

## Appendix 2: Overview and Scrutiny Committee Tracker

This tracker enables the Committee to monitor progress against the recommendations it has made, requests for information and actions to be completed.

Meeting Date	Item	Recommendation / Information Request/ Action	Detail	Political Lead and Officer Lead	Status
14 December 2023	Item 6: Emergency Preparedness	Information	That the Committee will receive more information about the new Humanitarian Assistance Lead role in due course when appropriate.	<i>Executive Director of Climate, Environment and Public Protection</i>	In progress
		Recommendation	The Committee recommended that Emergency Preparedness remains a bi-annual item on the Overview and Scrutiny work programme.	<i>Lead Policy and Scrutiny Advisor</i>	In progress – this will be considered when the cttee decides its work programme for 24/25
		Recommendation	The Committee recommended that communication strategies are refined as much as possible to ensure promptness, clarity and consistency in all channels, and that Councillors are included in the strategy to recognise the key role they play in disseminating information.	Leader of the Council <i>Executive Director of Climate, Environment and Public Protection</i> <i>Executive Director of Innovation and Change</i>	Received on 19 February. Response on page 3 of Appendix 2.
	Item 7: Westminster After Dark	Information	That the Committee will receive a list of different channels and organisations that the Council is using to reach out to stakeholders in the consultation and engagement process.	Cabinet Member for Planning and Economic Development <i>Executive Director of Regeneration, Economy and Planning</i> Cabinet Member for Communities and Public Protection <i>Executive Director of Innovation and Change</i>	Received on 19 February. Response on page 5 of Appendix 2.
		Recommendation	The Committee recommended that targeted outreach efforts to sectors that may not have been adequately engaged, including marginalised voices, should be considered.	Cabinet Member for Planning and Economic Development <i>Executive Director of Regeneration, Economy and Planning</i> Cabinet Member for Communities and Public Protection <i>Executive Director of Innovation and Change</i>	Received on 19 February. Response on page 4 of Appendix 2.
		Recommendation	The Committee recommended that a wide range of stakeholders should be actively sought and involved to ensure they are well-represented.	Cabinet Member for Planning and Economic Development <i>Executive Director of Regeneration, Economy and Planning</i> Cabinet Member for Communities and Public Protection <i>Executive Director of Innovation and Change</i>	Received on 19 February. Response on page 4 of Appendix 2.
		Recommendation	The Committee recommended that communication during the process should be considered in-depth.	Cabinet Member for Planning and Economic Development <i>Executive Director of Regeneration, Economy and Planning</i> Cabinet Member for Communities and Public Protection <i>Executive Director of Innovation and Change</i>	Received on 19 February. Response on page 5 of Appendix 2.
		Recommendation	The Committee recommended that Westminster After Dark comes back after the consultation has ended and the Committee should focus on hearing from a range of residents and other key stakeholders to ensure a balance of	<i>Lead Policy and Scrutiny Advisor</i>	Completed. It was included in the work programme for 13 March 2024.

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			interests is considered in the development of an Evening and Night Time Plan.		
	Item 8: Leader's Update	Information	That the Committee will receive a briefing note on new regeneration schemes from the Cabinet Member for Climate Action, Regeneration and Renters, with a view to sitting down with the relevant Executive Director and Director to discuss these further if required.	Cabinet Member for Climate Action, Regeneration and Renters <i>Executive Director of Regeneration, Economy and Planning</i>	
		Information	That the Committee will receive information on the stage the Council is currently at on the Paddington Recreation development site.	Cabinet Member for Climate Action, Regeneration and Renters <i>Executive Director of Regeneration, Economy and Planning</i>	
		Information	That the Committee will receive granular details on the support the Council is providing for those impacted by the Middle East conflict.	Leader of the Council <i>Executive Director of Innovation and Change</i>	

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<p>Recommendation (Item 6: Emergency Preparedness)</p>	<p>The Committee recommended that communication strategies are refined as much as possible to ensure promptness, clarity and consistency in all channels, and that Councillors are included in the strategy to recognise the key role they play in disseminating information.</p>	<p>Leader of the Council <i>Executive Director of Climate, Environment and Public Protection</i> <i>Executive Director of Innovation and Change</i></p>
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At the Overview and Scrutiny Committee meeting held on 14 December 2023, the committee recommended that communication strategies are refined as much as possible to ensure promptness, clarity and consistency in all channels, and that Councillors are included in the strategy to recognise the key role they play in disseminating information.

