

**CHILDREN'S SERVICES AND LEARNING OVERVIEW AND SCRUTINY PANEL  
13 JANUARY 2010**

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**REVIEW OF THE EARLY YEARS, CHILD CARE AND PLAY PARTNERSHIP  
Assistant Chief Executive**

**1 INTRODUCTION**

As part of the agreed approach to the Overview and Scrutiny (O&S) of the Bracknell Forest Partnership (BFP), the Chairman and Lead Officer of each of the BFP theme Partnerships has been invited to meet the O&S Commission or relevant O&S Panel to discuss the Partnership's governance, performance management, financial management, and related issues, with reference to a questionnaire completed in advance of the meeting. The Early Years, Child Care and Play Partnership is one of the BFP theme partnerships within the purview of the Children's Services and Learning Overview and Scrutiny Panel.

**2 SUGGESTED ACTION**

- 2.1 That the Children's Services and Learning Overview and Scrutiny Panel discusses with the Chairman and Lead Officer of the Early Years, Child Care and Play Partnership, Councillor Dr Gareth Barnard and Karen Frost, respectively, the Partnership's governance, performance management, financial management, and related issues, with reference to the attached completed questionnaire.**

**3 SUPPORTING INFORMATION**

- 3.1 The approach to O&S of the Bracknell Forest Partnership has been endorsed by the O&S Commission and Panels, also the BFP Board, and implementation has commenced. The agreed approach includes a structured programme of information gathering and initial analysis of the BFP's affairs. This work has been apportioned as follows:

O&S Commission – BFP's Board and the Town Centre Partnership, the Crime and Disorder Reduction Partnership, and the Economic and Skills Development Partnership.

Environment, Culture and Communities O&S Panel - the Strategic Housing Partnership, the Cultural Partnership, the Transport Partnership, and the Climate Change Partnership.

Children's Services and Learning O&S Panel - the Children's Trust, and the Early Years, Child Care and Play Partnership.

Adult Social Care O&S Panel - the Health and Social Care Partnership.

- 3.2 The information gathering comprises initially asking the Chairmen and Lead officers for the ten Theme Partnerships to complete a questionnaire, and then for the responses to the questionnaire to inform individual meetings by the Commission/Panel concerned with the Chairmen and Lead officers for each of the Theme Partnerships, individually. These will form part of the public meetings of the Commission and Panels throughout 2009/10. The structured series of meetings with the Chairmen and lead officers of the Theme Partnerships will contribute to relationship building.
- 3.3 The purpose of the questionnaire to be sent in advance of the meetings is to gather all the basic information on the work and organisation of each Theme partnership, to make best use of members' time at the ensuing meetings.

#### Background Papers

Agenda and minutes of the Overview and Scrutiny Commission on 1 April 2009

#### Contact for further information

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**Questionnaire for completion by the Chairman and Lead Officer of BFP's Board and each of the 10 BFP Theme Partnerships**

<b>A: Name of Partnership: Early Years , Childcare and Play Partnership</b>	<b>Comments</b>
Chairman's name and contact details:	<b>Gareth Barnard x 2048 or 487581</b>
Lead Officer's name and contact details:	<b>Karen Frost x4024</b>

<b>B: Partnership details</b>	<b>Comments</b>
1. Please attach the terms of reference for the partnership. If it is not in the TOR, please outline the agreed aims, key objectives and key functions	<b>Attached</b>
2. Please provide a few examples of the partnership's major achievements	<b>Has contributed, for over ten years, to a well regarded Early Years Childcare and Play service. Some of major achievements include, Children's Centres, wide spread ongoing consultation, conferences, strong integrated working, EAL project, quality training programme.</b>
3. Where do you think the partnership currently is in terms of its stage of development? E.g. early formation, delivering shared outcomes, or fully developed?	<b>Fully Developed</b>
4. Please describe any major obstacles towards the partnership's success	<b>none</b>
<b>Membership</b>	<b>Attached</b>

5. If not in the TOR, please list the current members of the partnership and the organisations they represent	
6. If not in the TOR, please describe the arrangements for appointing members to the partnership	<b>If a new area of work is being developed which entails working with other partners then a representative would be invited by agreement of the partnership</b>
<b>Minutes</b>	<b>Minutes have been provided.</b>
7. Please provide minutes of meetings in the last year	

