


# Appendix B: Stage E Checklist

## Introduction

- 1.1 The Sport England Stage E checklist is shown in figure 1.1 below to support the steering group keep the strategy robust and up to date. It is important that the steering group use this when planning how to review and update the Playing Pitch Strategy. It is the responsibility of Wokingham Borough Council to arrange Stage E steering groups. Updating the supply and demand data should be supported by steering group members.

Figure 1.1 PPS Stage E Checklist

<b>Stage E: Deliver the strategy and keep it robust and up to date</b>	Tick 	
	Yes	Requires Attention
<b>Step 9: Apply &amp; deliver the strategy</b>		
1. Are steering group members clear on how the PPS can be applied across a range of relevant areas?		
2. Is each member of the steering group committed to taking the lead to help ensure the PPS is used and applied appropriately within their area of work and influence?		
3. Has a process been put in place to ensure regular monitoring of how the recommendations and action plan are being delivered and the PPS is being applied?		
<b>Step 10: Keep the strategy robust &amp; up to date</b>		
1. Has a process been put in place to ensure the PPS is kept robust and up to date?		
2. Does the process involve an annual update of the PPS?		
3. Is the steering group to be maintained and is it clear of its on-going role?		
4. Is regular liaison with the NGBs and other parties planned?		
5. Has all the supply and demand information been collated and presented in a format (i.e. single document that can be filtered accordingly) that will help people to review it and highlight any changes?		
6. Have any changes made to the Active Places Power data been fed back to Sport England?		