



City of Westminster

Committee Agenda

Title: **Business and Children's Policy and Scrutiny Committee**

Meeting Date: **Thursday 7th October, 2021**

Time: **6.30 pm**

Venue: **Hybrid MS Teams and Rooms 18.01 & 18.03, 18th Floor, 64 Victoria Street, London, SW1E 6QP**

Members:

Councillors:

Karen Scarborough
(Chairman)
Geoff Barraclough
Christabel Flight
Lindsey Hall
Aicha Less
Eoghain Murphy
Tim Roca
Mark Shearer

Elected Representatives:
Ryan Nichol, Parent Governor Co-opted

Voting Representatives:
Alix Ascough, CE Diocesan Rep
Marina Coleman, RC Diocesan

Rep Non- Voting Co-opted Representatives:
Mark Hewitt, Headteacher, St John CE Primary School
Wasim Butt, Principal, Beachcroft AP Academy

Members of the public and press are welcome to attend the meeting and listen to the discussion of Part 1 of the Agenda

[Link to live meeting](#)

This meeting will be live streamed and recorded. To access the recording after the meeting, please revisit the link.

If you require any further information, please contact the Scrutiny Advisor, Artemis Kassi or Policy and Scrutiny Coordinator, Hannah Small.

Email: akassi@westminster.gov.uk or hsmall@westminster.gov.uk

Corporate Website: www.westminster.gov.uk

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Head of Governance and Councillor Liaison in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

1. MEMBERSHIP

To note any changes to the membership.

2. DECLARATIONS OF INTEREST

To receive declarations by Members and Officers of the existence and nature of any pecuniary interests or any other significant interest in matters on this agenda.

3. MINUTES

To approve the Minutes of the meeting held on Monday 19th July 2021.

(Pages 5 - 10)

4. CABINET MEMBER FOR YOUNG PEOPLE AND LEARNING - PORTFOLIO UPDATE REPORT

Update to the Committee on current and forthcoming issues in this portfolio.

(Pages 11 - 16)

5. CABINET MEMBER FOR BUSINESS, LICENSING AND PLANNING - PORTFOLIO UPDATE REPORT

Update the Committee on current and forthcoming issues in this portfolio.

(Pages 17 - 24)

6. HEALTH AND SAFETY IN SCHOOLS REPORT

To receive a report from Education team on health and safety in schools. This matter was referred to this Committee by the Audit and Performance Committee.

(Pages 25 - 32)

7. THE SCHOOL INCLUSION PILOT REPORT

To receive a report from Family services on the School Inclusion Pilot.

(Pages 33 - 40)

8. WORK PROGRAMME

(Pages 41 - 48)

To consider a draft report on the Committee's work programme for the remainder of the municipal year 2021 – 2022.

**Stuart Love
Chief Executive
29 September 2021**

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CITY OF WESTMINSTER

MINUTES

**Business and Children's
POLICY and SCRUTINY COMMITTEE
19th July 2021
MINUTES OF PROCEEDINGS**

Minutes of a meeting of the **Business and Children's Policy and Scrutiny Committee** held virtually on 19th July 2021 at 6.30pm **via Microsoft Teams**.

Members Present: Councillors Karen Scarborough (Chairman), Lorraine Dean, Richard Elcho, Christabel Flight, Aziz Toki, Nickie Aiken, Mark Shearer, Tim Roca and Eoghain Murphy.

Elected Representatives: Ryan Nichol (Parent Governor)

Also present: Councillor Timothy Barnes (Cabinet Member for Young People and Learning), Councillor Matthew Green (Cabinet Member for Business, Licensing and Planning), Jackie Shaw (Service Director of CAMHS and Eating Disorder Service at the Central and North West London NHS Trust), Rob Burkitt (Gambling Commission), Andrew Birleson (Gambling Commission), Raj Mistry (Executive Director of Environment & City), Kerry Simpkin (Head of Licensing Policy), Jack Shaw (Portfolio Advisor), Debbie Jackson (Executive Director Growth, Planning and Housing), Sarah Newman (Bi-Borough Executive Director of Children's Services), Aaron Hardy (Principal Policy Officer), Artemis Kassi (Lead Scrutiny Officer) and Lewis Aaltonen (Policy and Scrutiny Co-Ordinator).

1. MEMBERSHIP

1.1 Councillor Lindsey Hall was unable to attend and sent apologies. Councillor Nickie Aiken replaced Councillor Lindsey Hall for this meeting. Councillor Aicha Less was unable to attend and sent apologies. Councillor Aziz Toki replaced Councillor Aicha Less for this meeting. Wasim Butt, Marina Coleman, Mark Hewitt and Alix Ascough were unable attend and sent their apologies.

2. DECLARATIONS OF INTEREST

2.1 There were no declarations of interest.

3. MINUTES

3.1 **RESOLVED:** That the minutes of the meetings held on 26th April 2021 were approved as a correct record of proceedings.

4. CAMHS UPDATE

4.1 This item was moved forward in the agenda to take place before an update from the Cabinet Member for Young People and Learning.

4.2 The Committee received a verbal update from Jackie Shaw (Service Director of CAMHS and Eating Disorder Service at the Central and Northwest London NHS Trust). The verbal updated included:

- It was noted that the CAMHS service was still seeing the impact of the pandemic on children and young people, for example 51% of young people presenting in crisis to St Mary Hospital A&E were not previously known to CAMHS. This indicates that the borough needs to examine its early intervention, prevention and well-being offer for young people so they can receive help before they hit crisis point.
- Of the young people presenting to CAMHS, the service is seeing more complex cases, such as young people with eating disorders and children with autism.
- Overall, the service has seen an increase in demand across multiple age ranges as well as the severity of presentations. It was noted that young people are presenting later and in greater crisis.
- Additional funding has been received for the following programmes:
 - Kooth - a new online mental health platform for children and young people between the ages of 11 and 25, its purpose is to provide online counselling services across NWL.
 - Pre-birth to Five Programme – to provide early engagement with parents, carers, and young children.
 - 16 – 25-year-old service – developing a service for young adults.
 - Children with autism – the Committee received an update that autism diagnostic waiting times had increased over the pandemic and the service was looking at ways to reduce the waiting time.
- The Committee was informed that CAMHS had recently set up a crisis line for young people across Northwest London.

4.3 Jackie Shaw (Service Director of CAMHS and Eating Disorder Service at the Central and Northwest London NHS Trust) responded to questions on the service. The questions included:

- Members asked whether vulnerable young people had presented with gambling problems. The service sees presentations of 'gaming disorder' (addiction to online games) in young people, more commonly than problem gambling. Westminster has strong links to the National Gambling Disorder and Gaming Clinic in Earls Court and can make referrals if needs be.

- Members asked about the new CAMHS crisis line and its accessibility for young people. It was noted that the Committee would receive further information on the crisis line through the CYPMH Scrutiny Task group.
- Members asked about accessibility to and awareness of mental health services and how the council can assist CAMHS. The service is continuing to publicise its offer and is engaging with schools, GPs, and social care to ensure all are aware of available services. The service would welcome further collaboration with the council.
- Members asked whether the average age of young people presenting has changed and what the gender breakdown of service users was. It was noted that a typical crisis presentation was from a female between the ages of 13-15 years old who is self-harming and expressing suicidal ideations. No stark change in demographics was noted during the pandemic.
- Members asked about the flexibility of the service to meet young peoples needs. The service meets young people in the community and has practitioners based at the children's services hubs, it was also noted that the service has improved their virtual offer.
- Members asked about different medians available to young people to receive mental health support. It was noted that young people wanted a range of options available to them from face-to-face sessions as well as the option of communicating with professionals via instant messaging on Kooth.
- Councillor Barnes (Cabinet Member for Young People and Learning) noted that Westminster Council had developed a QR Code that linked to a directory of services available to young people in need of mental health support on the Council's website.
- Members asked about CAMHS waiting times. It was noted that Westminster is performing well and has never breached the NHS maximum waiting times standards. However, ASD (Autism) assessments, which are more specialist and require multi-disciplinary teams were taking longer. It was noted that this was reflective across London.
- The Committee asked about CAMHS engagement with the voluntary sector. It was noted that the service works closely with the mental health support teams in schools (run by MIND) and other voluntary sector partners.

4.4 ACTIONS:

1. Members requested that the CAMHS service provide a report to the Committee at a later session.
2. The Service Director for CAMHS and Eating Disorder Service will provide further information on the new CAMHS crisis line to the CYPMH Scrutiny Task group.

5. UPDATE FROM THE CABINET MEMBER FOR YOUNG PEOPLE AND LEARNING

- 5.1 The Committee received a written update from the Cabinet Member who responded to questions on the following topics:

- The Cabinet Member provided an update on school attendance and flooding in North Westminster. It was noted that the floods damaged some library facilities and schools, all facilities were offered immediate financial support and all facilities were operational within a week.
- Members asked about the change of leadership at Pimlico Academy and the Cabinet Member notified the Committee that they were awaiting the results of a recent Ofsted Inspection.
- Members inquired about available summer activities for young people and raised concerns on holiday hunger. The Cabinet Member informed the Committee that Free School Meals vouchers would be provided throughout the summer holidays and this has been communicated to parents.
- Members asked about catch-up funding, referencing the £6000 allocated to primary schools and £22,000 to secondary schools and whether this was enough to meet the demand.
- Members asked about the provision of laptops to vulnerable young people and if there were enough distributed to meet the need across the Borough. It was noted that Westminster Council was one of the first to start distributing equipment in August 2020 and has distributed more than the recommended amount by Ofqual.
- Members asked about primary school capacity. Demographic changes in the borough have meant there is a decreased demand for primary school places and the Council needs to assist schools to manage this change.
- Members discussed the Sir Simon Milton Westminster UTC College and its decision to pause student recruitment from the next academic year. Members raised concerns and asked the Cabinet Member to commission a report on the College's future.

