

<b>Date:</b>	22 June 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>Cabinet Member Portfolios:</b>	Leader of the Council
<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 Commission to discuss topics for the 2023/2024 work programme. The proposals set out in Appendix 2 have been developed in consultation with Members, Senior Officers as well as Members of the Executive (Cabinet) on their plans for the year ahead to ensure scrutiny is focused on those areas where it may have most impact.

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

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

## 3. Background

- 3.1 The Policy and Scrutiny team has been supporting the Chair and Commission to consider the work programme for the next municipal year. The process for this included; consultation with the Leader of the Council, consultation with the Chief Executive, Executive Directors and relevant Heads of Service, following up on items and commitments from previous meetings, consideration of forward plans in the Leader’s portfolio and challenges identified across the Directorates.

3.2 The aim of this process has been to culminate in a work programme which:

- Focuses on what is important;
- Focuses on areas where performance might be improved;
- Focuses on services which are important to residents;
- Focuses on where scrutiny can make a difference and add value;
- Proactively feeds into policy development by contributing to pre-tender considerations or strategy development for example; and
- Uses the insight of backbench Members to act as critical friend to services of the City Council and our partners thereby enabling good governance and excellent services.

#### **4. Work Programme for 2023/24**

4.1 The Commission is asked to consider the work programme for the municipal year, 2023/2024, set out in Appendix 2. The Commission is requested to discuss the proposed topics listed as well as provide comments and suggestions.

4.2 When considering the work programme, and agreeing an overall programme of scrutiny activity, the Commission should have regard to whether the work programme is achievable in terms of both Officer and Member time, taking into account that the Commission 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.

4.3 Each Committee, and the Commission, has discretion to establish Task Groups to examine key issues in more detail and also to commission Single Member Studies. The Commission is asked to consider whether they would like to establish a Task Group or commission a Single Member Study. The Commission 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

Appendix 3: Action Tracker