

# Action and Recommendation Trackers and Work Programme

## Children, Sports and Leisure Policy and Scrutiny Committee

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Date                      **30 March 2015**

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Classification        **General**

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### 1.    **Action and Recommendation Trackers**

The Children's, Sport and Leisure Policy and Scrutiny Committee examines the wide range of council services and projects that generally fall within the portfolios of Children and Young People, and Sport, Leisure and Open Spaces.

This document presents the legacy actions and recommendations from this committee that result from or apply to the period between June 2013 and March 2015.

The following colour coding has been applied to assist committee members and others to understand the progress made against each item:

 Outstanding

 In progress

 Complete

### 2.    **Work Programme**

The work programme sets out the business of the Committee for the year ahead.

### **3. Recommendations**

That the Committee:

- (a) Notes the updates contained within the action and recommendation trackers.
- (b) Note the current work programme and the schedule for the next meeting.
- (c) Provide comment and input into the draft work programme for 2015/16.

# Action Tracker

## Children, Sports and Leisure Committee

### ROUND ONE (18 June 2014)

Agenda Item	Action and responsible officer	Update
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No outstanding actions.

### ROUND TWO (6 Oct, 2014)

Agenda Item	Action and responsible officer	Update
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Safeguarding	That the findings of Hammersmith and Fulham's critical friend report be circulated and the possibility of holding Tri-Borough P&S Committees in the future be investigated. <b>Rebecka Steven</b>	Tri borough officers have been in discussions and this was discussed at the last meeting of the Westminster Scrutiny Commission.
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### ROUND THREE (24 November 2014)

Agenda Item	Action and responsible officer	Update
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No outstanding actions.

### ROUND FOUR (26 January 2015)

Agenda Item	Action and responsible officer/ Cabinet member	Update
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Cabinet Member update	Notes to be sent to the P&S Committee regarding the new location of the Paddington Children's Library and whether the Marylebone Library could remain in its temporary position. <b>Cabinet Member for Sport, Leisure and Open Spaces</b>	Cabinet member updated committee – an update will be provided in the Cabinet Member's report. <b>Action complete.</b>
Cabinet Member update	Briefing Note to be sent to the P&S Committee on the planned	Cabinet member updated committee – an update

	improvements to be made to Broadly Street Gardens. <b>Cabinet Member for Sport, Leisure and Open Spaces</b>	will be provided in the Cabinet Member's report. <b>Action complete.</b>
Cabinet Member Update	The Cabinet Member for Children and Young People to write to the Headteacher of Soho Parish Primary School to congratulate him on the schools Year 6 examination results. <b>Cabinet Member for Children and Young People.</b>	<b>Action complete.</b>
Early Help Strategy	Briefing note to be sent to the P&S Committee setting out the fees charged at the various Play Services in Westminster.	Cabinet member updated committee – an update will be provided in the Cabinet Member's report. <b>Action complete.</b>

<b>ROUND FIVE (9 February 2015)</b>		
<b>Agenda Item</b>	<b>Action and responsible officer/ Cabinet member</b>	<b>Update</b>
Cabinet Member Update	That a briefing note be sent to the Committee on the work carried out by the Westminster Advice Service and their partner organisations. <b>Cabinet Member for Sport, Leisure and Open Spaces</b>	Cabinet member updated committee – an update will be provided in the Cabinet Member's report. <b>Action complete.</b>
Cabinet Member Update	That all Westminster's secondary schools be invited to attend the MCC Lords School Offer Launch event in Summer 2015. <b>Cabinet Member for Sport, Leisure and Open Spaces</b>	Update included in Cabinet Member's report. <b>Action complete.</b>
Cabinet Member Update	That an item reviewing Sport in Westminster Schools be added to the Work Programme. <b>Rebecka Steven</b>	Added to work programme for next year. <b>Action Complete.</b>
Cabinet Member Update	That a briefing note, and if necessary a confidential briefing note, be sent to the Committee updating them on the position at George Elliot Primary School.	