5.2 ACTIONS:

1. Members requested an update on Sir Simon Milton Westminster UTC College at the next scheduled Committee meeting in October 2021.

6. UPDATE FROM THE CABINET MEMBER FOR BUSINESS, LICENSING AND PLANNING

6.1 The Committee received a written update from the Cabinet Member who responded to questions on the following topics:

- The Cabinet Member provided an update on businesses affected by the flooding in North Westminster and noted that businesses were able to access the bulky waste collection council service for free. Advice has also been issued to businesses affected by the flooding as well as hardship relief.
- Members asked about apprenticeship employment opportunities for residents in the Borough. The Committee discussed employment shortages in the hospitality sector, the Council are trying to combat this by working with local Job Centres and facilitating hospitality taster days with Westminster Kingsway College.

- Members discussed the Kickstart scheme and the lower than anticipated number of new joiners at the Council. The Cabinet Member informed the Committee that the Council are paying young people on the Kickstart scheme the London Living Wage.
- The Committee congratulated the Cabinet Member on the Al-Fresco hospitality strategy, particularly the granting of over 700 pavement licences to restaurants to provide nearly 16,000 seats for outdoor food and beverage services.
- Members raised concerns on behalf of residents on the Al-Fresco hospitality strategy. The Cabinet Member informed the Committee that they are launching a series of consultations with residents to co-design a new scheme that is suitable for both residents and businesses.
- The Committee discussed the West End Recovery and particularly the art installations within the Westminster Animation Strategy.
- Members asked for an update on how the Council are encouraging start-ups to use stalls within markets. It was noted that the Council's pitch fees are one of the lowest in London to encourage start-ups to occupy Market stalls.
- Members asked what targets have been set for the Westminster Investment Service. It was noted that the Members would receive a written response.
- Members raised concerns about the proliferation of American sweet/candy shops across the West End and if the Council could do anything about the increase in shops. The Council has limited powers in this regard.

6.2 ACTIONS

1. Members requested a written update from the Cabinet Member on the targets that have been set for the Westminster Investment Service.

7. REPORT ON GAMBLING POLICY IN WESTMINSTER

7.1 The Committee received a written report on the Council's Gambling Policy in Westminster. Cllr Matthew Green (Cabinet Member for Business, Licensing and Planning) introduced the report followed by Raj Mistry and Kerry Simpkin who both presented on the report's findings. The Committee also heard from two expert witnesses, Robert Burkitt and Andrew Birleson from the Gambling Commission. Questions on the report included:

- Members asked about the triennial review of the Council's gambling policy and whether every three years was an appropriate time frame to review the Council's policy. It was noted that many Councils want this extended to every five years to match the statutory five-year requirement for Councils to review their licensing policy.
- Members discussed the vulnerability index, the gambling harm risk index combines a number of data sets relating to different groups who were identified as being at risk to gambling related harm.
- Members asked about the council's powers to refuse gambling licenses. Previously denied applications in Harrow Road were discussed and the decision

to refuse those specific applications was attributed to gathering detailed local evidence. The Council is proposing in the new Gambling Policy to create detailed local evidence bases across the city known as Local Area Profiles.

- Members asked for assurances that the new Gambling Policy will be able to collect localised evidence through Local Area Profiles and therefore be able to take into consideration the potential vulnerability of residents when applications are being made for gambling premises.
- Members discussed what conditions are imposed on gambling licenses and if they can be strengthened. It was noted the Council does impose conditions upon licenses and has the power to review the licenses.
- Members asked if the Council are engaging with reputable, well-run gambling premises' such as Casino's in the City centre. It was noted that the Council will be engaging with most gambling premises as the new Gambling Policy is being developed.
- The Chairman wanted to express her thanks to the Officers in the Council for the work they are doing to refresh the Gambling policy.

8. COMMITTEE WORK PROGRAMME

8.1 The Chairman informed Members that the Policy and Scrutiny team will be circulating a suggested list of substantial items for future Committee meetings. The Chairman updated the Committee on the progress of scrutiny task group looking into the mental health and well-being of children and young people in Westminster.

9. TERMINATION OF MEETING

9.1 The meeting ended at 8.30pm.

CHAIRMAN _____

DATE _____



Business and Children's Policy and Scrutiny Committee

Date:	07 October 2021
Report of:	Councillor Timothy Barnes
Portfolio:	Cabinet Member for Young People and Learning
Report Author:	Jack Shaw, Portfolio Advisor
Contact Details:	jshaw@westminster.gov.uk

City for All – Young People and Learning Priorities

1. Vibrant Communities

1.1 Keep Children at the Centre of Everything We Do

As part of our ambition to put children at the heart of everything we do, over the last three months our libraries have held over 158 events. The full service of our libraries has now resumed, and they are also distributing rapid lateral flow tests for the public. Church Street Library partnered with the National Health Service (NHS) to offer vaccinations on 1 September.

In partnership with City Lions, the Westminster Creative Collective project exhibited art works from our young people in Paddington, Victoria, Maida Vale and Westminster Reference Libraries from 28 June for a month. The exhibition then moved to the Saatchi Gallery for a finale with a selection of 30 pieces on display throughout August, showcasing the brilliant creative work of our young people.

Our Libraries Summer Reading Challenge was also held over the summer with over 620 young people taking part. Libraries supported the Holiday and Activity Food programme with 14 events taking place at Church Street, Paddington, Pimlico and Queens Park Libraries, which was a huge success, and young people attending received either a pack lunch or a food parcel to take home.

1.2 Transform our Pre-birth to Five Programme

Our transformation plans, workstreams and strategies for our Pre-Birth to Five Programme have now been agreed. As part of that exercise, we consulted staff members and the community through engagement workshops. Doing so has been

invaluable. We are also currently working with Central London Community Healthcare partners to modernise and digitise our health visiting offer.

The number of two-year-olds taking up funded education in Westminster through Free Early Education Entitlements (FEEE) has fallen by 2 percentage points from last year. This is a smaller drop than seen in elsewhere in London, meaning that two-year-old take-up in Westminster in January 2021 was well above the London average despite COVID-19. Take-up among three- and four-year-olds in Westminster continued to follow the downward trend also seen in London and England. The Early Education and Childcare Service is introducing a number of promotional and communication strategies to increase take up of FEEE places across the borough.

1.3 Improve our Offer for Children with Special Needs and Disabilities

We are currently working with key local stakeholders to refresh our Local Area Special Needs and Disabilities (SEND) Strategy for the period 2021-2024. This is due to be published this autumn. There is an ongoing focus on reducing waiting times for autism diagnosis and improving access to face-to-face speech and language therapy support. Work is underway on these two areas of improvement and an action plan is being finalised.

2. Areas of Focus

2.1 Refugees from Afghanistan

There are a number of young refugees from Afghanistan currently in Westminster. A multi-agency task group has convened to deliver a response plan detailing local wrap around support and associated costs. Westminster Connects are currently leading on much of the on the ground co-ordination, with clothes and prayer rooms having already been set up. On site health needs assessments are being carried out and we are working closely with the government.

2.2 Sir Simon Milton Westminster - UTC

Due to continued low pupil numbers, the Department of Education has now taken a substantive decision to commence a phased closure of the UTC in August 2022, pending a listening period which will run from 15 September to 15 October. This will provide an opportunity for students, parents, staff and stakeholders to give their views, which will be considered fully before a final decision is taken by the Department for Education (DfE) about the future of the UTC. Support and advice is being provided by the local authority to the UTC to help Year 11 and Year 13 students plan the next stage of their education once they complete their studies at the UTC next summer.

2.3 Mental Health and Emotional Wellbeing Support

We have been seeing an increased number of children and young people accessing support from local early intervention emotional wellbeing and mental health support services including Kooth Online counselling and Mental Health Support Teams in schools. Despite seeing rises in most other London boroughs, Child and Adolescent Mental Health Services (CAMHS) referrals have not increased in Westminster. This may be testament to the strength of the local early intervention and early help offer.

Officers gave evidence at the Scrutiny Task and Finish Group in September on what we are seeing locally in relation to presenting needs as we have moved out of lockdown and what we expect levels of emotional wellbeing and mental health need to look like moving forward. Our local clinical CAMHS provider, Central and North West London NHS Foundation Trust, on the success and strengths of our close partnership working. We also have a new Youth Mental Health Worker embedded in our five Westminster Youth Hubs and we are expanding our Looked After Children (LaC) CAMHS Team to support Care Leavers.

We are putting in place an enhanced integrated 18-25 emotional wellbeing, mental health and employability offer to support young people with mental health and wellbeing, employment and training, substance abuse, sexual health, housing and benefits advice.

2.4 Holiday Activity and Food Fund (HAF)

Westminster City Council has been allocated a total of £709,120 for the provision of a school holiday food and activity offer to support disadvantaged young people on free school meals between 1st April and 31st December 2021. Over the summer we supported 1,675 young people, which was delivered across 33 providers. The programme aims to encourage young people eat more healthily over the school holidays, be more active, and take part in enriching activities which support the resilience, character, and wellbeing and educational attainment of young people.

2.5 Youth Unemployment

Westminster City Council has a comprehensive offer of more than 40 services across the council to tackle youth unemployment, including employment support, mental health services, physical activity and social care. Due to the ongoing effects of the pandemic, 12% of residents aged 18-24-year-olds are currently not in employment. Since March 2020 our claimant count has also increased, but this is from a very low base and the numbers are still low enough that we can develop individual support plans for all of our young people. We are in the process of launching an internal Taskforce to bring together officers from across multiple services so that we're best placed to support young people not in education, employment or training.

