

Economic Development, Education, Community & Place Shaping Policy & Scrutiny Committee

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Libraries and Registration Services

1 Libraries

Overview

- 1.1 There are 12 libraries and the archives centre in the City of Westminster open to everyone who lives, work or studies in Westminster, Kensington and Chelsea or Hammersmith and Fulham. We help people to read, learn and connect. There are around two million visits to Westminster's libraries annually, and 8000 events and activities every year for people of all ages and from all the communities in the City. As well as books, information and IT we offer a specialist music service and our archives are nationally accredited - the first in London to achieve this.

Sustainability of the service

- 1.2 A key challenge for Libraries is to generate a higher proportion of running costs from income as traditionally the service has relied on mainstream funding from Council resources. Officers are considering potential partnership arrangements to increase income by utilising library spaces to deliver differential, income-generating services, including in-country visa checking service on behalf of the Home Office and some post office services. Hire of spaces for commercial and other uses is being reviewed to ensure it maximises income and cost recovery.

New library developments

- 1.3 A new library for Marylebone will be provided at the Seymour Centre, opening late 2020. The co-location at Seymour Leisure Centre will enable libraries and leisure to work together including promoting healthier living and good mental health, and encouraging people to take part in activities. The new library will provide a modern, sustainable and relevant service for the whole community with a great choice of books, up to the minute IT facilities, a comprehensive programme of events in 1000 square metres of flexible space, in part shared with leisure activities. The second phase of public engagement begins in September 2018, building on feedback from phase 1 earlier this year. This will include exhibitions and events in the local area.

Mayfair Library

- 1.4 The library reopened on 21 May following internal redecoration and the replacement of its roof under the Council's obligations as a tenant of the Grosvenor estate. Although Old Marylebone Town Hall has now reopened, the registration service will continue to offer wedding and civil partnership ceremonies at the library as a smaller alternative.

Libraries Advisory Board

- 1.5 The Libraries Advisory Board, chaired by Chris Cotton former CEO of the Royal Albert Hall, is tasked with advising and supporting the Council in developing a long-term strategy for its library service.
- 1.6 The Board has now reached the end of its programme of thematic sessions. These sessions focused on a wide range of issues pertaining to the future of library and archive services, from use of digital to connections with culture and arts, and involved a number of external speakers and guests.
- 1.7 Work is now underway to draft the Board's final report and recommendations. The aim is to publish in the autumn.

2 Registration Services

- 2.1 The City of Westminster has the highest number of approved venues for marriage and civil partnership in London - over 150, three times more than the next nearest, and third highest in the country. In 2017/18, the service conducted over 1700 marriage and civil partnership ceremonies, registered over 6000 births and 1800 deaths. Almost two million births, deaths and marriages records are held. Each record is a one off original and must be held in perpetuity.
- 2.2 Following the complete refurbishment and restoration of the wedding and ceremony suites, Old Marylebone Town Hall formally reopened in January 2018. So far, the Registrars Service has taken over 1200 bookings with 245 ceremonies already held. The service has generated income of over

£1,500,000 in 2017/18 and continues to develop ways to increase income by offering added value services such as pre-wedding drinks receptions.

- 2.3 A nationality checking service is currently offered but will be withdrawn from register offices from October 2018 due to changes to Home Office policy. This will result in an income shortfall, but the service will refocus on the ceremonies business, increasing the number to make up the shortfall. Citizenship ceremonies will continue as at present.

3. Business and Enterprise

Overview

- 3.1 Set up at the beginning of 2016, the Economy Team has the following main roles:
- Westminster Employment Service (WES) helps residents, including long term unemployed people into work.
 - The Business and Enterprise team assists businesses to interact with the Council, supports growth sectors and small and medium sized enterprises. The Business Team also promotes apprenticeships within the Council and in the wider economy.
 - The Economy Team contributes as a whole, to wider Place Shaping through investment in digital infrastructure, the development of the Borough's Street Markets and the provision of new enterprise space.

Westminster Employment Service (WES)

- 3.2 In July 2017, the Council launched the Westminster Employment Service. The core objective is to transform the lives of vulnerable residents through employment. The service works in partnership with colleagues from across the Council and through over 100 committed local employers.
- 3.3 The Westminster Employment Service delivers its programme through a committed team of employment coaches. The coaches provide 1-2-1 support to residents within their communities. These coaches work alongside the Westminster Adult Education Service, the employer team at Recruit London and a wider range network of local charities, colleges and other public agencies.
- 3.4 The employment coaches provide free help to unemployed residents who are in need of additional training to find a job. Over the last year, the Service helped eight hundred residents into employment; three hundred of this group were long-term unemployed.

- 3.5 As an example of its work, the Service is negotiating with a large developer on site employment and financial contributions that could lead to up to 250 jobs for local residents. The development is to be a new private health clinic. The medical facility is just one of a number of wider developed agreements, supported through the Employment Service that will produce hundreds of new job opportunities.