	<b>Cabinet Member for Children and Young People</b>	
Cabinet Member Update	<p>That a briefing note be sent to the Committee to include information on:</p> <ol style="list-style-type: none"> <li>1. Paragraph 1.1: the number of children in the borough who were granted at least one of their top three preferences for schools in previous years.</li> <li>2. Paragraph 1.4: 1.the reduction in adoption and foster care placements</li> <li>3. Paragraph 1.14: the details and impact of European Nationals adolescents arriving in the UK alone.</li> <li>4. Paragraph 1.18: how the target figure of 30 families had been identified in paragraph 1.18.</li> <li>5. the Council's work on reducing childhood obesity</li> <li>6. informal fostering arrangements within Westminster. <b>Cabinet Member for Children and Young People</b></li> </ol>	
Cabinet Member Update	<p>That all future briefing notes include table formatted data for the past five years where applicable. <b>Cabinet Member for Children and Young People</b></p>	<b>Unfortunately due to staff resourcing, this cannot be done.</b>
Cabinet Member Update	<p>That officers undertake research into the numbers of children being informally fostered by extended family members/family friends and the impact this has on the children, schools and Council. <b>Sarah Moran and Miranda Gittos</b></p>	<b>On agenda. Action complete.</b>
Strategy for the new Facilities Management Leisure Contract	<p>That a briefing note be sent on how the income of £900,000 was utilised by the Council through different sports and leisure projects. <b>Richard Barker</b></p>	<p>The net income generated from the sports and leisure management contract is reinvested into sports development activities including PE and School Sport, community competitions, financial</p>

		support for community sports clubs and talented athletes and sports volunteering programmes. <b>Action Complete.</b>
Strategy for the new Facilities Management Leisure Contract	That a briefing note be sent to the committee highlighting the wider work of the Sports and Leisure Unit (not just the facilities contract) <b>Richard Barker</b>	<b>Briefing note circulated 04/03/16. Action complete.</b>

# Recommendation Tracker

Children, Sports and Leisure Committee

Agenda Item	Recommendation and responsible officer / cabinet member	Update
There are no outstanding recommendations.		

ROUND TWO (6 October 2014)		
Agenda Item	Recommendation and responsible officer / cabinet member	Update
There are no outstanding recommendations.		

ROUND THREE (24 November 2014)		
Agenda Item	Recommendation and responsible officer / cabinet member	Update
Elective Home Education	That the Committee be kept informed on any progress which may be made on the updating of the relevant legislation and regulations. <b>Andrew Christie</b>	<b>Added to draft work plan for 2015/16. Complete.</b>

ROUND FOUR (26 January 2015)		
Agenda Item	Recommendation and responsible officer	Update
Early Help Strategy	1. That the Committee acknowledged and recognised the proactive and effective communication of the three consultations led by the Westminster Communications Team. The Committee are reassured of this by the tone of the debate, which was both	1. noted/ <b>complete.</b>

	<p>pragmatic and constructive.</p> <p>2. That the Committee welcomed the potential to utilise the health visiting service to improve access to the services in the future. The Committee requested to be kept updated on progress in implementation including targeted support for those who need it most as outlined in the Early Help Strategy. <b>Steve Comber</b></p> <p>3. That the change in balance of use of Children’s Centres towards more targeted families was appropriate and where the Council’s resources should be spent at times of financial constraint.</p> <p>4. That further promotion of the two year old offer and an update on uptake at regular intervals be reported back to the Committee. The Committee endorsed the importance of early intervention in a child’s development. <b>Steve Comber</b></p> <p>5. That Councillor Barbara Arzymanow be thanked for preparing her report on the changing landscape of nursery provision in Westminster and that officers prepare a response to the salient points and conclusion of the report, especially regarding how best practice can be shared across institutions and what role (if any) Westminster City Council can play in implementing the recommendations. <b>Jackie Devine/ Phil Tomsett</b></p>	<p><b>Officers will keep members updated on progress. Action complete.</b></p> <p><b>Officers have noted this recommendation. Action complete.</b></p> <p>4. Ongoing.</p> <p>5. Report on agenda for meeting of 21 April.</p>
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**ROUND FIVE (9 January 2014)**