2.6 Youth Sector

In 2021, the Council's £500k youth sector funding has been used to support organisations and initiatives that support the implementation of the local Early Help Strategy. This includes:

- Core funding for five Youth Hubs across the City.
- The largest single contribution to the Brighter Futures Fund that offers small project grants to VCS partners.
- "Strengthening the Sector" funding that is designed to support 5 (non-hub) VCS partner organisations to leverage additional funding and strengthen their offers to young people.

2.7 COVID Safety Measures

A number of new safety measures are in place as young people return to school. Following government guidance, they are no longer organised into bubbles and masks are not required to be worn. Schools are expected to facilitate two onsite tests at the start of term and from then on young people will be expected to continue twice weekly lateral flow testing from home. Should a young person test positive they will be required to self-isolate and take a Polymerase Chain Reaction (PCR) test. If this is positive, they should continue to self-isolate for 10 days and then return to school. There is no longer a requirement for young people who have been in contact with the positive case to self-isolate, but they will be encouraged to take a PCR test. Outbreak management plans are in place alongside procedures for managing and isolating any confirmed cases. The council will continue to monitor and keep a record of COVID-19 cases on a weekly basis, and also provide support and guidance for schools and early years settings. Contact points have been established for schools.

This term Ofsted will be undertaking their full programme of inspections and it is likely that some of our schools will be inspected. In preparing for their inspections, all schools have access to advice and support from their School Standards Lead Adviser.

2.8 Support for families through Family Hubs

All three Family Hubs were focal points for support for children and families during periods of lockdown and are now offering more face-to-face sessions through the different agencies which form the service offer. The three multi-agency leadership teams have agreed annual plans which include local activities to deliver priorities from Westminster's Early Help Strategy. While the South Hub building at Bessborough has been operational since 2018, the new purpose-built site for the Portman North East Family Hub has opened recently. The new site for the North West Family Hub is due to open in Spring 2022.

The role of our team of five Family Navigators have expanded as demands have changed. They have provided support for families where children have been reluctant to return to school following lockdown and they have helped children who require additional support to transfer from primary to secondary school. They have led much of the coordination of support for increasing numbers of refugee families placed in Westminster hotels over the last year including helping them to access services such as primary healthcare, school, support charities, faith groups as well as organising trauma-informed training for hotel staff and school holiday activities for children. Westminster's Family Hubs model continues to receive interest from the Department for Education and the Family Hubs Network. The House of Lords Public Services Committee have also requested a visit.

2.9 Youth Violence

The Youth Offending Service and the Integrated Gangs and Exploitation Unit are working closely with young people across Westminster. This work is supported by family therapists who take a whole family approach to reduce risk of youth violence and we continue to deploy a specialist sexual violence practitioner to work with young women at risk of sexual harm and exploitation.

There have been fewer incidences of serious youth violence compared to last summer and in addition to this we are working with 82 young people and their families. At the end of July, 34 young people were engaged with our work coaches. As a result, we have been able to support a number of young people into employment or new training opportunities.

Our enforcement remains robust, and where necessary injunctions have been obtained against anti-social behaviour. There is also significant community and schools engagement ongoing, including wellbeing programmes in Church Street due to higher levels of crime, a series of events with Central London Mosque which were co-delivering and discussions with Young Westminster Foundation to support young people with low school attendance ongoing.

3. Education Recovery

Schools are continuing to use the additional education recovery funding they have received to support the progress of children who fell behind during the lockdown. The funding is being used to help the intervention programmes that schools already have in place and helping children with additional catch-up learning. In some cases, schools are also using their funding to access support from the National Tutoring programme.

In late July and at the start of the holidays, our secondary schools ran summer schools for their new year 7 students. The programmes focused on helping the students with English and mathematics skills. They also helped familiarise the students with their new school.

Catchup funding for Westminster schools is broken down below.

	Sum of Autumn 2020 Payment	Sum of Spring 2021 Payment	Sum of Summer 2021 payment
Local Authority Maintained	166,030	210,220	268,550
Academies	219,980	301,050	372,090
Grand Total	386,010	511,270	640,640

3.1 Primary School Capacity

We continue to proactively work with a number of schools to manage pupil number shortfalls, particularly in primary schools. Schools have already taken positive action to reduce risk, including attracting more pupils, filling vacancies, managing financial shortfalls, restructuring and permanently reducing published admissions numbers. We continue to work with schools and are supporting them find long-term solutions.

4. Cabinet Member Decisions (July - September 2021)

Since the last Business and Children's Policy and Scrutiny Committee, the following decisions have been made.

- Victoria Business Library
- Alternative Provision and Behaviour Outreach Contract Award



City of Westminster

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Business and Children's Policy Scrutiny Committee

Date: Thursday 7 October 2021

Portfolio: Business, Licensing and Planning

The Report Of: Councillor Matthew Green, Cabinet Member for Business, Licensing and Planning

Report Author and Contact Details: Jack Shaw, Portfolio Advisor
jshaw@westminster.gov.uk

City for All – Business, Licensing and Planning Priorities

Thriving Economy

West End Recovery- West End Pop-up Project

- 1.1 We continue to work with Business Improvement Districts (BIDs) and landlords to fill vacant sites across the West End, create a more inclusive environment for local entrepreneurs and revive our commercial centres. To date, the project has fully activated six units in Piccadilly using creative installations, displaying the work of up-and-coming London-based artists and showcasing innovative start-ups. In partnership with New West End Company (NVEC) and property owners, a call-out was launched in June for pop-up occupiers for up to 10 spaces in Oxford Street, Regent Street and Mayfair. The selection panel chose twelve proposals to activate vacant spaces in NVEC's area. The project envisioned the creation of "The Regent Street Edit" which is a pop-up concept store that showcases six ethical and sustainable brands. This pop-up turned unit 88 Regent Street into a space that brings together the next generation of fashion and wellness brands that are more ethical and sustainable. The project has a further six activations planned by 31 October 2021, when the programme is expected to end. Property owners across the West End are keen to continue to engage in the project and provide a rent-free period to pop-up occupiers to enable more units to be activated with pop-ups through the Christmas period and into March 2022.

West End Recovery- Westminster Investment Service

- 1.2 Following the launch of the Westminster Investment Service at the end of June, we have now appointed a Westminster Investment Service Manager and are recruitment for two Principal Investment Service Officers is underway. The Service continues to welcome new arrivals into Westminster, working with the BIDs, Council services, property owners and partners to identify those who have recently invested. We are currently profiling businesses to showcase recent investments, and we are looking to carry out an Investor Perceptions Survey with investors over the last three years to gain a greater insight into their perceptions of Westminster as a business location. Separately, a Concierge Service has been introduced to support new investors, domestic and international, and we continue to receive short-term, medium- and

long-term enquiries for units, demonstrating the continuing importance of Westminster as we come out of this pandemic.

West End Recovery- Westminster Reveals

- 1.3 Westminster Reveals, which launched in July, is working with partners to showcase the range of activity taking place in Westminster. A curated calendar of events have been designed to attract visitors to central London. Some of the events that have ran this summer include a Pop-Up Painting in Mayfair in partnership with Mayfair Art Weekend and our Inside Out campaign. Over 9,000 people participated in Inside Out's free Sketch on Trafalgar Square sessions recently and 70,000 people visited the Underbelly Festival on Cavendish Square. Skate the Strand temporary skate park (see below). An art installation on Temple Roof Gardens will launch at the beginning of October.

West End Recovery- Future Occupiers

- 1.4 We continue to work closely with London & Partners on the delivery of the programme. We took part in the Virtual Trade mission for northeast Asia - Japan, Korea and Hong Kong in July and future Trade Missions are being planning for Europe this month and North America later in the year. We are also engaging with the Mayor of London and his office to ensure that we're joining-up our shared ambitions to encourage people back into the West End.

West End Recovery – Marble Arch Mound

- 1.5 Over 113,000 people have now been up the Mound. Those visitors are going on to spend money on food, other attractions and Westminster shops – on average £60 per visit. The Mound has been considerably overhauled and now offers an impressive light installation. The Mound is now on track and doing what it was always intended to and we believe this exhibition will encourage even more people to visit the West End. A review is underway to ensure the overspend on the Mound does not happen again.

West End Recovery – Oxford Street District

- 1.6 The Council is committed to supporting the future success of the nation's favourite high street and its surrounding neighbourhoods. The case for investing in the Oxford Street District is even stronger following the pandemic and we remain focused on doing everything we can to deliver on this alongside our partners. Improvements to Oxford Street and the surrounding district have already been delivered through close working with the local community, including new greening and seating on Oxford Street itself, the new Soho photography quarter and improvements for cyclists and pedestrians across the whole area. Moving forward, we want to make sure we consult openly and fully with local groups to ensure that their views can shape any of our proposals or schemes.

After listening to residents and a review of the cost effectiveness of the proposal for a pilot for the Oxford Circus piazzas, we have decided to focus on permanent schemes. The temporary piazzas previously planned to open at Oxford Circus later this year will not now go ahead, along with all associated enabling street works. The engagement and consultation approach and timetable will be shared shortly but in moving forward we are committed to meeting key tests of a clear business case, meaningful engagement, and complete clarity on impact on residents and costs.

Al fresco hospitality

- 1.7 Our al fresco scheme has been a huge success in encouraging people back into Westminster. The current al fresco scheme is coming to an end and barriers and road closures are

programmed for removal by 01 October, when pavement licenses expire. There are six locations where permanent schemes are being developed in consultation with residents, businesses and other partners. These include St John's Wood High Street, Covent Garden, Elizabeth, Eccleston and North Audley Street and Pimlico.