In light of this recommendation, the Resilience Team has reviewed the current processes for communication following a Major Incident or Emergency, in conjunction with the Council’s Media and Communications team. Added emphasis will be placed on early communications in the Council’s emergency response, and will be reflected in the advice and guidance to the council’s command team during such a response. This will include both internal (including Leader, portfolio holders and impacted ward councillors) and external (media and social media) communications considerations.

The Communications team will be regularly reviewing pre-prepared communications lines for use in Major Incidents and Emergencies, ensuring that they can be used during the initial onset of an emergency where information is limited, in order to provide reassurance that the council is responding and working with emergency services and partners to support our affected communities. This will be emphasised in training for resilience advisors, media officers and officers within the council’s command team. During an emergency response the duty Gold officer approves all communications in relation to the council’s emergency response. Training has been arranged for ‘Gold’ officers in May 2024 and an emphasis will be placed on prompt, clear and consistent messaging.

During incidents where other agencies (typically the Metropolitan Police Service or London Fire Brigade) are the lead responding agency and have primacy over emergency communications, the Communications team will continue to echo appropriate emergency response messaging from the appropriate lead agency. Additionally, the Resilience Team will be working with partner agencies and in order to highlight the importance of public communications during an emergency.

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<p>Recommendation (Item 7: Westminster After Dark)</p>	<p>The Committee recommended that targeted outreach efforts to sectors that may not have been adequately engaged, including marginalised voices, should be considered.</p>	<p>Cabinet Member for Planning and Economic Development <i>Executive Director of Regeneration, Economy and Planning</i> Cabinet Member for Communities and Public Protection <i>Executive Director of Innovation and Change</i></p>
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We have actively targeted marginalised voices through our outreach efforts including through paid ads, engagement sessions and the make-up of the participants and experts. We have worked with BIDs and other partners such as the NHS to identify opportunities to engage with businesses and night-workers and have worked with organisations such as the Residents Associations, the London Chinese Community Association and local schools and universities to engage a wide range of residents.

<p>Recommendation (Item 7: Westminster After Dark)</p>	<p>The Committee recommended that a wide range of stakeholders should be actively sought and involved to ensure they are well-represented.</p>	<p>Cabinet Member for Planning and Economic Development <i>Executive Director of Regeneration, Economy and Planning</i> Cabinet Member for Communities and Public Protection <i>Executive Director of Innovation and Change</i></p>
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The programme's different strands of engagement are all targeting a wide range of stakeholders. The Stakeholder Assembly has drawn from residents, businesses, workers and visitors and the experts have included LGBTQ+ and disability advocates.

Discussion groups and other engagement sessions have been held with a wide range of stakeholders.

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Recommendation (Item 7: Westminster After Dark)	The Committee recommended that communication during the process should be considered in-depth.	Cabinet Member for Planning and Economic Development <i>Executive Director of Regeneration, Economy and Planning</i> Cabinet Member for Communities and Public Protection <i>Executive Director of Innovation and Change</i>
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The programme's communications plan is extensive to try and generate as much engagement as possible. A number of different communication methods have been utilised to date, including:

- Commonplace - Our engagement platform, Common Place, serves as the primary hub for all online interactions within the Westminster After Dark program. Designed for user-friendliness, it offers comprehensive insights into the engagement process across its different phases. Its feature allowing the inclusion of information and new discussion items encourages broader engagement and interaction. Users can register to receive timely updates on the platform's latest news and information, prompting them to revisit, review new content, and contribute their perspectives. The engagement platform can be viewed via this link <https://westminsterafterdark.commonplace.is/>
- Promoting Westminster After Dark through the council's usual channels as well as paid targeted ads for key groups including young people, visitors from other London boroughs and local businesses, with a focus on sectors and industries that operate between 6pm and 6am. We are also promoting our survey through including a competition with West End tickets as a prize.
- Posters in libraries, leisure centres, community centres and family hubs to promote the programme to digitally excluded individuals.
- Westminster After Dark was also featured in a number of newsletters including Housing, MyWestminster, Faith Exchange, Active Westminster, Licencing and Business Network Newsletter.
- Westminster After Dark team attended in-person groups such as Kulan Somali Organisation, Mosaic Trust, the Tuesday Club, Pimlico Women's Group, Marylebone Library Coffee Morning to make sure that harder to reach voices are engaged in the programme and all voices are heard.
- We also engaged with stakeholders through other council initiatives such as Cycleway Consultation and North Paddington Programme to target residents in north of the borough.