<b>Agenda Item</b>	<b>Recommendation and responsible officer / cabinet member</b>	<b>Update</b>
Review of Volunteering Services	<p>That the following recommendations be reported to the Cabinet Member for Sports, Leisure and Open Spaces for consideration for developing his Volunteering Strategy:</p> <ol style="list-style-type: none"><li>1. That the Committee welcomed the new Team Westminster Volunteering Strategy and acknowledged and recognised the wide network of volunteers working within the community. The Committee fully supported building on the strengths of existing volunteering programmes and increasing participation levels by commissioning a host of new services that support volunteering in Westminster.</li><li>2. That the Council develop and use appropriate and innovative technology such as on-line portals and Apps to encourage increased volunteering participation particularly where time is a restriction to people. This would enable 'busy' people to volunteer for 'one off projects' that were time limited.</li><li>3. That the Council, as an employer and commissioner, encourages volunteering through publicising the opportunities available to those who study (Further Educational Colleges), work and arrive in the City. The Committee endorsed using market stalls and the Lord Mayors' Parlour, where appropriate to do so, to promote awareness of volunteering in the City.</li><li>4. That the Council target</li></ol>	<b>Action complete.</b>

	<p>secondary schools and youth groups to inform teenagers of the benefits of volunteering to themselves and their community and to encourage young people to adopt volunteering as a life style choice.</p> <p>5. That the Committee encouraged the exploitation of volunteering for any opportunity where volunteering would be appropriate – there were no ‘no go’ areas</p> <p>6. That great care should be taken around activities where WCC had a legal duty of responsibility to maintain standards and not use volunteering purely as a way to reduce costs in times of financial restraint. <b>Rebecka Steven</b></p>	
<p>Strategy for the New Leisure Facilities Management Contract</p>	<ol style="list-style-type: none"> <li>1. That the Committee acknowledged that the procurement process was on track to commence in February 2015 and that the new contract would improve financial return to the Council, provide capital investment for improved facilities and encourage the market to develop solutions for outreach work.</li> <li>2. That the contract should include key performance indicators to encourage the new contractor to promote everyday activities to the inactive and elderly population (including by finding venues to hold sport and leisure activities nearer to their homes/communities).</li> <li>3. That consideration should be given to some elements of payment by results in the contract when achieving greater participation by low participation groups.</li> <li>4. That the Sports and Leisure</li> </ol>	<p><b>Chair wrote to Cabinet Member. Action complete.</b></p>

	<p>Unit continue to develop strong links with the Voluntary Sector, the NHS and schools in order to promote participation in sport and well-being in the community.</p> <p>5. That the new contractor be committed to equal opportunities and be mindful of cultural community groups in Westminster.</p> <p>6. That the Committee be kept updated on the procurement process of the new contract</p> <p><b>Richard Barker</b></p>	
Children and Families of Service Personnel	<p>That the Committee receives an annual update on the needs of children of Service Personnel.</p> <p><b>Rebecka Steven (work programme), Steve Bywater (report).</b></p>	<p>Added to work programme for next February. <b>Action Complete.</b></p>

# Work Programme

Children, Sports and Leisure Committee

## ROUND SIX (30 March, 2015)

Agenda Item	Reasons & objective for item	Represented by:
<b>Cabinet Member questioning</b>	To hold to account and give 'critical friend' challenge to the portfolio holder.	Cabinet Member for Children and Young People
<b>School Organisation Strategy</b>	To examine the school organisation strategy including school placings.	Ian Heggs
<b>The new sport and physical activity strategy for Westminster</b>	To review the emerging new ActiveWestminster strategy	Richard Barker
<b>Private Fostering</b>	To investigate the impact private fostering is having on local schools and the council.	Miranda Gittos and Sarah Moran

## ROUND SEVEN (21 April 2015)

Agenda Item	Reasons & objective for item	Represented by:
<b>Cabinet Member questioning</b>	To hold to account and give 'critical friend' challenge to the portfolio holder.	Cabinet Member for Children and Young People
<b>Year 6 - 7 Transition</b>	The committee will examine what is available for pupils who are transferring to a Westminster secondary school.	Jayne Vertkin
<b>Annual Review of the Looked After Children, Care Leavers and Corporate Parenting</b>	Evaluation of work undertaken into LAC, Care Leavers and Corporate Parenting. <b>At meeting of 6 October it was agreed to roll over this item to a future meeting.</b>	Andrew Christie/ Glen Peache
<b>Nursery provision/ offer for 2 year olds</b>	Report back for info further to discussion at meeting of 26 January. <b>For information.</b>	Jackie Devine/ Phil Tomsett