Results so far show strong support in favour of alfresco schemes. 86% of respondents to the St John's Wood High Street consultation supported the development of a permanent scheme, with 84% in favour of keeping the temporary scheme in place until the permanent scheme is implemented. Likewise, 81% of respondents to our two Covent Garden consultations supported the continuation of alfresco dining on Henrietta Street, King Street, Maiden Lane and parts of Southampton Street. 78% of residents told us they supported the continuation of alfresco. Covent Garden proposals were contingent on a second consultation, the Neighbourhood Traffic Management Scheme, which proposed timed closures in the coming 18 months for this area. This consultation has now closed and the results show there is local support for the proposed scheme. The full results will be published in October. Finally, consultations held for Pimlico, Elizabeth Street, Eccleston Street and North Audley Street, which closed on 26 September, also demonstrate the overwhelming local support for alfresco.

All barriers which are not part of schemes consulted on will be removed in the first week of October. In Marylebone Lane the current alfresco scheme ended on 28 August. The road closures were marshalled by Howard de Walden and we have been working with them on a permanent proposal which would allow the continuation of alfresco dining. In order to allow alfresco dining on the pavement and pedestrians on the carriageway the road would have to be closed. For safety reasons this would require a physical barrier which would need managing. We are in discussion with Howard de Walden and provided an agreement is reached the scheme will be consulted on.

Training and Employment

Kickstart

- 1.8 25 Westminster residents have been recruited onto the internal Kickstart Programme and a further five are year to be recruited. The programme is on track. Each young person has been assigned an employment coach, who will be there to help them with any in-work issues that they may have and will be working with them to help them progress into another role, either internally or externally, once their 6-month Kickstart placement has ended. Our Kickstarters are working across council departments.

Westminster Employment Service has also been working with local businesses to support further Kickstart opportunities. 4 young people have been supported with partners to date. A recruitment event took place with Somerset House on 13 September at the Lord Mayor's Parlour where there will be 10 unique creative roles on offer, including in marketing, events management and digital and communications.

Westminster Wheels

- 1.9 To date, 22 young people from Westminster have been trained and recruited through the project. The fourth cohort is completed their training in September and have begun working in the Westminster Wheels shop, located on Church Street. Our original target was to recruit 30 trainees, but we are forecast to recruit 34 in total, so the project has exceeded expectations. We continue to promote Westminster Wheels and have applied for a market pitch in Church Street. A three-month marketing campaign has also been developed which will enable us to continue to engage with businesses and partners to increase the number of bike donations and promote bike sales.

Westminster Adult Education Service

- 2.1** The Westminster Adult Education Service (WAES) continues to deliver education and training programmes that support residents. WAES has had a good start to the new academic year, with a range of campaigns run over the summer to encourage residents back into learning, to reskill and upskill in their chosen pathways. We have partnered with the Department for Work and Pensions Job Centre in Marylebone to host one of the 110 Youth Hubs across the UK at Lisson Grove Centre. The Youth Hub will provide tailored wrap-around support and advice on careers, employment and wellbeing for our young people.

We have secured additional funding to host English for Speakers of Other Languages (ESOL) support and training in our Integrate Westminster programme. The programme enables learners to practice English in a less formal setting and will be available to support any new arrivals from Afghanistan. Alongside this, we have applied for funding to support British Nationals Overseas that are arriving from Hong Kong. We have strong relationships with the Chinese Community Centre (CCC) and a strong reputation for the delivery of ESOL. The programmes will be delivered at the main WAES sites and at the CCC. This will focus on life in the UK, accessing services, mental health and wellbeing and a host of enrichment programmes and trips focusing on cultural integration.

We have launched a new digital career offer in partnership with Amazon Web Services and Westminster Employment Service. Learners will be able to take part in a 12-week intensive course leading to good jobs as software developers, solutions architect and more. The programme is currently recruiting very strongly.

Place Shaping

Strand Aldwych

- 2.2** The Strand Aldwych project has achieved its first major milestone in converting this traffic dominated, polluted area to a new cultural learning quarter for London. The traffic switch to enable two-way traffic on Aldwych successfully took place on 22 August, creating a new public space on Strand free of through-traffic between Lancaster Place and Surrey Street. To mark the occasion a series of events called “September on the Strand” were introduced, which drew thousands of visitors to the area and included a pop-up skate park which provided 250 free skate lessons.

Construction works will continue following September on the Strand and the Aldwych two-way scheme and Meanwhile Strand are scheduled to complete at the end of 2022. The construction project is so far being delivered to time and on budget according to the £18,090,232 approval gained in December 2020. The total scheme spend to the end of period 5 on the Aldwych two-way and Strand Meanwhile elements of the scheme is £9.938 million. This includes significant design, enabling and construction works to switch the Aldwych to two-way traffic.

The budget allocation approved by Full Council in March 2021 is £30.767 million to take the scheme to full completion. This includes an element of risk and contingency. A CIL funding request due to scheme suitability was highlighted as part of the recent CPSR process. A decision on whether the scheme will receive an allocation will be made as part of the budget setting process over the next couple of months. This will reduce the council funding requirement if successful.

Harrow Road

- 2.3** We are working alongside residents and stakeholders to produce the Harrow Road Place Plan. The project has received a £900,000 funding contribution from the Greater London Authority and Good Growth Fund. This is being matched by WCC to provide a budget of £1.8m to support delivery of three priority projects that have the potential to catalyse wider neighbourhood improvements. The first focuses on Maida Hill Market and will take forward work that was been developed in August 2019 on a vision for Maida Hill Market. The second and third sit at intersections of the Harrow Road, where the high street meets the Paddington arm of the Grand Union canal. These projects will build on the ambitions of Queens Park Community Council, Paddington Development Trust and others. Work is already progressing on design and engagement for each of these projects and work is expected to start on site in Spring 2022. Beyond this, we have been working alongside and local stakeholders to create a masterplan that provides a clear framework for delivering improvement across the area and helps coordinate input across council departments and amongst the community.

Victoria Place Plan

- 2.4** Greening Victoria Street: Work is underway to explore how we can bring enhanced greening to Victoria Street. We are in the process of developing a strategy that explores the various ways greening can be unlocked, given the challenging context of Victoria Street. The Place Shaping Team are identifying a first tranche of permanent projects that can be delivered across the course of the next financial year, using the capital programme to seed projects and working with stakeholders to secure further funding to support delivery.

Lillington Gardens Community Centre: We are leading on a project to renovate the Lillington and Longmoore Gardens Community Centre and develop an Open Spaces and Play Strategy for the estate, with the view of construction beginning in early 2022/23. A budget in the 2022/23 capital programme is ringfenced to seed the construction of this project. We will be working to secure further external funding to cover the cost of delivery.

Future Victoria Masterplan: work on this project has been disrupted by Covid-19. We are looking to recommence community engagement in early 2022 to assist with the completion of the concept masterplan for the station area and the surrounding areas.

Soho

- 2.5** Our Vision for Soho aims to develop a vision statement, set of objectives, and projects – mostly focused upon the public realm – that will address current and emerging pressures facing Soho. We are engaging with Soho’s communities and have held a series of workshops and targeted conversations to understand their priorities. The aspiration is that once completed, the Vision for Soho will sit alongside the Soho Neighbourhood Plan to provide a comprehensive plan for Soho’s future. £1.8 million has been ringfenced within the capital programme to support the delivery of initial projects emerging from the Vision for Soho, once agreed, over the course of 2022/23.

Open Spaces, Greener Places

- 2.6** The Open Spaces, Greener Places programme comprises of a number of schemes to improve the quantity and quality of our open spaces and green infrastructure. Ten schemes were successful in securing funding for 2021/22 including improvements to parks and open spaces, play facilities, and green infrastructure. The programme has secured £65,000 in investment from external sources. The majority of the £375,000 funding for 2021/22 is to be spent in the second half of the year due to the nature of the programme, to be delivered through both internal and external partners.

Paddington

- 2.7 The Paddington Places strategy is being finalised. It is designed to support better movement of pedestrians and cyclists and unlock possibilities for healthier environments for the local community. In the coming months we expect to take forward a number of projects that have arisen as a result of stakeholder engagement.

Vibrant Communities

Gambling Licensing Policy

- 2.8 The Council is required to adopt a Gambling Policy every three years and the current policy will end on 30 January 2022. We have undertaken a review of the current policy which has provided an opportunity to ensure there are adequate controls in place, particularly to manage gambling licensing within the City. A Local Area Profile has been developed which will provide applicants with information on the demographic living in the area and the general risk to gambling related harm. The profile will also include other relevant information associated with local crime rates, hostel locations, schools, other support services for vulnerable adults. We will direct applicants to the Local Area Profile and how they should use that information to adequately risk assess their premises, reduce the impact the premises have on the local community and the licensing objectives. The new policy will better protect residents, especially those who are at greater risk of harm from gambling.

Environmental Supplementary Planning Document

- 2.9 Following the consultation on the Environment Supplementary Planning Document (SPD) over the summer, officers are analysing the changes that are required to ensure the SPD takes account of comments received from residents, businesses, developers and other stakeholders. We are also considering how the feedback received will complement the Climate Emergency Action Plan, Code of Construction Practice and our Validation Requirements List for individual planning applications, so that we ensure our strategies that address the Climate Emergency complement one another to be really effective.

Planning

3. The application determination performance (for major and minor applications) of the Town Planning Service continues to exceed the level required by the Ministry of Housing, Communities and Local Government for the period to the end of August during quarter 1 and quarter 2 of 2021/22. 74% of Non-Major applications have been determined within their target determination date whilst 83% of Major applications have been determined within their target determination date.