<b>C: Governance arrangements</b>	<b>Comments</b>
1. Please provide any recent self-assessment of governance arrangements for the Partnership, or describe any plans to do so.	<b>The partnership is a consultative /advisory body that does not make decisions but does affect decision making.</b>
2. How are decisions made? Is there a scheme of delegation that makes clear who can take decisions?	<b>N/A</b>
3. How are decisions recorded?	<b>N/A</b>
4. Who makes sure decisions are acted upon?	<b>N/A</b>
5. Please describe how the partnership is held to account, and by whom	<b>N/A</b>
6. Risk management - Has the Partnership itself carried out a formal risk assessment of the Partnership? If yes, please provide details	<b>N/A</b>

<b>D: Performance management</b>	<b>Comments</b>
1. Please describe the arrangements for setting output/outcome targets, and give details of the partnership's targets for 2008/09	<b>The partnership works on the Early Years Childcare and Play strategic targets</b>
2. Please describe the arrangements for monitoring and reporting progress against targets	<b>Updates and highlight reports are given to members at every meeting. Detailed action plans are shared. Regional advisors monitor and grade progress. Minutes are reported to the Children's Trust.</b>
3. How does the partnership agree action on targets that are not likely to be met?	<b>N/A</b>
4. How do you demonstrate publicly that the partnership adds value?	<b>The network of providers that meet regularly are given information about the partnership. The logo is put on all correspondence. Parents that attend the meeting and other events through Children's Centres, early years provision etc are made aware of the partnership and its role.</b>
5. How does the public know that the partnership achieves value for money?	<b>Via publicity statements from the chair in Town and Country and local newspapers.</b>
6. Does the Partnership contribute accounts of success to the BFP's communications group?	<b>Updates are given when requested and news articles are given for the themed partnerships newsletter.</b>

<b>E: Financial Management</b>	<b>Comments</b>
1. How is the partnership funded? (on the basis of the last financial year)	<b>There is no direct funding. Sure Start funding provides travelling and other expenses for the voluntary sector representatives and parent/carers who attend meetings. When conferences or away days are planned the expenses for that are covered by Sure Start funding.</b>

2. Who decides on how to spend the money?	<b>Lead Officer and Chair</b>
3. Can the money be reallocated? If so, who can authorise this?	<b>N/A</b>
4. What are the financial reporting arrangements?	<b>The Lead Officer has monthly financial monitoring meetings with the departments finance officers. Quarterly finance reports are sent to Sure Start.</b>

<b>F: Serving the Public (For response just by BFP's Board)</b>	<b>Comments</b>
1. Does the partnership have a communications policy? If so, please provide this	<b>BFC policy</b>
2. How does this partnership achieve accessibility for the public? (for example, are meetings open to the public?)	<b>No, but minutes are logged on the public website</b>
3. Is there a complaints and suggestions process the public can use?	<b>BFC complaints procedure. On the Early Years Childcare and Play website there is a drop box where the public can email us (or ring us) with suggestions, comments or complaints.</b>

<b>G: Overview and Scrutiny of the Partnership</b>	<b>Comments</b>
1. Does the partnership have any views on how O&S can assist in its development and achievement of objectives?	<b>We would need to take this to the partnership for comment</b>
2. Does the partnership have any suggestions for O&S reviews to be considered for the partnership O&S programme?	

