

A G E N D A

Early Years Development and Childcare Partnership

Date: **Thursday, 8th March, 2007**

Time: **7.00 p.m.**

Place: **Education and Conference
Centre, Blackfriars, Hereford.**

Notes: Please note the **time, date** and **venue** of the meeting.

*For any further information please
contact:*

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**County of Herefordshire
District Council**

AGENDA

for the Meeting of the Early Years Development and Childcare Partnership

To: Representatives of the Early Years Development and Childcare Partnership.

	Pages
<p>1. APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
<p>2. NAMED SUBSTITUTES (IF ANY)</p> <p>To receive details of any Members nominated to attend the meeting in place of a Member of the Partnership.</p>	
<p>3. LATE ITEMS / ANY OTHER BUSINESS</p> <p>To receive notice of any item it is proposed to raise under any other business and consider whether any item do identified may be so raised or should be deferred.</p>	
<p>4. QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>To answer any written questions received from members of the public.</p>	
<p>5. MINUTES</p> <p>To approve and sign the Minutes of the meeting held on 12 October 2006.</p>	3 - 10
<u>ITEMS FOR INFORMATION:</u>	
<p>6. HEREFORDSHIRE EARLY YEARS CONFERENCE</p> <p>To receive an oral report from Alison Murphy and Sue Peasgood.</p>	
<p>7. CHILDREN'S CENTRES AND EXTENDED SCHOOLS</p> <p>To receive an oral progress report from Lea Abbotts.</p>	
<u>ITEM FOR DECISION:</u>	
<p>8. THE ROLE AND FUNCTION OF THE EYDCP</p> <p>To consider the attached discussion paper about proposed changes to the EYDCP's role, function, and constitution. This paper represents the next stage in the consultation process.</p>	11 - 14
<p>9. ANY OTHER BUSINESS</p>	

10. DATE OF NEXT MEETING

To note that the next meeting will be held on **Thursday 10 May 2007**.
Future meeting dates are as follows:

- Thursday 11 October 2007;
- Thursday 06 December 2007.

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- Inspect agenda and public reports at least three clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. A list of the background papers to a report is given at the end of each report. A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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Please Note:

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

**MINUTES of the meeting of Early Years Development and
Childcare Partnership held at Education and Conference
Centre, Blackfriars, Hereford. on Thursday, 12th October,
2006 at 7.00 p.m.**

ATTENDANCE**Present:**

Gill Bilbrough	SEN Groups
Hazel Blankley	Primary Care Trust
Norris Boyland	C of E Diocesan Authority
Jon Dudley	Children and Young People's Directorate
Di Gibson	Home Start
Janice Greenow	FE Colleges
Liz Lord	Independent Schools Sector
Liv Moss	Voluntary Sector Providers
George Salmon	Children and Young People's Directorate
Klaus Wedell	Chairman

In Attendance:

Heather Donaldson	Corporate and Customer Services Directorate
Ros Hatherill	Children and Young People's Directorate
Anne Heath	Children and Young People's Directorate
Bryan Twitty	Children and Young People's Directorate

599. GEORGE SALMON

Klaus Wedell reported that George Salmon, Head of Commissioning and Improvement, would no longer be representing the Children and Young People's Directorate at EYDCP meetings. This was because his role and responsibilities had changed as a result of changes made within the Children and Young People's Directorate, in order to embrace "Every Child Matters" and the Herefordshire Child Concern Model.

George Salmon said that he would not be losing his ties to the partnership altogether, because he would be attending as an advisor on specific issues from time to time. Klaus thanked him for his sound support, wisdom, guidance and direction over the years.

600. APOLOGIES FOR ABSENCE

Joyce Elliott, Councillor Jenny Hyde, Carol Jenkins, Sue Peasgood, Ailsa Robbie, Councillor Sally Robertson, Councillor Don Rule.

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601. NAMED SUBSTITUTES (IF ANY)

None.

602. LATE ITEMS / ANY OTHER BUSINESS

None.

603. QUESTIONS FROM MEMBERS OF THE PUBLIC

None.

604. MINUTES

With reference to Minute 595 (**EARLY YEARS FOUNDATION STAGE**), members noted that Sue Peasgood had some updated information about the Early Years Foundation Stage consultation. She would find an appropriate means of circulating this to the Partnership in due course.

AGREED: that the minutes of the meeting held on 11 May 2006 be approved as a correct record and signed by the Chairman.