2,173 applications were received during June, July and August 2021. This is an increase of 293 applications (+16%) versus the same period during 2020/21, but remains down by 181 applications (-8%) on 2019/20, the last pre-pandemic year. By contrast the shortfall in application numbers between 2021/22 and 2019/20 for April and May was down by 28%. Therefore, the latest figures for June to August 2021 indicate a continuing transition back towards pre-pandemic application numbers, although it should be noted that April and May 2020 were more severely impacted by the pandemic than June to August 2020. It should also be noted that the total number of applications received annually were falling for a number of years prior to the pandemic, as a result of a variety of factors including the increases in the scope of permitted development rights and developer uncertainty as a result of Brexit.

Two of Westminster's Neighbourhood Forums, Soho and Fitzrovia West, received 'yes' votes in their Neighbourhood Plan referendums. This is a real endorsement of their respective

neighbourhood plans from local residents and businesses and once adopted, these plans will carry full weight in individual planning decisions alongside the City Plan and London Plan.

Street Entertainment

- 3.1 Following the launch of the street entertainment policy, we have received 159 licence applications and issued 126 licences. Overall, compliance with the new policy is being achieved. Our first quarterly policy review survey was launched on 31 August. The feedback provided will be reviewed and form part of our busking and street entertainment policy review which will be completed one year after implementation.

Beneficial Ownership

- 3.2 The Government has or intends to have registers of beneficial ownership for three different types of assets: companies, properties and land, and trusts. In June Group of Seven (G7) Finance Ministers agreed to implement and strengthen registries of company beneficial ownership information. The Government is yet to publish the detail. We continue to wait for on the Government to bring forward legislation, and as set out in June, it remains premature to formulate how it might be used to limit access to planning services.

Smart City

Digital Planning Tools

- 3.3 The planning comment moderation service that was introduced for online comments in March 2021, along with a new protocol setting out the standards to which comments will be held, continues to operate effectively. Only six comments have been reported and all but one were found to be unoffensive when assessed against the protocol. Officers are continuing to develop a digital strategy for Place Shaping and Town Planning to ensure that appropriate digital planning tools are identified, prioritised and implemented to meet the department's City for All objectives to make the service easier for residents and service users to interact with and to make planning applications simpler to understand.

3.4 Cabinet Member Key Decisions

Since the last Business and Children's Policy and Scrutiny Committee, I have formally approved the following key decisions:

- Harley Street Area Partnerships BID Ballot
- Revision of the Licensing Policy under the Licensing Act 2003
- Queen's Park Neighbourhood Plan
- Westminster CIL and S106 – Project Allocations

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Business and Children's Policy and Scrutiny Committee

Date:	Thursday 7 October 2021
Classification:	General Release
Title:	Health and Safety in Schools
Report of:	Ian Heggs, Director of Education
Cabinet Member Portfolio	Young People and Learning
Wards Involved:	All
Policy Context:	...
Report Authors and Contact Details:	Alan Wharton, Strategic Asset Manager (Schools and Children's Services) Weronika Schultz, Senior Health and Safety Adviser awharton@westminster.gov.uk wschultz@westminster.gov.uk

1. Executive Summary

- 1.1 As part of the 2020/21 Internal Audit Plan, a thematic voluntary review was undertaken on health and safety in schools. A summary of this review was included in the Head of Internal Audit's Annual Report which was presented to the Audit and Performance Committee at their meeting on 14 July 2021 (Agenda Item 6, Appendix 2) [APC IA Annual Report July 2021.pdf \(westminster.gov.uk\)](#).
- 1.2 The Audit and Performance Committee noted the relatively low level of responses from the schools and questioned whether the Council could be assured that schools within the borough had appropriate arrangements for health and safety in place. This matter has been referred to the Business and Children's Policy and Scrutiny Committee.

2. Key Matters for the Committee's Consideration

2.1 The following are submitted for consideration by the Committee:

- Does the Council have adequate assurance that health and safety within schools and nurseries, including in community schools where the Council is the employer, and also the landlord of all community schools?
- Should the Council obtain assurances on the adequacy of health and safety compliance in all schools?
- Does the Committee consider additional support, training and oversight is required in respect of health and safety arrangements within schools and nurseries?
- Does the Committee consider that there is an appropriate level of voluntary reporting on health and safety within schools?
- Is there more that could be done to encourage sharing best practice between the Council and schools (i.e. through working with the Dioceses)?

3. Background

3.1 As part of the 2020/21 Internal Audit Plan, a thematic review was undertaken on health and safety in schools. The purpose of this thematic review was to consider the adequacy of arrangements, in an area not covered by the standard audit programme, in respect of a potentially high-risk area for the Council.

3.2 The thematic review was a questionnaire which asked information in a number of different areas relating to health and safety including:

- Health and safety policies available.
- Health and safety training provision and records maintained.
- Records maintained on incidents and accidents.
- Health and safety reporting arrangements.

Details of the questions asked are attached as Appendix 1.

3.3 The questionnaire was sent to all of the schools and nurseries who are subject to internal audit as part of a three-year audit cycle. This was a total of 40 establishments which included Community, Voluntary Aided and nursery schools but excluded academies. The completion of the questionnaire was voluntary and it was recognised that the Covid-19 impact on schools was likely to affect the number of responses received. Some schools indicated that they were reluctant to complete the questionnaire as it was outside of the normal internal audit remit of finance and governance and some Voluntary Aided schools did not consider it to be a matter for consideration by the local authority.

3.4 A total of 10 responses (25%) were received, 6 from Community schools and nurseries and 4 from Voluntary Aided schools which is very low when compared with the responses received from other two Councils where the same exercise was undertaken (65% and 74%).

3.5 The responses to the questionnaire were summarised to identify areas of good practice and to identify areas where there was potential for improvement or sharing of best practice. Whilst the questionnaire was quite high level, it did

provide some assurance that the schools who responded had given appropriate consideration to their health and safety responsibilities with some positive and detailed responses to some of the questions (see Appendix 2 for more details on the responses received).

The key themes from the responses where further action may be required are summarised below:

- Policies and procedures.
- Wellbeing policy
- Frequency of training
- Training records.
- Risk assessments
- Lessons learnt
- Reporting of child injury incidents

3.6 It should be noted that the review only summarised the information provided by the schools and no in-depth compliance checking was undertaken on the statements provided.

3.7 A summary of the review was included in an Appendix to the Annual Report on Internal Audit and Internal Control - 2020/21 which was reported to the Audit and Performance Committee in July 2021. Whilst the Committee accepted that the completion of the questionnaire by the schools was not mandated, they were concerned at the low level of responses received. The Committee were also aware that the Council has limited responsibility over health and safety in non-Community Schools.

3.8 The Committee considered that further scrutiny was required on whether the health and safety arrangements for schools within the borough were adequate and whether there was proper oversight of these arrangements.

4. Health and Safety – Responsibility and Duty for Schools

4.1 The employer is accountable for the health and safety of school staff and pupils. Whilst the Council is ultimately the employer in community schools, these duties are delegated to the schools' governing body on a day-to-day basis. In most cases, they are responsible for ensuring that health and safety risks are managed effectively. Each governing body will have a nominated Health and Safety governor who will have attended appropriate training.

4.2 Schools must appoint a competent person to ensure they meet their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks at the school. This can be someone appointed directly by the school, one or more of its staff, or the employer can arrange support from outside the school. In most schools, the senior leadership team can manage risks.

5. Council Arrangements for Health and Safety in Westminster Schools

- 5.1 Until about three years ago, the Council's Corporate Health and Safety Team were part of a Bi-borough Service Level Agreement (SLA) which schools could opt into for Health and Safety Support. There are 60+ schools/nurseries within the borough (all types of schools). This arrangement was recently reviewed and, as there were only a few schools who had entered into an SLA, and there was no evidence of any schools contributing financially for the support available, it was decided that the Council would withdraw from the Bi-borough SLA offer.
- 5.2 The Council has maintained responsibility for Health and Safety at all schools and nurseries where staff are ultimately employed by the Council (Community Schools). The Council's responsibility is purely in their role as an employer and this responsibility does not extend to areas such as pupil safeguarding, which is the school's responsibility. Ownership of the school buildings does not affect the responsibilities of the employer in respect of staff health and safety i.e. an Academy where the Council still owns the freehold of the building but the staff are directly employed by the Academy.
- 5.3 Health and safety in non-Community schools and nurseries (such as Voluntary Aided and Academy schools) is the responsibility of the relevant school and its governing body who would need to have in place arrangements that would relate to staff, contractors and pupils. Some schools employ their own staff with health and safety responsibilities and others may procure external support for this.

6. Council Health and Safety Audits

- 6.1 The Corporate Health and Safety Team undertake an annual programme of Health and Safety Audits in respect of the Community Schools (13 primary, special and nursery schools) plus the Westminster Adult Education Service (WAES). The audits examine compliance with health and safety regulations, and outcomes are reported to the schools. These compliance reviews involve the use of software which is designed to cover the areas to be reviewed in an establishment such as a school.
- 6.2 Focussed reviews in areas such as asbestos have also been undertaken. In addition, during 2020/21, the Corporate Health and Safety Team undertook a full review of all Covid-19 Risk Assessments submitted by the schools. Children's Services are undertaking a process of auditing all community schools. Those that have been fully audited within the last two years are now subject to a compliance check for asbestos, Legionella and electrical safety. The audits are used as a benchmark for further inspection and can form part of a Health and Safety plan to improve anything that has been highlighted during the process.

6.3 The Council has recently reinstated its subscription to the Evolve platform which enables schools to submit risk assessments for trips. Negotiations are underway to make this platform available to all schools, not just community schools.

