



City of Westminster

# Committee Report

<b>Date:</b>	<b>17 March 2016</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>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>
<b>Report Author and Contact Details:</b>	<b>Mick Steward, Head of Committee and Governance Services</b> <b>Tel: 7641 3134; <a href="mailto:msteward@westminster.gov.uk">msteward@westminster.gov.uk</a></b>

## **1. Executive Summary**

- 1.1 The draft Work Programme for the Committee is set out in the attached Appendix. Members are asked to consider the Work Programme and identify any further items.

## **2. Recommendations**

- 2.1 That the draft Work Programme set out in the Appendix be adopted.
- 2.2 That the Committee meet on the following dates during 2016-2017:  
7 July 2016; 15 November 2016; 16 March 2017.

## **3. Background Information**

- 3.1 The production of a work programme is to enable the Committee to review its forthcoming work plan at each of its meetings. The Appendix of this report is a draft Work Programme and adoption for consideration.
- 3.2 In order to ensure the Committee meets sufficiently frequently to undertake its work a programme of 3 meetings per annum is proposed, as set out in 2.2 above.

## **4. Financial Implications**

- 4.1 There are no financial implications.

## 5. Legal Implications

- 5.1 There are no legal implications arising from this report.

**If you have any questions about this report, or wish to inspect one of the background papers, please contact:**  
**Mick Steward, Head of Committee and Governance Services**  
**Tel: 7641 3134; [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)**

## Appendix A: Work Programme

1. A suggested Work Programme is set out below. Members are asked to identify any further items for inclusion.
2. The Standards Committee is asked to consider the suggested programme and agree a Work Programme for 2016-2017.

<b>Date</b>	<b>Items</b>	<b>Lead Officer</b>
7 July	Annual Report on Complaints to the Monitoring Officer	Tasnim Shawkat
7 July	Update on Member Complaints Procedure	Tasnim Shawkat
November	Code of Conduct: Training – Update	Mick Steward