605. CHILDREN AND YOUNG PEOPLE'S PLAN

The partnership welcomed Anne Heath, Head of Integrated Services and Inclusion, to the meeting. She would be attending EYDCP meetings regularly as a representative of the Children and Young People's Directorate.

Anne reported on progress made with implementing the Herefordshire Children and Young People's Plan (C&YPP). A Delivery Plan for the C&YPP had been produced, setting out what would be done and who would do it. The C&YPP would be under continual review by the Children and Young People's Partnership Board, and the Board itself was in the process of creating its own constitution. In addition, an Executive Support Group was being set up, and there would be 5 groups based on the 5 outcomes of "Every Child Matters" (e.g. Be Healthy, Stay Safe).

Governance arrangements and the designation of tasks were still being worked out, and would have to await further development of the NHS's new Public Service Trust (PST) before being finalised. The PST was still in its very early stages, and it would be some time before decisions would be made about how areas of work relating to health, would be governed. The situation had been further exacerbated by some key personnel changes in the NHS. Hazel Blankley reported that the proposed PST was innovative, and a unique model nationally, which had generated high levels of interest from other authorities. Anne Heath said she would report on progress with the PST at the next EYDCP meeting in December.

Anne said it was important to note that a significant amount of work on the C&YPP had been commissioned through the Office of Public Management, and had particularly looked at integrated working and how best to support Herefordshire families. George Salmon also explained the involvement of the Institute of Public Care, which had been consulted over setting targets and priorities. The consultants had advised that 4 areas be reviewed, namely: (1)

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Performance Management (how to measure it and who to report to), (2) the team supporting the work on Performance Management, (3) Monitoring/Reporting, and (4) Linking to integration and commissioning (with the Primary Care Trust and the Voluntary Sector). He said that the Council would decide on priorities and arrangements with its partners, to deliver services.

AGREED: that the report be noted.

606. THE ROLE AND FUNCTION OF THE EYDCP

The Partnership considered a consultation paper about proposed changes to the EYDCP's role, function, and constitution. The changes were necessary following the creation of the Children and Young People's Directorate, which had led to a significant review of services.

To assist the discussion, Ros Hatherill drew a diagram explaining how the various services linked to each other, and she outlined the various areas of responsibility. The main features were:

- There were now 3 services within the Directorate, and all 3 would report to the Children and Young People's Partnership Board (CYPPB). The 3 services were: (1) Safeguarding and Assessment, (2) Commissioning and Improvement, and (3) Integrated Services and Inclusion.
- Ros's work – and also the role of the EYDCP – was now part of Integrated Services and Inclusion. Ros had also been given Extended Schools as an additional responsibility.
- Each Children's Centre would set up a group, called a Locality Partnership Group, which would contain service providers and service users for each area. It would also include extended schools activities. The localities were based on the position of the Children's Centres and the current 14 school partnerships. Yvonne Clowsley from the PCT had written to Ros, and it would be necessary to define about how the localities would fit in with the areas covered by Health Visitors. It was important that the lines of representation were compatible, and most importantly, that families knew where to go if they needed help.
- The PCT Groups (e.g. Local Safeguarding Board, Be Healthy Group,) would also link to the CYPPB.

The Partnership considered its role in terms of its **function, membership, and meeting arrangements**. Members made the following key points in addition to those made in the report:

Function:

- Klaus Wedell felt that one of the EYDCP's main functions was to provide an interface between the Council and non-local authority organisations (such as the Voluntary, Private and Independent EY providers, and the National Childminding Association). It could be

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used to encourage the democratic involvement of such organisations and the public.

- In terms of reporting arrangements, Anne Heath explained that she was the link between the EYDCP and the CYPPB, because she was a member of both.
- It was important to establish a very clear function for the EYDCP, to avoid the risk of duplicating any of the work being done by other new groups.
- The EYDCP was fundamentally about childcare and early education: the funding and delivery of childcare, and ensuring sufficiency of provision. It was unlikely that the CYPPB would be involved in these issues in detail, so it seemed logical that this responsibility should lie with the Partnership. Members also agreed that the EYDCP should consider extended schools issues, but only up to a certain age, because its focus had always been on younger children, and there were other forums for older children. It was necessary to consider what decision-making powers the EYDCP should have in relation to these issues.
- George Salmon suggested that the EYDCP should also be responsible for the development of the childcare workforce.
- Part of the EYDCP's role would be to disseminate information to other users, and to report on feedback from them.
- It was also important that the EYDCP's role included publicising EY matters and familiarising the public with the issues.

