Housing management services	To receive an update on housing management services following transition an in-house service and how services were managed over lockdown.	
Anti-social Behaviour on council estates	Review new Anti-Social Behavior (ASB) strategy within Westminster's housing service.	
Housing Revenue Account Business Plan	To review HRA business plan	
Impact of Building Safety Bill		