7. Health and Safety - Training and Awareness

7.1 The Corporate Health and Safety Team are available to provide training for Governors, if required, on their role with respect to health and safety at the schools. In addition, the Schools Governance Adviser confirmed that Governor training continues to be available, with the exception to training provided on safeguarding.

7.2 Important information, including training available for Governors, is published in a termly newsletter by the Schools Governance Adviser and issues raised where appropriate at the Chair's Forum. The Dioceses also provide training in a number of different areas and there is liaison between the Council and their Governance Lead on this.

7.3 The Schools Governance Adviser will be offering a session on health and safety for inclusion in forthcoming School Business Managers meeting (these are held each term).

**If you have any queries about this Report or wish to inspect any of the
Background Papers, please contact
Alan Wharton, Strategic Asset Manager (Schools and Children's Services)
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APPENDICES:

Appendix 1 Questions sent to schools by Internal Audit as part of the thematic review.

Appendix 2 Summary of Responses to thematic review

BACKGROUND PAPERS

Appendix 2 of the Annual Report on Internal Audit and Internal Control - 2020/21 which was reported to the Audit and Performance Committee in July 2021.

Internal Audit Health and Safety in Schools (Thematic Review)

The questions included in the surveys sent to the schools:

- Section 1 School name and general details
- Section 2 Policies and Procedures
- 2.1 Does the school have up to date H&S policies and procedures in place? (those listed for selection: Fire safety, first aid, medicines, security, educational visits, substance misuse management and other).
- 2.3 If other, please specify.
- 2.4 Do policies include wellbeing, given the increased focus on 'Health and Wellbeing'?
- 2.5 Specify the date of approval of H&S policies by GB or delegated committee? Day/Month/Year.
- 2.6 Specify the date when H&S policies were last reviewed? Day/Month/Year.
- 2.7 Are the policies available to all staff?
- 2.8 Where are the policies available?(selections provided: staff intranet, paper copies, website, shared drive or other)
- 2.9 If other, please specify.
- 2.10 Are roles and responsibilities of key groups and individuals clearly defined and communicated to relevant staff?
- 2.11 Does the school have a designated Premises Controller?
- 2.12 If yes, please state the job title of the Premises Controller?
- Section 3 Training & Knowledge
- 3.1 What training is provided to new staff and governors to allow H&S responsibilities to be discharged effectively?
- 3.2 What ongoing/refresher training is provided to staff and governors to allow H&S responsibilities to be discharged effectively?
- 3.3 How often does refresher training take place?
- 3.4 If other, please specify.
- 3.5 Are training records maintained?
- 3.6 Are any H&S experts engaged?
- 3.7 Who has responsibility for overseeing day to day H&S incidents in the school?
- Section 4 Compliance
- 4.1 Are regular staff briefings held which include H&S requirements?
- 4.2 Are regular inspections undertaken by Leadership and Governors?
- 4.3 Are risk assessments undertaken for all relevant policies?
- 4.4 Are incident and accident records maintained?
- 4.5 Is a compliance checklist maintained?
- 4.6 Is compliance with policy monitored by GB or relevant committee?
- Section 5 Incident Reporting
- 5.1 Are incident and accident reports provided to GB or relevant committee?
- 5.2 Is a 'Lessons Learnt' exercise undertaken to ensure that adequate preventative measures are put in place following incidents?
- 5.3 Are performance reports submitted to GB or committee?
- Section 6 Reporting Statistics
- 6.1 Number of H&S issues reported to the Health & Safety Executive
- 6.2 Number of H&S near-misses, incidents and accidents in the last 12 months
- 6.3 Number of incidents reported within the last 12 months that have led to child injury
- 6.4 Number of incidents reported within the last 12 months that have led to staff injury
- 6.5 What is the area that the issues reported within the last 12 months relate to?
- Section 7 Other Comments
- 7.1 Any additional comments around Health and Safety at the school, please detail below.

Internal Audit Health and Safety in Schools (Thematic Review)

A summary of the responses received are shown below, the red text items were identified as potential areas for improvement:

Summary of Responses
<p>Policies and procedures</p> <ul style="list-style-type: none"> All 10 schools stated that they have up to date H&S policies and procedures in place. Only 1 school has policies that cover all six of the areas suggested in the survey. On average, schools had 4.80 of the six policies suggested. Most of the schools outlined other policies, common policies include Asbestos, Safeguarding, Business Continuity Planning and Whistleblowing. 6 schools stated that policies include Wellbeing, 4 do not. Most of the schools that provided a response stated that date of approved for the H&S policies was the same date that the policies were last reviewed (mostly in the last year). All of the schools stated that the H&S policies are available to all staff. Only 1 school held the policies on all four locations suggested in the survey. The most commonly used locations were the shared drive and the website. All 10 schools stated that the roles and responsibilities of key groups and individuals are clearly defined and communicated to relevant staff. 8 schools stated that they have a designated Premises Controller. In most instances the job title for this role was Site/Premises Manager, the remainder assigned this role to the Head or Caretaker.
<p>Training and knowledge</p> <ul style="list-style-type: none"> Most of the schools state that H&S training forms part of induction training for new staff, two schools reference a local authority run governors training team. 6 schools stated that H&S refresher training is provided on at least an annual basis, two schools stated that it occurs at least every three years, while one stated it occurs on an 'as required' basis. 9 schools stated that they keep records of training, 1 does not. 8 schools stated that they engage H&S experts. 2 schools stated that the SBM has responsibility for overseeing day to day H&S incidents. 1 of the schools indicated that the role belongs to the caretaker while 4 stated it belongs to Headteacher and 1 stated it belongs to the Premises Manager.
<p>Compliance</p> <ul style="list-style-type: none"> 7 schools stated that regular staff briefings are held that include H&S requirements. 8 schools stated that regular inspections are undertaken by Leadership & Governance. 5 schools stated that risk assessments are undertaken for all relevant policies, 5 do not. 9 schools stated that incident and accident records are maintained. 9 schools stated that a compliance checklist is maintained. 6 schools stated that compliance with policy is monitored by the governing body or another relevant committee.
<p>Incident Reporting</p> <ul style="list-style-type: none"> All 10 schools stated that incident and accident reports are provided to the governing body or other relevant committee. 8 schools stated that a lessons learnt exercise is undertaken to ensure that adequate preventative measures are put in place following incidents. 5 schools stated that performance reports are submitted to the governing body or other committee.
<p>Reporting statistics</p> <ul style="list-style-type: none"> 2 schools reported incidents to the Health & Safety Executive, there were 2 incidents in total. 6 schools have had H&S near-misses, incidents and accidents in the last 12 months, there were 121 in total; 114 from one school. 3 schools have had incidents reported in the last 12 months that have led to child injury, there were 112 in total; 109 from one school. 3 schools have had incidents reported in the 12 months that have led to staff injury, there were 8 in total. Most of the schools report that slips & falls were the cause of the incidents, there is a clear difference in approach between some schools as some report the number of incidents in the hundreds.

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Business and Children's Policy and Scrutiny Committee

Date:	Thursday 7 October 2021
Classification:	General Release
Title:	The School Inclusion Pilot
Report of:	Nicky Crouch, Director of Family Services
Cabinet Member Portfolio	Young People and Learning
Wards Involved:	All
Policy Context:	City for All – Vibrant Communities
Report Author and Contact Details:	Steve Bywater, Supporting Families Strategic Manager steve.bywater@rbkc.gov.uk

1. Executive Summary

This report is for information and discussion. It outlines a successful new approach, Piloted by Family Services, to reduce the risk of school exclusion. The new approach has 4 key components:

- The setting up of a School Inclusion Pilot team consisting of specialist family practitioners.
- Training for schools, the Pilot Team, the wider early help service and relevant partners in a “trauma informed” model called ARC (Attachment, Regulation and Competency). The aim is to create a shared language between all parties in understanding the roots of a child’s behaviour.
- Through the leadership of the Pilot Team, developing and embedding a shared practice model that brings together parents, the school and Early Help into a new relationship focused on one family plan. The work carried out with the child is intensive and primarily takes place in the school and home environment.
- For some children, a mentor is provided from voluntary sector partners.

To date all children worked with by the Pilot team have remained in school without any permanent exclusions.

Local schools, enthused by the trauma informed approach have increasingly requested training for all staff, including non-teaching staff. A local “Think Trauma” accreditation framework has been developed and on 21st September, three local schools were awarded “Bronze” status at a celebration event at City Hall.

The work of the Pilot Team has also been shortlisted for under the “Children’s Services” category a Local Government Chronicle national award, the winners of which will be announced at an event in November 2021.

2. Key Matters for the Committee’s Consideration

- The Committee is invited to note and comment on the contents of this report.
- The Committee is invited to comment on strategies through which more schools can be encouraged to become involved in trauma informed approaches.

3. Background

3.1 Introduction

The driver for starting the School Inclusion Pilot was a desire to reduce escalating school exclusions from Westminster schools. The link between school exclusion and youth crime, plus later prison sentences, is not new and is well documented in many studies. The Edinburgh Longitudinal Study of Youth Transitions and Crime, which started in 1998 has highlighted those pupils excluded from school at 12 years are four times as likely as other children to be jailed as adults. Barnardo's report, *Not Present and Not Correct: Understanding and preventing school exclusions* (Evans, 2010) states that "exclusion is widely used as a disciplinary response to misbehaviour by children, triggering a complex response and statutory process that does little to improve behaviour and that children who are excluded are those who need more adult supervision rather than less." Barnardo's also reported that exclusion can be a symptom of other underlying issues in a family, e.g., domestic violence or substance misuse – and that it is often strongly linked to poverty and social disadvantage. Children eligible for free school meals, those with Special Educational Needs and Disabilities (SEND) and pupils from some minority ethnic groups are more likely to be excluded.