Recruit London

- 3.6 Part of the WES service includes Recruit London, a free local recruitment offer for businesses. In partnership with the WES, Recruit London places out of work residents into jobs across Westminster. The Crown Estate, HOLBA and over 100 hotels, restaurants and visitor attractions across the City also support the programme.

Homelessness and Employment Learning project (HELP)

- 3.7 Westminster City Council sponsors the Homelessness and Employment Learning project (HELP). This programme, a partnership between the Housing and Employment Services, is an integrated approach to solving the employment needs of residents by tackling other barriers to securing a job. These barriers range from homelessness to debt.
- 3.8 By working in partnership with other Council services, HELP has delivered real improvements to the lives of residents. Those using the service are three times as likely to be in work, earn on average £1 000 more a year and have £300 less rent arrears as comparable Westminster residents. The service sits within the wider Westminster Employment Service umbrella.

Employment Hubs

- 3.9 A new delivery hub at the City of Westminster College's Maida Vale centre, and a WES presence in neighbourhood venues across the City, including libraries and Children's Centres, is leading to ever-wider awareness of this service. Consequently, the WES team and partners are able to support more people into employment.

Apprenticeships

- 3.10 Since 1st April 2017, Westminster City Council pays 0.5% of its annual payroll as an apprenticeship levy. The levy can however fund training for approved apprenticeship standards for both existing Council staff and for new apprentice recruits. Westminster currently employs 54 apprentices within a wide range of Council services.
- 3.11 The new levy has led the Council's apprenticeship programme to expand. There are now a variety of apprenticeships on offer in procurement, finance, town planning, public health, children's services, outdoor learning and libraries. One promising trend is that, as a result, there is a more diverse group of individuals applying for the opportunities - and an increase in the

number of residents employed into roles. Over the past two years, the number of residents who have become Council apprentices has increased from around 10% of all apprentices, to 25%. This proportion is growing.

- 3.12 The wider external Apprenticeship Growth plan articulates ways to work with businesses to generate 100 apprenticeship opportunities per year. To meet this target, the Economy Team's Apprenticeship Officer meets a minimum of five employers per week.

Westminster Business Unit

- 3.13 The Business Unit helps businesses to navigate easily through the Council's many services. Sixty internal champions in areas ranging from planning to highways, assist the unit to respond quickly and accurately to enquiries. As a result, in the last financial year, the Business Unit has been able to support 1,019 businesses. The Unit also has a dedicated website that provides useful information for business. The site, created in August last year, has already received 7,232 unique visitors and 9,427 page views.

- Westminster Business Unit Mailbox, Phone line & Drop-in Clinic – 203
- Connect Westminster Applicants – 305
- Connect Westminster Registered Suppliers – 138
- CSR Engagement – 118
- Apprenticeship Engagement – 80
- Economy Team Enquiries– 175

Business Improvement Districts (BIDs)

- 3.14 The BIDs in Westminster are taking an increasing role in place leadership and the driving of local economic growth. There are seven occupier BIDs (note that two separate BIDs of Piccadilly and St James's, Leicester Square, and Piccadilly Circus are under the single brand of Heart of London Business Alliance). Below is a summary of some of the ways the BIDs support wider Council priorities:

Victoria BID

- Victoria BID's focus is to give back to the community at a local level and the BID has developed a number of charity partnerships.
- Supports of British Science Week.
- Runs events for Mental Health Awareness Week
- Supports the 'Westminster Sings' campaign

Baker Street Partnership BID

- Baker Street BID set up a 'Smarter Giving' programme, which enables members to direct social value locally.
- The programme promotes collaborative volunteers, brokers' donations, fundraises, promotes skill sharing and mentoring, creates charity collaborations, and generates work experience and placements.

Northbank BID

- Northbank BID also has a social value steering group. The focus is on employment for young people through apprenticeships and internships.
- Northbank also supports Westminster Enterprise Week.

Marble Arch BID

- Helped source panellists for the Women in Enterprise Event for Westminster Enterprise Week 2018.

Paddington Now BID

- Paddington are committed to Clean Air initiatives through Action Days, and by encouraging a 'Click and Collect' service for workers and businesses.
- "Time for Paddington" work with over 80 schools and community partners in Westminster. This includes support for health, housing, and the elderly, mental health, assisting young people to lead positive lives, families and homelessness.
- Paddington offers a range of community projects in which business can get involved, from tea parties for the elderly, to gardening and decorating for housing schemes.

Heart of London Alliance BID

- Promotes Recruit London to all its members (see above under Westminster Employment Service). Since Heart of London Business Alliance partnered with Cross River Partnership to offer its members a free local recruitment service, a total of 95 job vacancies have been filled at 19 of their business members. This has generated recruitment savings of £270,000.

New West End Company BID

- Created an Air Quality Strategy with the support of Cross River Partnership
- Targets include reducing vehicles by 50% in the core West End and delivering 2 000 new retail jobs and apprenticeships.
- The West End Buyers Club is a preferred supplier scheme for members that aims to reduce the need for vehicles in the West End. A pilot in Bond Street led to a 95% reduction in waste vehicle movements.