Membership:

- There was scope for membership to expand/change due to the potential for involvement of a whole range of agencies. It was necessary to ensure representation from all the various types of childcare provider.
- Some members said that they were unclear about their roles and responsibilities as representatives on and of the EYDCP. It was necessary, therefore, to provide clear information to all representatives, outlining this. One suggestion was that members should receive a document similar to a job description. It might also be necessary to establish a proper support network for members, to make the EYDCP – and its various related groups - more effective.
- Service users and members of the public would need to know who their representatives on the EYDCP were, and so it was important to raise awareness of representation.
- There would be some cross-cutting issues with the Locality Partnership Groups and Children's Centres. It was necessary to have representation from each of these groups, therefore.

Meeting Arrangements:

- Members considered how to publicise meetings in order to encourage public attendance.
- Members were asked to consider how frequently the Partnership should meet, and whether the venues and times were agreeable or should be changed. These issues would be considered in more detail after the meeting and would form part of the next stage of the consultation.

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AGREED:

- That
- (i) **the next draft of the consultation on the role and function of the EYDCP be formulated by Ros Hatherill and Heather Donaldson, taking account of the above comments, and after further consultation with Anne Heath and the Primary Care Trust; and**
 - (ii) **the revised draft be considered by the EYDCP at its next meeting.**

607. GENERAL SURE START GRANT EXPENDITURE, 2007

Ros Hatherill presented an information report outlining the general Sure Start expenditure for Period 6 of the financial year (up to 22 September 2006). As well as expenditure, the report also showed the annual budget totals, and what percentage of the budget remained unspent to date.

Ros said that the biggest challenge would be the development of children's centres, and the budget for this would be released over a two year period. The approximate spend would be 30% in the first year, and 70% by the end of the second (2007/08).

In response to a question, she confirmed that the Extended Schools budget was contained within the overall Schools' budget, and had been allocated to secondary schools directly.

AGREED: that the report be noted.

608. NURSERY EDUCATION FUNDING - CROSS-BORDER MONMOUTHSHIRE RECIPROCAL AGREEMENT

Ros Hatherill reported on an arrangement with Monmouthshire Children's Services, which enabled some Herefordshire families to receive Nursery Education Funded (NEF) places in Monmouthshire childcare settings.

The request for such an arrangement had arisen following the closure of Haberdashers Redcap School in Hereford. Parents of nursery-age children had subsequently secured places in its sister school in Monmouth, and were eligible for NEF. A funding arrangement was now in place, although this only applied to 3 year-olds. It was not available for 4 year-olds due to differences in admissions policies for children of this age. The funding was reciprocal, meaning that there was funding for any children who lived in Monmouthshire and were attending a nursery in Herefordshire.

The arrangement would be monitored, and it was expected that it would involve only small numbers of children.

AGREED: that the report be noted.

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609. NURSERY EDUCATION FUND SURE START CODE OF PRACTICE 2006-07

Bryan Twitty circulated an information report on the implications of the NEF Sure Start Code of Practice on the charging policy within childcare settings. He said that the policy had been issued to childcare settings earlier in 2006, and contained clear and precise details of the Sure Start Unit's expectations about charging for nursery places.

The most significant point was that childcare settings could not charge parents for any part of the free entitlement; either directly or indirectly. The report listed some examples of how to apply the Code, and Bryan added that it would eliminate any doubts or misunderstandings about how to administer free childcare places.

AGREED: that the report be noted.

610. QUARTERLY CHILDCARE REPORT: APRIL - SEPT 2006

Members noted the number of childcare places opened and closed for the period April – September 2006. There had been a net increase of 55 places amongst childminded settings, out-of-school/holiday settings, and full day care and sessional settings.

AGREED: that the report be noted.

611. FACILITATING THE CHILDCARE MARKET AND SECURING SUFFICIENCY

Ros Hatherill reported on the Childcare Sufficiency Assessments draft guidance and regulations, which had been issued to Local Authorities. The guidance was subject to a consultation process, and its aim would be to help Local Authorities in their duty (which would come into force in April 2007) to assess whether there was enough childcare provision in their area.