Research confirms a continued over-representation of similar cohorts entering the youth justice system. More recently the Timpson Report (2019) states that "it is clear that the variation in how exclusion is used goes beyond the influence of local context, and that there is more that can be done to ensure that exclusion is always used consistently and fairly, and that permanent exclusion is always a last resort, used only where nothing else will do". As a part of our Pilot, it therefore felt vital to develop a shared understanding of a child's behaviour rooted in curiosity, and their individual context, to prevent simplifying behaviour as 'good' or 'bad'.

3.2 Context

Westminster's achievement of "Earned Autonomy" status from the national Troubled Families Programme (recently retitled as Supporting Families) from Spring 2018, included a plan for transformation of the local early help system. As a part of this, we were able to accelerate and test a new approach to preventing school exclusion. The funding enabled the setting up of the dedicated practitioner team, referred to in this paper as the School Inclusion Pilot team, using systemic approaches and building strong relationships with targeted schools to identify children who may benefit from extra support. Funding also paid for significant workforce development including multi-agency and whole-school training led by an ARC (Attachment, Regulation, Competency) Trauma specialist. Over time, the workforce development offer expanded, leading to the development of an informal, multi-agency team of "Trauma Champions" and integration of trauma-informed responses in response to the impact

of the COVID-19 pandemic upon practitioners and school staff as well as children and families.

3.3 Aims of the Pilot

The Pilot aimed to:

- Develop a shared language between school, early help practitioners and other agencies about children's presenting behaviour, informed by trauma informed practice.
- Target children at risk of exclusion in years 4 to 7 as they transitioned from primary to secondary school, as well as a small cohort of children re-integrating back into a mainstream secondary school following off-site placement in alternative provision.
- Strengthen the relationship between parents, children, school, and any involvement with Children's Services.
- Offer one to one mentoring as a part of the intervention where appropriate.

3.4 Composition of the team

All School Inclusion Pilot team practitioners are systemically trained with two members of the team in their final year of a MSc in Systemic Family Therapy:

The Senior Family Practitioner line manages the three early help family practitioners as well as working directly with children.

The Lead Clinical Family Therapist provides consultation and guidance to schools, leading on initial discussions with parents and school staff regarding the appropriateness of the programme for a pupil as well as offering clinical systemic supervision and reflective groups for practitioners, and leading on the family therapy clinic sessions.

Family Practitioners undertake the intensive family work, setting specific weekly goals in consultation with parents and school. Meetings to develop and review the one family plan (which is also an expectation of the national Supporting Families programme), resulting from "team around the family" meetings are chaired by the Family Therapist. The school's input, in conjunction with participation from parents and the identified young person, are seen as integral to the plan.

3.5 The Team's Practice Model

The School Inclusion Pilot team works systemically to reduce the risk of exclusion from school by setting out to work proactively, in equal partnership with parents and teachers. This means the practitioners work to understand the underlying reasons for the child's behaviour and see this as rooted in the 'system' in which they live and the impact of life events.

The approach aims to strengthen relationships and communication between home and school, better connecting the whole network around the young person. Work focuses on supporting families and schools to maintain children's engagement in education. Using a "trauma-informed lens", there is a focus on the team of practitioner, school and family working together to resolve the psycho-social/emotional 'blocks' to learning. A shared view of the "problem" combined with interruption of patterns of interaction which make some difficulties worse, the team helps to plan strategies for more positive outcomes going forward. Establishing a "secure-enough" base for the work and removing blame from any part of the system, create the right conditions for more flexible and creative responses.

4. Outcomes and impact

4.1 Outcomes for children supported

Since its introduction, a total of 63 pupils (and their families) have worked with a practitioner in the Pilot. 32 of the cases are open while 31 have closed. The first cohort came from three primary schools, and two alternative provisions. Over time, the Pilot has worked with pupils from eleven primary schools, and eleven secondary schools. Of the total cohort of 63 children, all have remained in education with no permanent exclusions. In the context of the local agreements between Westminster secondary schools, the school inclusion Pilot has supported four young people in managed moves between schools.

The Pilot has also used its model to successfully support two sustained transitions from the pupil referral units back into mainstream secondary school. A third pupil, excluded from an out of borough school in Year 7, was intensively supported to re-integrate into a Westminster mainstream secondary school in year 9.

Two pupils in the cohort, both with family histories of complex trauma, were transferred via managed moves from mainstream secondary school to the alternative provision. One of these pupils continues to receive intensive support in the school inclusion Pilot.

Progress for each case is tracked over time using a Strengths and Difficulties Questionnaire (SDQ) which is a nationally recognised brief behavioural screening questionnaire. In addition, a locally developed "decagram" is used to assess school, parent and child perceptions of the degree to which 10 different factors with links to risk of exclusion are a strength or concern for each child worked with. This can then be used to identify shared areas of concern and the degree to which these are addressed as direct work takes place.

4.2 Key learning from the Pilot

Interviewing stakeholders in the Pilot, the words “Collaboration” and “Relationships” are frequently mentioned in responses. These words and themes distinguish the Pilot from other approaches to working with schools and vulnerable children. The team has formed strong, collaborative relationships with several schools. These relationships tend to be with consistent team members who have developed nuanced understandings of how each school is organised. This has helped to build trust between the practitioner and the school, and the work with each child and family is owned jointly, with each party clear about their respective roles and regular communication. However, because the whole team actively use their systemic and trauma informed skills under the direction of the clinician, there is a consistency of approach noted, regardless of which team member becomes involved with a school.

The relationship between home and school is pivotal to the work. A key feature of the work in the team is that the practitioner and the clinical lead meet the family for the first time, with school as an active participant in the process. The initial three-way meeting sets out to facilitate open, non-blaming discussion about the perceived difficulties that have led to a child being at risk of exclusion. This creates a shared understanding of the child’s behaviour, which is regularly revisited. Practitioners have noted that this often results in schools developing a different narrative regarding children they are most concerned about. In some cases, prior to referral, there had been limited or no recent communication between school and home, despite high levels of concern. For schools, the family focus provides an added dimension compared to other school-based services who work directly with children in schools without ongoing engagement with parents.

The team can respond swiftly and directly without a process of triage through another service. This means that the valued relationships between practitioner and school can be immediately built and maintained as further referrals are made. While responses can be quick, the team also has the flexibility to work for longer periods with families, sometimes as new needs or problems arise and, importantly, the team can stay with children as they go through transitions.

An additional benefit is that the team have been able to provide “consultation” role, supporting schools with wider groups of children. This includes children who live in other boroughs who sometimes have access to limited services from their home borough. The additional input from the team has included facilitating meetings in school or by discussing potential referrals with the relevant borough’s access team.

There is an emerging theme that schools, who have been a part of the Pilot are identifying children who would benefit from input earlier and adapting their own interventions to find solutions. Peer groups of schools which have participated in the programme are increasingly sharing ideas and resources and collaborating amongst themselves to find new ways to support children and develop their whole school, trauma informed approach. The network of Trauma Champions, with their frequent

meetings and increasing, active involvement of school staff, facilitates this inter-school collaboration.

There is an indication from schools that the Pilot's approach has its optimum impact in the primary years, including supporting primary to secondary school transition, and early secondary aged children. Needs become more complex and entrenched after this point, particularly if children have become subject to a cycle of exclusions or managed moves with limited planning about reintegration. Older children have been more likely to be referred to the team as a 'last chance' which makes the development of shared plans to support home-school relationships more challenging. While there have been exceptions, so far it has been harder to influence large secondary schools to adopt a different "whole school" approach to managing behaviour which is trauma informed. This is particularly important when working proactively and effectively with children vulnerable to exclusion and their families.

4.3 Views of stakeholders

Parents and children have been interviewed about their experience of the service received. They valued the improved communication in the family, and between home and school with one parent saying the practitioner has helped them in "finding the key" to this. Parents described increasing "attunement" to their child's needs and what they were navigating in terms of expectations at home and in school. They valued the support to strengthen their parenting interventions as well as empowerment to apply for additional support such as an Education, Health and Care Plan.

Most of the children who participated in feedback interviews reflected that they had found the work with the practitioner helpful, and their school life had improved. Several said the practitioner had helped them to think differently about how they approached situations, particularly in school. One talked about how he used to "always storm out of the room when annoyed," but was now able to apply "some tips that helped [me] stay in class" using strategies learnt from his practitioner.

Schools' views on the benefits of the ways of working developed through the Pilot have already been noted. One head teacher commented:

"...the Trauma Informed approach works! I hope that we can support others and develop further and grow our practice here. It's progressive thinking by the local authority to be facilitating this approach and I am more than happy to advocate for it to others."

4.4 Wider impacts of the Pilot

While the number of children and schools worked with to date are not yet high enough to have a significant impact upon the whole school community, there is an increasing

focus on the issue of exclusion and how it is managed locally, as well as growing interest in what impact taking a whole school trauma informed approach might have. This is also linked to the recent development of Westminster’s Inclusion Strategy. While the use of exclusion has been skewed by wider impacts of the pandemic and periods of lockdown, it is interesting to note that Westminster’s rates of suspension (number of suspensions as a proportion of the overall school population) in the 2019/20 academic year (5.18) and numbers of suspensions during the same period (645) were both the lowest for over 10 years. Also, Westminster’s “ranking” regarding exclusion rates compared to other local authorities improved from 10th to 6th best performer in inner London from 2018/19 to 2019/20 and from 96th to 25th best performer nationally.