Westminster's Creative Sector

- 3.15 Westminster boasts 8% of the country's jobs in the creative industries and employs 95,000 people. Soho is the capital of creative employment. Businesses here are world leaders in their field and have won nearly 200 major creative awards in the last ten years. More than one in five jobs in London's creative economy are in Soho, along with 40% of the motion picture, television and other theatrical casting employment in the UK. Soho is the location of the soon to be completed enterprise space at Ingestre Court. The new space will offer 10,000 sq. ft. of affordable workspace for creative start-ups (see below).
- 3.16 Westminster City Council has sought to engage closely with the creative sector. The result is the development of a new Westminster Creative Employer's Forum to provide advice to the Council, sponsorship of new enterprise space and, in order to encourage diversity and opportunity, the establishment of a Creative Sector Job Centre. As the next section explains, the Council also acts as a major catalyst in the roll out of the new high-speed broadband infrastructure that is so vital for this sector.

Connectivity in Westminster

- 3.17 Connect Westminster is a £2.8m European Investment Programme. The fund provides any Westminster SME with a £2,000 subsidy towards the capital cost of their connection and will eventually support over 1 000 SMEs in the Borough to connect to super or ultra-fast broadband. A pool of SMEs or property owners will soon also be able to club together to apply for vouchers for a single building or location.

Local Full Fibre Network Funding (LFFN)

- 3.18 Westminster City Council has succeeded in an application for Local Full Fibre Network funding. The LFFN Challenge Fund is a government capital grant of up to £200m. The objective is to build more fibre connectivity for homes and businesses.
- 3.19 Westminster City Council also works with Openreach to support the roll out "Fibre to the Cabinet Technology" within Westminster. As of October last year, this partnership led to the deployment of 107 cabinets. As a result, 24,273 additional homes now have access to superfast broadband. The Council's street works team hold regular meetings with Openreach to reduce barriers to deploying cabinets within the streets of Westminster

Enterprise Space

- 3.20 The Council's "City for All" commits the Council to assisting in the development of new workspace for small creative and tech companies. The aim is to create 250,000 sq. ft. of new space – enough to house 4 000 of the borough's budding entrepreneurs at any one time in affordable workspace. This programme aims to preserve diversity in Westminster's business profile.

Below are spaces that are coming on line and that complement business incubators already facilitated by the Council.

- **Paddington Works** is new space near the Paddington Basin. Fit out of the enterprise space now continues at pace with the installation of lifts, raised access flooring, mechanical and electrical works. In parallel, the Economy Team has developed the business plan. Recruitment for a Director to manage the space will now commence. The anticipated launch is September 2018.
- **Lisson Arches** will be the Council's first purpose built enterprise space. The new centre will open in 2020. The Legal Team has advised that an Official Journal of the European Union (OJEU) process will be required to openly market and let the space to an operator. The process will allow an operator to pay rent at 70% below market value without breaching state aid regulations. Such rent levels will encourage and nurture companies that cannot afford Westminster's high office rents.
- **Ingestre Court** will ultimately provide 10, 000 sq. ft. of new creative space in the heart of Soho.
- **Somerset House Studios** enterprise space, with the Council support, successfully secured funding from the GLA's Good Growth Fund. The trust now has sufficient funding to bring forward new enterprise space at its site.
- **Whitcomb Street:** The Council has also agreed a lease for its Whitcomb Street building. The lease is with an organisation called *Interim Spaces* and extends over a five-year period. The intention is to create affordable space for artists and creative businesses and, in particular, to offer much needed rehearsal facilities. As part of the deal, the Economy Team will provide a modest amount of funding to allow Interim Spaces the start-up finance it needs.

Enterprise Space Network

- 3.21 Work commences on a new **Enterprise Space Network** programme. The business support project will seek to connect the Council's enterprise spaces with other service operators including: trade mission organisers, financial investment firms, professional mentoring agencies, recruitment companies and with MBA, legal and business student advisors from Westminster's universities. The support is also on offer to other enterprise spaces in the borough. The new programme will enable the Council to assist many more businesses, make it easier for residents and businesses to access local enterprise space and create opportunities for people from disadvantaged backgrounds to gain greater access to enterprise opportunity.

Westminster Adult Education Service (WAES)

- 3.22 One of the largest local authority education providers in the country, WAES has a student body that reflects the borough's diversity. Funded by the Education and Skills Funding Agency, the service is part of the Growth, Planning and Housing department. The WAES board of governors includes elected members of the city Council and representatives from the community and local organisations. The vision is to engage, challenge and inspire individuals, communities and employers through learning and training. The Westminster Adult Education Service supports several of the Council's agendas in providing training for employment, apprenticeships, in supporting health outcomes and in generally improving resident's quality of life.