It was envisaged that the guidance would furnish Local Authorities with the necessary evidence and information, working in partnership with childcare providers and other organisations, to facilitate and shape a childcare market that was sufficient, flexible, sustainable and responsive to parents' needs.

Ros outlined the stages of the consultation process, and the expected publication and compliance dates for the various sections of the regulations. She added that there was a free 2-day workshop on these issues on 14 November and 01 December 2006. She encouraged members to attend this, to make individual responses to the consultation document, and to note the responsibility for securing sufficiency.

AGREED: that the report be noted.

612. ANY OTHER BUSINESS

None.

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613. DATE OF NEXT MEETING

Thursday 07 December 2006 (venue to be decided). Members considered the following suggested dates for 2007, and decided to provisionally accept them, subject to any changes that might happen as a result of reviewing the EYDCP constitution:

- 08 March 2007
- 10 May 2007
- 11 October 2007
- 06 December 2007

The meeting ended at 9.02 p.m.

CHAIRMAN

BRIEFING PAPER:

THE EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP BOARD

FUNCTIONS OF THE BOARD

Enabling communication between the public, private and voluntary Early Years and extended schools providers and service users and:

- ~ the Herefordshire Council
- ~ the Children's Directorate and other departments of the Herefordshire Local Authority
- ~ Herefordshire agencies and bodies (eg Governors' Association, Diocesan bodies)
- ~ national agencies and bodies (eg: OFSTED, Learning and Skills Council, NCMA)
- ~ National Health Service - Herefordshire Primary Care Trust and Hospitals Trust.

Providing a Forum for the detailed consideration of the development and implementation of:

policy and practice at:

- ~ county-wide
- ~ national levels, and where relevant, making representations to
- ~ the Herefordshire Children's and Young People's Partnership Board,
- ~ Herefordshire Early Years and Extended Schools providers,
- ~ other relevant local and national agencies

Providing oversight of:

- ~ quality assurance and workforce development, and information dissemination,
- ~ the overall management of the demand and supply of childcare places, provision and services,
- ~ establishment of sufficiency for Herefordshire,
- ~ financial accounting, policies and funding opportunities.

Keeping the public informed of the EYDCP' Board's activities.

Keeping the relevance of the Board's operation to the above functions under review..

THE OPERATION OF THE PARTNERSHIP BOARD:

- ~ The Board will report to the Herefordshire Children's and Young People's Board.
- ~ the Head of the Herefordshire Integrated Services and Inclusion Service will be a member of the EYDCP Board, and will facilitate communication with the Children's and Young People's Board
- ~ There will be relevant representation of the Early Years and Extended Schools administration on the EYDCP Board.

POINTS FOR CONSIDERATION AT THE EYDCP BOARD at the Mar 8th meeting

Representation on the EYDCP Board to include:

- ~ Early Years and Extended Schools provider groupings and parents,
- ~ Children's Centre staff and parents,
- ~ Other Local Authority agencies involved with Early Years and Extended Schools provision
- ~ National agencies involved in Early Years and Extended Schools work (including OFSTED)
- ~ the Local Authority Early Years and Extended Schools administration
- ~ Hereford councillors

Operational considerations:

- ~ decision making:
 - ~ in general, the EYDCP Board will deal pro-actively with consultation about proposed national and Local Authority implementation of policy and practice.
- ~ in order to avoid excessive time spent by representatives in attending meetings, consideration needs to be given to:
 - ~ the frequency of EYDCP Board meetings (eg 3-4 meetings a year),
 - ~ arrangements for urgent decision making between EYDCP Board meetings (eg through electronic communication, a standing subcommittee etc)
 - ~ arrangements to ensure that EYDCP Board representative members can communicate with their constituents (eg. Electronic communication)
 - ~ effective interaction with the Early Years and Extended Schools administrative infrastructure.

- ~ appropriate public dissemination of the EYDCP Board's deliberations (eg through a newsletter, local press etc).
- ~ the title of the Board, taking into consideration the new coverage of extended schools operations.

- ~ the format of Board meetings - (eg discussion arrangements, information input, visiting speakers etc)

- ~ Arrangements need to be decided about:
 - ~Representation of the EYDCP Board on the Early Years and Extended Schools administrative infrastructure,
 - ~ the appointment of a chair and deputy chair of the EYDCP Board.

- ~ Servicing of the EYDCP Board
 - ~ Secretarial services to EYDCP Board,
 - ~ Support for the dissemination of the EYDCP Board's deliberations.

28/02/07

