



City of Westminster

# Committee Report

<b>Date:</b>	<b>7 July 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 below. Members are asked to consider the Work Programme and identify any further items.

## **2. Recommendations**

- 2.1 That the draft Work Programme set out below be adopted.
- 2.2 That the Committee note the following meeting dates during 2016-2017 and 2017-2018, 15 November 2016; 16 March 2017, 6 July 2017, 7 December 2017 and 27 March 2018.

## **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 draft Work Programme set out below is submitted for consideration and will be updated.
- 3.2 In order to ensure the Committee undertakes its work a programme of 3 meetings per annum is proposed, as set out in 2.2 above. The Committee is also asked to note the proposed meeting dates for 2017-2018.

## **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)**

Background Papers: None.

<b>Date</b>	<b>Items</b>	<b>Lead Officer</b>
15 November	Code of Conduct Training – Update	Tasnim Shawkat
15 November	Member Development Programme	Julia Corkey/Mick Steward
15 November	Outside Body – Governance	Tasnim Shawkat
15 March 2017	Annual Report on Complaints to the Monitoring Officer, including examples from elsewhere	Tasnim Shawkat
6 July 2017	Review of Member Development Programme	Janis Best/Mick Steward
7 December 2017	Outline of Member Induction Programme and Material	Janis Best
22 March 2018	Annual Report on Complaints to the Monitoring Officer	Tasnim Shawkat