4. Physical Activity, Leisure & Sport

Vitality Westminster Mile 2018

- 4.1 Working in partnership with London Marathon Events, the Vitality Westminster Mile took place on Sunday 27th May. Over 8,000 runners took part in the Westminster Mile, making it the biggest timed mile event in the world with many inspired by the opportunity to #RunWithMo.
- 4.2 Sir Mo Farah joined participants at the iconic one-mile course, which started on The Mall and finished in front of Buckingham Palace, as part of the Family Races, of which there are 12 in total. Included in the family waves was the now annual Mascot Race, which featured mascots from sports clubs, organisations and charities across the UK.
- 4.3 There was also the popular Olympians Mile, which saw nearly 90 British Olympians, from summer and winter Olympics, squeeze into their old kit and get their competitive juices going again. Among the names that took part this year were Lord Coe, Greg Searle and judo legend Brian Jacks.

The Active Queen's Park Project: Redevelopment of Moberly & Jubilee Sports Centres

- 4.4 The Active Queen's Park project is continuing to progress well and works remain on schedule despite some poor weather conditions at the start of the year, which did cause some delays.
- 4.5 It is anticipated that practical completion of the new Moberly Sports Centre will occur late May and during June further testing will commence with community clubs to be welcomed back to this fantastic facility.
- 4.6 Everyone Active will operate the facility as part of the overall leisure contract that was re-let in July 2016, the team are currently involved in fit outs of the gym, café area and sports hall.

The existing Jubilee Sports Centre will remain open until Moberly is opened to the public. Officers are currently in negotiation and discussion with the development partner to agree the plan for phase 2 once Jubilee closes.

#MyWestminster ActiveStreets Project

- 4.7 Officers across City Management and Communities are developing plans to build on existing work around 'ActiveStreets'. This is not a new concept as it has been promoted through the Sport & Leisure Team for some time, but this is an excellent opportunity with it becoming a key MyWestminster project and also part of the new ActiveWestminster Strategy. This will also see the development of school based ActiveStreets and the team hope to implement one at St Mary Bryanston Square CE Primary School following the recommendation from the School Clean Air Audit.

ActiveWestminster Strategy

- 4.8 The new Physical Activity, Leisure & Sport (PALS) strategy 2018-2022, ([ActiveWestminster – Activate Your City, Lives & Neighbourhoods](#)) launched on the 21st March 2018 at the Greenhouse Centre, Marylebone.
- 4.9 Our strategy provides a framework, which will build on the positive achievements made to date and to help us work together to better address our key challenges. This strategy has not been developed in isolation. It has been developed to facilitate impact, not simply to sit on a shelf. It sets out clearly our ambitions for physical activity, leisure and sport and how we will work together via our underpinning principles to achieve these ambitions. We cannot achieve these changes alone.

Key actions for summer 2018:

- Reorganisation of the Physical Activity, Leisure & Sport Team to better reflect the new themes and priorities of the strategy
- ActiveStreets pilots (note above)
- Begin the removal of prohibitive signage (No Ball Games, No Cycling etc)
- New ActiveWestminster [website](#) & app
- Launch ActiveWestminster networks, refresh ActiveWestminster Partnership & recruit the ActiveWestminster Board

Outdoor Learning Sayers Croft

- 4.10 The Forest School based out of the Environmental Area at Paddington Recreation Ground continues to go from strength to strength with over 8,000 participants last year. During the summer a small programme of improvement works are being planned to safeguard and renew pathways, planting and general upkeep of the environmental area. The success of the programme has recently been recognised by Kensington Palace and officers are planning a meeting in June to discuss possible partnership work with the Private Secretary to HRH The Duchess of Cambridge.

5. Education and Schools

Overview

- 5.1 The Bi-Borough Education Service is responsible for maintaining high standards, assessing and meeting the needs of children with Special Educational Needs and Disabilities (SEND) and ensuring that we have sufficient places in schools across Westminster City Council and Kensington and Chelsea.
- 5.2 Performance in Westminster schools is amongst the highest in the country and this includes the performance of individual pupil groups, such as those on free school meals. Ofsted judges 98% of local schools as Good or Outstanding.
- In Westminster, there are:
- 4 nursery schools
 - 41 primary schools
 - 12 secondary schools
 - 3 special schools
- 5.3 A full list of schools showing the number of pupils on roll and the proportion of children on free school meals and with SEN is shown below.
- 5.4 Full briefings can be arranged for members on any aspects of the service to provide further details to this overview.

Summary of School role, Free School Meals and Special Educaiton Needs - Source - Schools Census Jan 2018