### Other Committee Events & Task Groups

Group/ Issue	Update	Type
School Meals Task Group	Has met once and two conference calls have also been held. Final meeting date 12 May.	Task Group

# Work Programme

Children, Sports and Leisure Committee

<b>ROUND ONE - 8 June 2015</b>		
<b>Main Theme – Sport, Leisure and Open Spaces</b>		
<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Represented by:</b>
<b>Cabinet Member questioning</b>	To hold to account and give ‘critical friend’ challenge to the portfolio holder.	Cabinet Member for Sport, Leisure and Open Spaces
<b>Sports and Leisure- Service Review</b>	To provide a presentation/ briefing on the activities of the sports and leisure service including a review of the impact on wider corporate priorities and outcomes	Richard Barker/ Andy Durrant
<b>TBC</b>		

<b>ROUND TWO - 14 October 2015</b>		
<b>Main Theme – Children and Young People</b>		
<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Represented by:</b>
<b>Cabinet Member questioning</b>	To hold to account and give ‘critical friend’ challenge to the portfolio holder.	Cabinet Member for Children and Young People
<b>Annual Safeguarding Review</b>	To examine the work of the Safeguarding Board in the last year and the plans for the following year (annual report).	Tri Borough Safeguarding Officers
<b>Elective Home Education</b>	To examine any progress which maybe have been made on the updating of the relevant legislation and regulations (follow up from 2014/15).	Andrew Christie

**ROUND THREE – 7 December 2015**  
**Main Theme – Children and Young People**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Represented by:</b>
<b>Cabinet Member questioning</b>	To hold to account and give 'critical friend' challenge to the portfolio holder.	Cabinet Member for Children and Young People
<b>Annual Education Report</b>	The committee will evaluate the key areas of success and areas to be developed in the Annual Education Report.	Ian Heggs
<b>Child Sexual Exploitation</b>	To examine the processes and procedures in place to protect children at risk of sexual exploitation. <i>Paul Church proposal</i>	Andrew Christie

**ROUND FOUR – 1 February 2016**  
**Main Theme – Sport, Leisure and Open Spaces**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Represented by:</b>
<b>Cabinet Member questioning</b>	To hold to account and give 'critical friend' challenge to the portfolio holder.	Cabinet Member for Sport, Leisure and Open Spaces
<b>Children and Families of Service Personnel</b>	At the meeting of 9 February 2015 members requested that they be provided with an annual update on the needs of children of Service Personnel. (For information).	Steve Bywater
<b>A review of PE and School Sport Activities</b>	A review paper on the strategy and activities relating to PE and School Sport including the impact on the wider curriculum.	Richard Barker/ Andy Durrant

**ROUND FIVE – 14 March 2016**  
**Main Theme – Children and Young People**

Agenda Item	Reasons & objective for item	Represented by:
<b>Cabinet Member questioning</b>	To hold to account and give ‘critical friend’ challenge to the portfolio holder.	Cabinet Member for Children and Young People
<b>Annual Review of the Looked After Children, Care Leavers and Corporate Parenting</b>	Evaluation of work undertaken into LAC, Care Leavers and Corporate Parenting (annual report).	Andrew Christie
<b>Female Genital Mutilation</b>	To examine what the council and partner organisations have in place to deal with and prevent FGM. <i>Paul Church proposal</i>	

**ROUND SIX – 9 May 2016**  
**Main Theme – Children and Young People**

Agenda Item	Reasons & objective for item	Represented by:
<b>Cabinet Member questioning</b>	To hold to account and give ‘critical friend’ challenge to the portfolio holder.	Cabinet Member for Children and Young People
<b>TBC</b>		
<b>TBC</b>		

**Other Committee Events & Task Groups**

Group/ Issue	Update	Type