5. Next Steps

The strengthening of relationships with schools, made possible through this Pilot, has helped to identify a cohort of children who were not previously receiving support from services, despite often having complex family needs. The targeted Early Help Service believes that effective working schools is crucial to identifying families who might benefit from co-ordinated work and so will making what has been a “Pilot” a permanent part of the service. We will also look to provide a similar approach through more schools and for more children by incorporating elements of the new practice within the wider Early Help service.

While the role of the team has been instrumental, the trauma informed practice that has underpinned its work will be most effective if the majority of staff who work directly with children understand and adhere to this approach. There has been excellent progress made with this in the three schools recently given Bronze “Think Trauma” awards. Other schools are also interested in this accreditation, and we will seek to involve them in the growing “community of schools” over the next 12 months. This will be supported by a body of skilled practitioners in Family Services, as well as in partner agencies who have developed a sustainable resource to advise and train partners, particularly in schools.

If you have any queries about this Report or wish to inspect any of the Background Papers, please contact Report Author steve.bywater@rbkc.gov.uk

APPENDICES:

For any supplementary documentation; especially from external stakeholders or documents which do not fit this template.

BACKGROUND PAPERS:

This section is for any background papers used to formulate the report or referred to in the body of the report.



Business and Children's Policy & Scrutiny Committee

Date:	7 th October 2021
Classification:	General Release
Title:	2020/21 Work Programme
Report of:	Head of Governance and Councillor Liaison
Cabinet Member Portfolio:	Cabinet Member for Business, Licensing and Planning and Cabinet Member for Young People and Learning
Wards Involved:	All
Policy Context:	All
Report Author and Contact Details:	Hannah Small Hsmall@Westminster.gov.uk

1. Executive Summary

1. This report asks the committee members to consider items for the Committee's 2021/2022 work programme.

2. Meeting dates for the 2021/2022 year

- 2.1 The Committee is advised that the scheduled meeting dates for the 2021/2022 year are:
 - 29th November 2021
 - 2nd February 2022
 - 31st March 2022

3. Suggested topics

- 3.1 The October meeting will cover health and safety in schools as well as an update on the School Inclusion Pilot. The Committee is therefore asked to reflect on and discuss the suggested work programme for the remainder of the municipal year.

- 3.2 Committee members are participating in a scrutiny task group investigating the mental health and emotional wellbeing of children and young people in Westminster, led by Cllr Karen Scarborough (Chairman of the Business and Children's Policy and Scrutiny Committee). The Committee may wish to consider topics suitable for future task group work later in the municipal year.
- 3.3 Owing to recent changes in Cabinet Member portfolios, the Oxford Street District is now within the portfolio of Cllr Matthew Green and within the remit of this Committee. Scrutiny of the Marble Arch Mound will therefore be conducted by this Committee.

If you have any queries about this report or wish to inspect any of the background papers, please contact Hannah Small.

Hsmall@westminster.gov.uk

Appendix 1 – Work Programme
Appendix 2 – Terms of Reference

**Appendix 1. Draft Work Programme 2021/2022
Business and Children's (BC) Policy and Scrutiny Committee**

ROUND ONE 26th April 2021		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Young people and Learning, Cllr Tim Barnes
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities.	Cabinet Member for Business and Planning, Cllr Matthew Green
Local Safeguarding Children's Partnership Annual Report	To receive the Local Safeguarding Children's Partnership Annual Report for 2019-2020.	Angela Flahive, Head of Safeguarding Review and Quality Assurance

ROUND TWO 19th July 2021		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities.	Cabinet Member for Young people and Learning, Cllr Tim Barnes
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities.	Cabinet Member for Communities and Regeneration, Cllr Heather Acton
Gambling Policy	To review the proposed revisions to the Councils Gambling Policy and to provide comment on the proposal of Local Area Profiles.	Raj Mistry, Executive Director of Environment and City Management Kerry Simpkin, Head of Licensing, Place and Investment Policy

ROUND THREE 7th October 2021		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Young people and Learning, Cllr Tim Barnes
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Communities and Regeneration, Cllr Heather Acton
School Inclusion Pilot	To receive an update on the School Inclusion Pilot and comment on strategies through which more schools can be encouraged to become involved in trauma informed approaches	Sarah Newman, Bi-Borough Executive Director of Children's Services Steve Bywater, Supporting Families Strategic Manager Nicky Crouch, Director of Family Service

Health and Safety in Schools	To receive an update on health and safety in schools. This issue was referred to the Committee by the Audit and Performance Committee	Sarah Newman, Bi-Borough Executive Director of Children's Services Ian Heggs, Bi-Borough Director of Education
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ROUND FOUR 29th November 2021		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Young people and Learning, Cllr Tim Barnes
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Communities and Regeneration, Cllr Heather Acton
Oxford Regeneration Project	To receive an update on the Oxford Regeneration Project. <ul style="list-style-type: none"> • Scrutiny of traffic and cycle management on the Strand. • Scrutiny of 'temporary' and permanent piazzas at Oxford Circus <p>Also, to receive an update on the Council's pop-up strategy in the Westend</p>	Debbie Jackson, Executive Director for Growth, Planning and Housing
Update on CYPMH Task Group	Chairman to provide a progress update on the CYPMH Task Group and discuss interim themes and recommendations	Members of the scrutiny task group supported by Scrutiny team

ROUND FIVE 2nd February 2022		
Agenda Item	Reasons & objective for item	Represented by
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Young people and Learning, Cllr Tim Barnes
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Communities and Regeneration, Cllr Heather Acton
School Performance	To review the 2021 School Performance Strategy	Sarah Newman, Bi-Borough Executive Director of Children's Services Ian Heggs, Bi-Borough Director of Education

ROUND SIX 31st March 2022		
Agenda Item	Reasons & objective for item	Represented by

Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Young people and Learning, Cllr Tim Barnes
Cabinet Member Q&A	To update the committee on key areas of work within its remit and the Cabinet Member's priorities	Cabinet Member for Communities and Regeneration, Cllr Heather Acton
Al-Fresco Dining Scheme	To review the future of Al-Fresco dining in Westminster and to review what works best for residents and businesses ahead of summer 2022.	Debbie Jackson, Executive Director for Growth, Planning and Housing Raj Mistry, Executive Director of Environment and City Management
Westminster Investment Service	To receive an update from the Westminster Investment Service and to review its priorities	Debbie Jackson, Executive Director for Growth, Planning and Housing

UNALLOCATED ITEMS

Agenda Item	Reasons & objective for item	Represented by
Out of Area Care Placements and Semi-Independent Accommodation	To scrutinise the use of out of area care placements and semi-independent accommodation for looked after children	Sarah Newman, Bi-Borough Executive Director of Children's Services
NEET & Apprenticeships	To hear an update from the NEET task group set up by the Cabinet Member for Business & Planning and the Cabinet Member for Young People & Learning.	
Social Care Review 2021	To hear how the Council intends to implement recommended changes from the Children's Social Care Review 2021 [Please Note: Review is yet to be completed]	Sarah Newman, Bi-Borough Executive Director of Children's Services
School Uniform	To hear an update from School Standards team on how it intends to work with school to lower the cost of school uniform, as per the Education (Guidance about the Costs of School Uniforms) Act 2021. [Please Note: Guidance is yet to be implemented]	Sarah Newman, Bi-Borough Executive Director of Children's Services Ian Heggs, Bi-Borough Director of Education

TASK GROUPS AND STUDIES

Subject	Reasons & objective	Type
Children and Young People's Mental Health and Well-being	To understand children and young people's mental health needs in the Borough, what services Westminster provides and what can be improved.	Running Now Research Task Group
The Mound	To scrutinise the Marble Arch Mound.	Extraordinary Meeting
Licensing	To review in detail the Council's licensing policy.	

Appendix 2. Terms of Reference

BUSINESS AND CHILDREN'S POLICY AND SCRUTINY COMMITTEE

COMPOSITION

Eight (8) Members of the Council (five Majority Party Members and three Minority Party Members), but shall not include a Member of the Cabinet.

Four (4) co-opted Members with voting rights i.e. one co-opted representative each from the Church of England and Roman Catholic Diocesan Education Boards and two Parent Governor Representatives. 2 co-opted Members without voting rights, i.e. two Headteachers of Westminster maintained schools.

NB: The voting rights of the co-opted only extend to matters relating to Education.

TERMS OF REFERENCE

- (a) To carry out the Policy and Scrutiny functions, as set out in Article 6 of the Constitution in respect of matters relating to all those duties within the terms of reference of the Cabinet Member for Business, Licensing and Planning and the Cabinet Member for Young People and Learning.
- (b) To carry out the Policy and Scrutiny function in respect of matters within the remit of the Council's non-executive Committees and Sub-Committees, which are within the broad remit of the Committee, in accordance with paragraph 13 (a) of the Policy and Scrutiny procedure rules.
- (c) Matters within the broad remit of the Cabinet Members referred to in (a) above which are the responsibility of external agencies and in particular to scrutinise matters relating to the provision of Health Services within Westminster, including the consideration of any reports referred by the local Health Watch.
- (d) To scrutinise the duties of the Lead Members which fall within the remit of the Committee or as otherwise allocated by the Westminster Scrutiny Commission.
- (e) To scrutinise any Bi-borough proposals which impact on service areas that fall within the Committee's terms of reference.
- (f) Any other matter allocated by the Westminster Scrutiny Commission.
- (g) To have the power to establish ad hoc or Standing Sub-Committees as Task Groups to carry out the scrutiny of functions within these terms of reference.
- (h) To oversee any issues relating to Performance within the Committee's terms of reference.
- (i) To have the power to scrutinise those partner organisations that are relevant to the remit of the Committee.
- (j) To consider any C

February 2021

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