	Roll	FSM		Special Education Need			
				Education Health Care Plan		Sen Support	
				No	%	No	%
2131026 Tachbrook	54	3	6%	0	0%	5	9%
2131046 Dorothy Gardner	105	6	6%	2	2%	19	18%
2131052 Mary Paterson	64	8	13%	1	2%	11	17%
2131053 Portman	85	6	7%	2	2%	24	28%
2132000 Ark Atwood*	442	64	14%	15	3%	17	4%
2132001 Minerva Academy*	87	15	17%	5	6%	3	3%
2132002 Wilberforce Academy*	193	73	38%	4	2%	49	25%
2132003 Pimlico Primary Academy*	192	61	32%	5	3%	39	20%
2132004 Churchill Gardens Academy*	232	80	34%	25	11%	38	16%
2132005 Paddington Green	244	103	42%	5	2%	33	14%
2132032 Barrow Hill	223	40	18%	3	1%	23	10%
2132189 Edward Wilson	376	143	38%	11	3%	51	14%
2132208 Essendine	445	69	16%	6	1%	31	7%
2132244 Gateway*	669	192	29%	16	2%	119	18%
2132418 Millbank Academy*	381	94	25%	20	5%	33	9%
2132778 George Eliot	426	80	19%	8	2%	18	4%
2132799 Halffield	455	109	24%	7	2%	73	16%
2132816 Robinsfield	185	7	4%	2	1%	12	6%
2132844 Queens Park	310	91	29%	6	2%	29	9%
2133306 All Souls	201	45	22%	5	2%	20	10%
2133316 Burdett-Coutts	242	57	24%	5	2%	32	13%
2133351 Hampden Gurney	234	12	5%	4	2%	15	6%
2133381 Our Lady of Dolours	240	56	23%	6	3%	42	18%
2133414 St Augustines (WCC)	227	62	27%	7	3%	37	16%
2133418 St Barnabas	142	47	33%	2	1%	9	6%
2133424 St Clement Danes	224	29	13%	10	4%	24	11%
2133432 St Edwards	325	78	24%	5	2%	17	5%
2133440 St Gabriels	188	53	28%	6	3%	23	12%
2133446 St Georges	189	18	10%	4	2%	15	8%
2133451 Soho Parish	178	15	8%	5	3%	26	15%
2133453 St James & St John	176	16	9%	0	0%	14	8%
2133473 St Josephs	282	20	7%	8	3%	14	5%
2133496 St Lukes	200	27	14%	3	2%	19	10%
2133511 St Mary Magdalene	210	52	25%	6	3%	24	11%
2133520 St Marys Bryanston Square	207	36	17%	7	3%	28	14%
2133532 St Mary of the Angels	287	48	17%	10	3%	42	15%
2133539 St Matthews School, Westminster	214	48	22%	4	2%	21	10%
2133580 St Peters	204	35	17%	7	3%	22	11%
2133582 St Peters Eaton Square	306	17	6%	5	2%	19	6%
2133590 St Saviours	224	13	6%	2	1%	14	6%
2133598 St Stephens (WCC)	194	68	35%	6	3%	22	11%
2133610 St Vincents	230	17	7%	4	2%	20	9%
2133611 St Vincent de Paul	220	20	9%	1	0%	54	25%
2133623 Westminster Cathedral	196	29	15%	7	4%	34	17%
2133653 Christ Church Bentinck	203	51	25%	3	1%	29	14%
WC Primary	10911	2213	20%	275	3%	1263	12%
2134000 Marylebone Boys School*	464	91	20%	4	1%	53	11%
2134001 Harris Sixth Form	525	66	13%	4	1%	31	6%
2134003 Sir Simon Milton UTC	115	53	46%	0	0%	12	10%
2134004 Harris St Johns Wood (QK)	1242	358	29%	13	1%	136	11%
2134628 Grey Coat Hospital*	1047	98	9%	14	1%	117	11%
2134673 St Marylebone*	1090	108	10%	28	3%	51	5%
2134687 Westminster City*	784	123	16%	13	2%	111	14%
2134723 St Augustines High School	959	260	27%	42	4%	140	15%
2134809 St Georges*	945	150	16%	17	2%	265	28%
2136905 Paddington Academy*	1201	393	33%	39	3%	128	11%
2136906 Westminster Academy*	1094	299	27%	11	1%	263	24%
2136907 King Solomon Academy*	912	337	37%	25	3%	79	9%
2136908 Pimlico Academy*	1181	343	29%	30	3%	105	9%
WC Secondary	11559	2679	23%	240	2%	1491	13%
2131101 Beachcroft*	74	18	24%	8	11%	62	84%
2137000 St Marylebone Bridge Academy	57	18	32%	57	100%	0	0%
2137042 College Park	100	53	53%	99	99%	1	1%
2137184 Queen Elizabeth II Jubilee School	69	28	41%	66	96%	3	4%
WC Total	22770	5009	22%	745	3%	2820	12%

School Standards

- 5.5 The local authority has a duty to maintain high standards across the local area and this duty includes academies and free schools. The Bi-Borough School Standards Service supports the performance of schools and delivers intervention where needed in schools maintained by the local authority to ensure excellence is maintained across the two boroughs.
- 5.6 The Department for Education intervenes in poor performing academies and free schools, working with the local authority. School Standards 'advisers' in the service work to cover several specialist areas, including early years, primary, secondary and special schools. Functions relating to each borough's 14-19 strategy, including support for apprenticeships and internships, are held within this area, along with specific responsibilities for the Newly Qualified Teachers (NQT) service, Early Years curriculum advice and School Governor Support.
- 5.7 Alongside these roles, sits a SEND Local Offer and SEN (Special Education Needs) Outreach service. This encompasses specialist teachers delivering Autism and Early Years support, the boroughs' Local Offer Designated Officer (responsible for the oversight and development of the two boroughs' Local Offer websites), and Westminster's SEN & Disability Partnership Co-Ordinator.