**TERMS OF REFERENCE**

<b>Name of Group</b>	<b>Early Years, Childcare &amp; Play Partnership</b>
<b>Status of Group</b>	This group is an advisory body and a themed partnership of Bracknell Forest Partnership that reports directly to the Children & Young Peoples Trust.
<b>Lead Manager</b>	<b>Karen Frost</b>
<b>Membership of Group</b>	A group of professionals and parents representing a wide range of services and organisations relevant to the early years childcare & play sector
<b>Aim / Purpose of Group</b>	To assist in developing and maintaining the vision for Early Years, Childcare and Play Services in Bracknell Forest.
<b>Objectives of group.</b>	<p>The Partnership exists to:</p> <ol style="list-style-type: none"> <li>1. Support the development of relevant services that enable the achievement of positive outcomes for children in line with those expressed in the five outcomes within the <i>Every Child Matters Framework</i>.</li> <li>2. Act in an advisory and consultative capacity for the Early Years Childcare &amp; Play Service in planning service developments, supporting parents, children and young people consultation when appropriate.</li> <li>3. Encourage positive relationships between providers in the independent, private, voluntary and statutory sectors; and those contributing to the delivery of services in the statutory and voluntary sectors.</li> <li>4. Facilitate consultation and feedback, networking and information sharing between the partners</li> <li>5. Support the development of children's centres and extended services in and around schools in Bracknell Forest.</li> <li>6. Provide time bound working groups to steer specific projects on request</li> <li>7. Report to the Bracknell Forest Strategic Partnership and to the Children and Young People's Trust and to liaise with other partnerships as appropriate.</li> <li>8. The Early Years Childcare &amp; Play partnership will provide a representative on the Schools Forum</li> </ol>

	<p>9. Ensure that all service delivery meets the requirement of section 11 of the Children's Act 2004 in relation in relation to Safeguarding</p> <p>10. Meet the needs of the most disadvantaged, so children/ young people can fulfil their potential and parents can find their ways out of poverty</p> <p>11. Support the local authority in their duties as defined in 2006 Childcare Act</p>
<b>Relationship of this group to other groups / meetings</b>	This group has a direct link to The Local Strategic Partnership, The Children's Trust, The Workforce Development group, The Aiming High Group, The LSCB, Schools Forum, CASP Network, PVI sectors and a range of voluntary organisations
<b>Decision Making Powers</b>	Advisory
<b>Resources.</b>	None
<b>Frequency of Meetings</b>	Quarterly
<b>Admin arrangements.</b>	Serviced by Democratic Services
<b>Date ToR agreed</b>	20 <sup>th</sup> October 2009
<b>Date to be reviewed.</b>	October 2011



**Membership List**  
**Early Years, Childcare and Play Partnership**

<b>Name</b>	<b>Representing</b>
Susan Alcock	General Advisor, Early Years
Mohammed Ali	Parent Representative
Elaine Allen	Margaret Wells-Furby Resource Centre
Councillor Dr Gareth Barnard – Chair	Bracknell Forest Council
Catherine Bates	Head Teacher
Lorraine Collins	Strategy & Development Manager
Sally Coulson	Parks & Countryside
Shelagh Davies	Health Visitors and School Nurses
Margaret Edington	Pre School Learning Alliance
Karen Frost	Head of Early Years Childcare & Play
Sarah Giannotta	Full Day Care Rep
Martin Gocke	Acting Director Children Young People & Learning
Cherry Hall	Inclusion & Development Coordinator
Phillipa Hendy	Book Start Library Service
Kath Cox	Thames Valley Consortium Traveller Education Service
Jo Lilliwhite	Development Manager Aiming High for Disabled Children
Simon McKenzie	Head of Learning Difficulties & Disability
Don McLaren	Head of Youth Services
Marie McWade	Workforce Development Manager
Hazel Miller	Family Information Service
Julia Paradine	Head Teacher
Lorraine Parke	Teenage Pregnancy Project Manager
Cara Parker	NCMA

Lee Partner	Private OSC Provision Representative
Pauline Martyn	Home Start
Charlie Roberts	Bracknell & Wokingham College
Bridget Shepherd	Children's Centres Operations Manager
Councillor Mrs Anne Shillcock	Bracknell Forest Council, Vice Chairman
Kate Sillett	Private Sessional Representative
Jane Sparkes	Job Centre Plus
Michelle Tuddenham	Private Provision Representative
Chris Vaal	Leisure Services
Richard Walton	Parks & Countryside
Barry Wildsmith	PACT
Jane Williams	Independent Sector Provision Representative
Neel Wilson	Early Years Foundation Stage Inclusion Service
Sue Hills	Democratic Services Officer
Vacant	Educational Psychologist BFC
Vacant	Voluntary Out of School Provider
Vacant	EY Sessional Voluntary Provider
Vacant	2 x Parent Representatives
Vacant	Early Years Advisory Teacher