Special Educational Needs (SEN) & Educational Psychology Service

- 5.8 The SEN Service is a statutory service supporting children and young people (0-25 years) with special educational needs with Education, Health and Care Plans (EHCPs) across the Bi-Borough.
- 5.9 The Service leads on the education, health and care needs assessment and review of EHCPs leading to the identification of suitable school and college placements and a co-ordinated multi-agency support plan.
- 5.10 The Educational Psychology service co-ordinates and delivers psychological assessment services to support children with special educational needs, their families, schools and other educational settings.

School Place Planning and Access to Education

- 5.11 The service oversees and co-ordinates the provision of sufficient places for children of statutory school age (5-16 year olds); co-ordinates the admission of children into reception classes and from primary to secondary school; and administers in-year admissions for the majority of schools whilst overseeing statutory consultation on admissions.
- 5.12 The service also handles the two authorities' statutory responsibilities pertaining to child employment, children in entertainment, and children missing education, and elective home education. Delivery of capital investment initiatives to ensure there are sufficient places in the Councils'

maintained schools and academies/free schools, along with the building maintenance programme for schools and children's services property sit under this function, delivered through the local Schools Capital Board, which is chaired by the Cabinet Member.

Short Breaks and Resources for Disabled Children

- 5.13 The two boroughs' Short Breaks and Resources service offer holds the budget and is responsible for all arrangements for the planning and delivery of short breaks and family support services for children 0 – 18 who have a disability or complex health needs. This includes provision at the Tresham Centre and at the Rainbow Nursery, Occupational Therapy Services, Early Support Keyworking, Business Support and the management of the short breaks offer delivered through in-house provision, commissioned providers and direct payments.

Education Service Priorities for 2018/19

Single Route of redress for SEND Tribunals

- 5.14 We are part of a national 2-year pilot extending the role of SEND tribunals. Historically they have been used where parents wish to make a legal appeal against the local authority's decision about their child's EHC assessment or their child's school placement. The single right of redress extends the rights of parents to seek a recommendation from a Tribunal about health and social care resources that could be delivered through an Education Health and Care Plan.

Joint working is underway with Health and Social Care (Children's Services and Adult Social Care) to ensure robust procedures are in place to respond to SEND Tribunal appeals as part of the national trial.

Development of traded services to schools/Schools Improvement Offer

- 5.15 Children's Services offers a portfolio of discretionary/non-statutory services for schools, including additional school improvement support. This covers professional training for teachers, consultancy support for school improvement plans, and additional support for school leaders and governors.
- 5.16 This priority is to maximise income from this source and developing the traded offer further. A pilot project later this year is planned to establish an online system for accessing and purchasing services.

Schools Capital Programme

- 5.17 There are currently no spare places in the secondary sector and demand is predicted to continue to rise across London, although we are awaiting the latest projections from the GLA about this. Once this information is available and we have undertaken further analysis, we will need to determine our long-term secondary school place strategy for 2020-2025.

Phase 1

- 5.18 Westminster City School expansion was completed in February 2018 with 100 additional places provided. St George's School will complete in October 2018, accommodating 150 pupils at secondary level.

Phase 2

- 5.19 King Solomon Academy (KSA)/Paddington Green Primary expansion is due to start on site in October 2018 with completion in September 2019, which will accommodate primary age pupils currently at KSA. KSA works will begin on site in July 2019 and complete in April 2020, accommodating an additional 150 pupils at secondary level. Pimlico Academy could also expand its offer, providing a further 150 places, but the planning for this scheme is still in the early stages.

Addressing the challenges of budget pressures

- 5.20 In addressing the financial pressures resulting from falling rolls in some primary schools, where there is approximately 17% spare capacity overall, the Local Authority is working with school leaders and governors to develop an effective future primary school places approach as part of the 2018 school organisation strategy.
- 5.21 Opportunities are available for schools to learn from and share the good practice in managing budgets and efficiencies and generating new income streams. Advice and support is also being provided with developing school partnerships, including shared service commissioning between schools along with shared staffing and leadership arrangements. Some schools, such as George Eliot and Robinsfield, are already federated and have a single Executive Head. Schools have been made aware of the primary place projections and understand the future implications for their overall budgets, which are based on funding per pupil.

School Meals – design and delivery model for the future

- 5.22 Westminster City Council holds a contract with Caterlink for the provision of school meals to 37 primary schools. This is due to end in April 2019, with an option to extend up to a further two years.
- 5.23 To inform the forthcoming decision on whether to extend these contracts, or end and re-procure them, Children's Commissioning have launched a review of the school meals service. This will involve consultation with schools and, alongside this, market engagement with current and potential providers. If the schools express a strong wish to re-procure rather than extend, we will need to consider how the new service:
- delivers a good quality meal with high uptake.
 - is affordable and represents value for money.
 - is commercially viable and sustainable to the provider.

Until this consultation is completed, we do not know what preferred form the schools will want a new contract to take. Schools might indicate a wish to:

- continue with the existing single borough-wide contract held by the Council, or;
- they might wish to exercise greater independence and choice by procuring themselves, individually or in clusters, or;
- some schools might possibly seek greater self-management and take it in-house.
- we expect to have a view from schools and planned next steps in September.

Child Care Sufficiency

- 5.24 Across both boroughs, we have developed a strong local offer for parents of children aged 11 years in order to address childcare sufficiency. A key priority for 2018-19 is ensuring we keep parents informed of the offer and funding available through the additional 15 hours' free childcare for working parents of 3 and 4-year-old children and the Tax-free Childcare Scheme, as this is an annually changing cohort.
- 5.25 For children with SEND, we are working with Early Years settings and Practitioners to ensure the Disability Access Fund (DAF) and Inclusion funds are promoted to parents of children who may require additional support to access a mainstream setting.
- 5.26 In addition, a holistic deep-dive analysis of current operational practice, leadership, accountability both internally and externally with all early years' providers is being carried out. The purpose of this review is to identify opportunities for closer partnerships with partners, joint working; and shared resources across both boroughs and to inform a Bi-Borough Childcare and Early Education Strategy.

Strategic Review of Social care placements (including Special Educational Needs and Disabilities)

- 5.27 The sufficiency duty forms a core part of how we meet our broader responsibilities as corporate parents to ensure that looked after children's needs are met within an appropriate placement. We are currently reviewing our sufficiency strategy which would inform both the Placements and Looked After Children and Care Leavers strategies.
- 5.28 Social care placements, some of which are jointly funded with SEN and Health, represent the highest area of expenditure within the Family Services Directorate. Our aim is to develop a placement strategy that will transform current provider arrangements, strengthen practice, increase quality and contribute to the savings agenda.

Special Education Needs and Disability (SEND) and Inspection readiness

- 5.29 The joint Ofsted and Care Quality Commission SEND Inspection (Local Authority, Schools, Health partners and parents) will gauge how well agencies fulfil their statutory responsibilities for children and young people aged 0-25 with special educational needs and/or disabilities. We could be notified of this inspection on any Monday morning during school term time over the next year, with 5 days' notice given prior to inspection.

Passenger Transport

- 5.30 The Passenger Transport Procurement Strategy was formally approved in January 2018 for the provision of transport services for children and young people with SEND and vulnerable adults. The service design has been informed by an engagement-led strategy, involving significant consultation with a range of key stakeholders including parents, carers and schools who have been involved throughout the process.
- 5.31 For taxi services, a successful procurement with a competitive response from the market has been completed and is due to go live in August 2018, subject to sign-off on the award report in July 2018. Procurement activity for minibuss services will commence from October 2018 followed by a contract start date of September 2019.
- 5.32 Feedback from the extensive consultation and engagement has been incorporated into the new service specifications, which formalise and further develop quality standards expected from passenger transport services.

My Westminster

- 5.33 The Leader's My Westminster funding is designed to invest in local community and voluntary groups to support projects, which matter to residents.

Stay Safe

- 5.34 £72k of the funding will be used for a 'Stay Safe' programme to help local organisations tell young people about how youth crime, harassment and gang culture affects their friends and communities and increase the take-up of a range of support services for children and young people. The funding has been awarded to the Young Westminster Foundation (YWF) for two years from 1st April 2018. YWF will work in partnership with organisations including Victim Support and Redthread to deliver a programme through local youth clubs Avenues and Bangladeshi Marylebone Society, to help young people.

Employment Support

- 5.35 £72k has also been awarded to Caxton Youth Club to deliver an Employment Support and Independence Skills programme for young people with special educational needs and disabilities aged 16-25 years old. The programme will support 30 young people per year by developing their practical skills such as money management, use of public transport, and CV writing; developing their aspirations and plans for future employment; and arranging work placements, volunteering and job opportunities with local employers in Westminster.

Key/Current Issues

National Funding Formula (NFF) for schools for 2020/21

- 5.36 The National Funding Formula replaces local arrangements and makes school funding uniform across England. The formula is being used as a calibrating mechanism in 2018/19 and 2019/20 generating notional budgets per school, but the authority will retain overall control of how to share core funding between schools. The transitional period will continue to supply minimum pupil funding per head and will cap gains in some schools at 3% per pupil. All schools will gain 0.5% per pupil per annum to 2020.

Increasing demand for Education Health Care assessments

- 5.37 We anticipate that changes introduced by the Children and Families Act 2014 including the increased age range for statutory assessment up to age 25 could increase requests for assessments for EHC Plans. We have not to date seen a significant local increase in overall numbers of EHCPs (although The Department for Education published data for 2017 which confirmed a much higher increase nationally of 16.8 %.)

Short Breaks offer for disabled children - South Westminster

- 5.38 Perfect Pathways was a system-wide review of services for children with Special Educational Needs and Disabilities (SEND) in Westminster, which included direct consultation with parents on how to develop and improve our services. The short breaks offer was identified as one of our development areas, including provision of short breaks in South Westminster.
- 5.39 During the Easter holidays, Marlborough school (Kensington and Chelsea provision) opened the offer to Westminster parents. A few parents have visited and used this offer for their short breaks care packages. Although this provision is on the border of the two boroughs, our families prefer a provision in the Pimlico area. We are actively seeking a venue in this area and have had conversations with a variety of settings.

- 5.40 We are hoping to run a pilot in the summer holidays in order to look at demand and viability. We are also improving our offer for families. This includes two pilot 'Fun days' and two 'Coach Trips' this summer. If a suitable venue is found in Pimlico, then we will offer a series of Play and Stays in the south to complement the pilots, which will run in the North with the Westminster Society.

6. Voluntary and Community Sector (VCS)

Overview

- 6.1 The Voluntary and Community Sector Support Service is a commissioned service, managed within the Council by the Policy, Performance and Communications Department. The provider of this service acts as a conduit and coordinator between the City Council and the large and complex range of organisations that make up Westminster's Voluntary and Community Sector.

VCS Support contract

- 6.2 Work is ongoing with One Westminster to develop the new elements of service under the VCS Support Service contract, recommissioned at the end of last year.
- 6.3 Focus is on developing their new CSR brokerage service, aiming to ensure it is shaped in such a way that it forms a complementary part of the wider CSR picture in Westminster, and delivers maximum added value.
- 6.4 One Westminster's corporate-community engagement event on Thursday 7 June, being delivered as part of their contribution to Volunteers' Week, is focusing on partnerships between the sectors and how they can support businesses to link with local charities and deliver social value. They will be discussing good practice examples and they hope to attract SMEs in particular. The invitation has been extended to all businesses on the Heart of the City Westminster programme and larger businesses supporting the programme.

Westminster Advice Services (WASP contract)

- 6.5 A full procurement procedure is currently underway to recommission our Advice Services. Formal authorisation has just been given to proceed on the basis of 60% weighting for quality (as opposed to the standard 60/40 split in favour of cost) and work is well underway on redrafting the service specification to create greater scope for innovation and be more outcomes focused.
- 6.6 The opportunity is being taken to build some additional elements into the service scope to achieve better alignment and efficiency – the Advice Plus service is transferring from Public Health, the licensing advice service is being added, and we are adopting the debt and welfare benefits advice service currently provided by City West Homes.

- 6.7 The aim is to go out to full tender in July and August, ready for contract commencement the following month. This is being done on the understanding that if the niche market for these services results in only one bid we may proceed by way of direct award. The bid will be fully and formally assessed against all scoring criteria either way.
- 6.8 A range of local partners' have expressed interest in the services, e.g. Cardinal Hume Centre and the Fitzrovia Community Centre. The Council is engaging with these partners and will, through contract mobilisation, be driving the provider to do the same, to ensure the service develops in a way that works locally, taking advantage of new opportunities to work together to meet identified needs.
- 6.9 Since November 2017 Westminster City Council in partnership with Citizens Advice Westminster and the Migrants Resource Centre, has provided an advice service for EU nationals living in Westminster who have concerns about their status in the run up to Brexit. From the 5th June, the previous helpline number will be replaced with a new low- cost number: 0300 330 9011. The telephone service is available on Tuesdays and Thursdays - 11am – 2pm

Community Engagement Strategy

- 6.10 A key recommendation of the Council's recent Community Cohesion report was to do more to bring people together and engage with traditionally harder to reach groups. The Community Cohesion review itself involved a year-long period of engagement activity with groups across Westminster.
- 6.11 The report was launched at an event – hosted by the Leader - in November 2017 with over a 100 key stakeholders representing community groups, partners, residents and businesses across the city. The Leader also attended a Westminster Community Network meeting in March to discuss how the Council can work together with voluntary groups to strengthen community identity.
- 6.12 Building on this, officers are developing a Community Engagement Strategy for the Council to drive forward future community engagement. This includes methods for how we will use data insight to better understand our community, develop a comprehensive community engagement programme encompassing events such as MyWestminster Day and Open Forum as well as engagement with harder to reach groups and be more closely aligned with our consultation processes across Council departments.

Open Forum

- 6.13 Open Forum was established to exchange ideas and collaborate with those who live and work in Westminster and local community organisations, to improve the way that the council engages with key audience groups. Open Forum meetings are open to all and hosted by the Leader of the Council.

6.14 Venues for Open Forums rotate around the city to allow accessibility to different neighbourhoods. The most recent Open Forum in January 2018 was held at Westminster Academy. The format for the January session included some changes following feedback from residents on the previous October 2017 event.

These included:

- An extension of the overall time by 30 minutes to enable more questions from the floor.
- The availability of CityWest Homes staff and Morgan Sindell contractors to support specific casework.
- Additions to the feedback form to pick up ideas from residents about general ways in which the Council could engage better with residents.

There were 116 attendees in total. Topics discussed covered broad themes across housing, planning, transport and community safety, all driven by residents with a mix of questions submitted in advance and asked on the night.

The Committee will be updated with details of future Open Forums.