

EDUCATION, LEISURE AND LIFELONG LEARNING
REPORT OF HEAD OF PARTICIPATION – CHRIS MILLIS

1 JUNE 2015

SECTION A – MATTER FOR DECISION

WARD(S) AFFECTED: ALL

CHANGES TO STRUCTURE OF EARLY YEARS/ FAMILY INFORMATION SERVICE TEAM

1. Purpose of the Report

To seek Members approval to make changes to the structure of the Early Years/ Family Information Service Team and the creation of one new post, Family Information Service Out of School Childcare Support Assistant, within the Think Family Partnership.

2. Background

The Early Years/ Family Information Service Team is responsible for the statutory duties laid out in Childcare Act 2006 which include the duty to ensure there is sufficient childcare for working parents, undertake a Childcare Sufficiency Assessment (CSA) every three years and to provide a comprehensive information service for families, along with providing information, advice and assistance to childcare providers in the county.

An identified gap in the CSA was to promote the work of the Family Information Service so that parents and carers could find information on childcare including out of school childcare.

It has been proposed that the Out Of School Childcare Grant could be utilised to help fill the identified gap by funding a temporary Family Information Service Out of School Childcare Support Assistant to take responsibility for outreach work to promote out of school childcare including where to find OOSC services and also financial support to access such services.

The Out of School Childcare Grant is funding from Welsh Government to improve access to financial support for wrap-around childcare, holiday and play provision and is the responsibility of the Early Years Team. Quality wrap-around childcare is essential to help support parents access work and training.

Welsh Government approved the proposal of this grant on 13th May 2015, see Appendix 3.

The addition to the team will enable face to face contact with the public and professionals who work with families throughout the county borough all year through attending events, school activities and to target hard to reach families in isolated communities.

It is proposed that the Family Information Service Web and Development Officer take line management responsibility of this new post and also line manage the existing Family Information Service Support Assistant to ensure work is co-ordinated and reflects the needs of the service.

3. Financial Appraisal

The proposed model will be fully funded by the Out Of School Childcare Grant provided by Welsh Government and managed by the Think Family Partnership, see Appendix 2 attached.

4. Reason for Proposed Decision

1. To ensure that the Family Information Service and information regarding out of school childcare is promoted to families within the county, as identified as a need in the Childcare Sufficiency Assessment.
2. To ensure the work of the Family Information Service is co-ordinated and reflects the needs of the service, families and professionals who work with families.

5. Recommendations

It is recommended that Members APPROVE:

1. The creation of a temporary post, Family Information Service Out of School Childcare Support Assistant, utilising the Out of School Childcare Grant Funding secured until 31st March 2016.
2. That line management responsibility for the current Family Information Service Support Assistant moves to Family Information Service Web and Data Development Officer.

Appendices

Appendix 1 – Proposed Structure

Appendix 2 - Financial Appraisal/Statement.

Appendix 3 – Out of School Childcare Grant proposal approved by Welsh Government

List of Background Papers

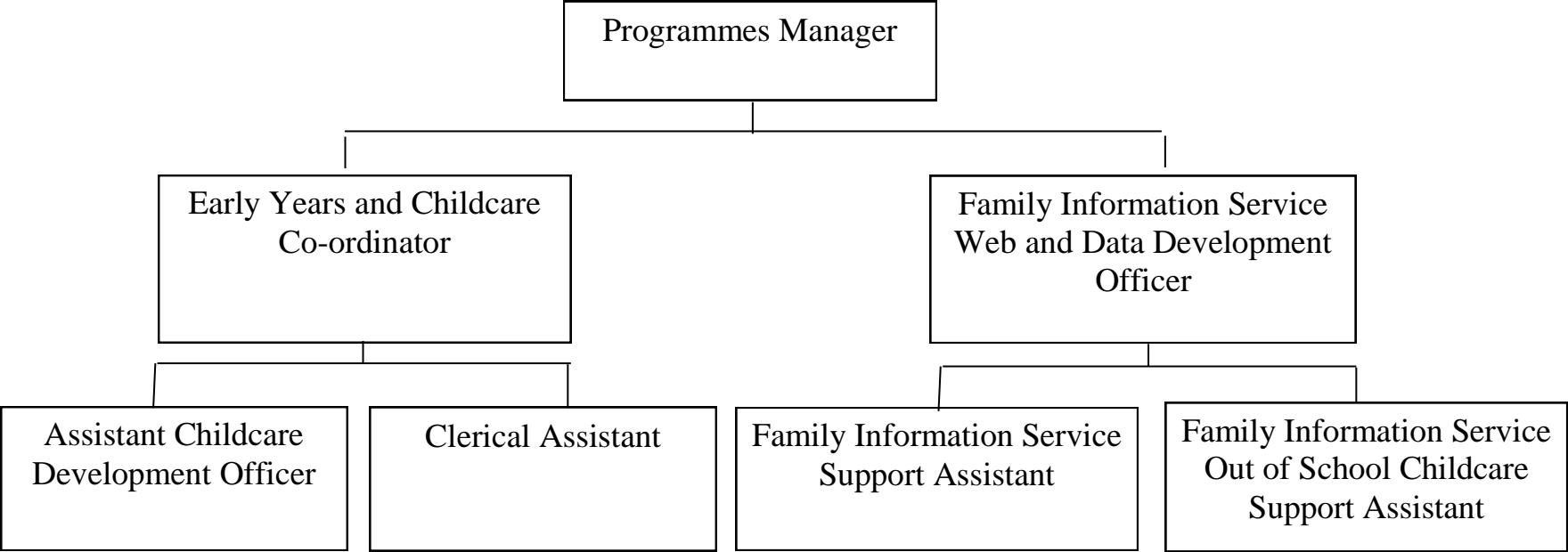
None

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SET UP COSTS

Budget Book Page Number 1102

	<u>Current</u> <u>Year</u>	-	-	-	-	<u>Comments</u>
	<u>£</u>					
<u>Costs</u>						
Recruitment Costs						
Accommodation Costs						
Office Costs						
Others						
Total Set Up Costs	<u>-</u>					
<u>Funding of Set Up Costs</u>						
Revenue Budget						
Reserves						
Special Grant						
Other (Specify)						
Total Funding of Set Up Costs	<u>-</u>					

RECURRING COSTS

	<u>Current</u> <u>Year</u>	-	<u>Next</u> <u>Year</u>	-	<u>Max</u> <u>in</u> <u>Full</u> <u>Year</u>	
	<u>£</u>		<u>£</u>		<u>£</u>	
<u>Costs</u>						
Employee Costs (Financial Appraisal Statement)	19,417		19,839		21,237	
> Starting Salary						
> Additional cost at Maximum Salary						
Accommodation Running Costs						
IT Annual Costs						
Other Running Costs (specify)	<u>-</u>		<u>-</u>		<u>-</u>	
Total Recurring Costs	<u>19,417</u>		<u>19,839</u>		<u>21,237</u>	
<u>Funding of Recurring Costs</u>						
<u>External Sources</u>						
Specific Grant:	19,417		19,839		21,237	WG - Out of School Childcare
- staffing costs						
- other	<u>-</u>		<u>-</u>		<u>-</u>	

Funding from External Agencies			
Service Level Agreement			
Other (specify)			
<u>Internal Sources</u>			
HRA			
Existing Budget Allocation			
Additional Guideline Allocation			
Other (specify)			
Total Funds Available	<u>19,417</u>	<u>19,839</u>	<u>21,237</u>

Out of School Childcare Grant 2015/2016

Local authorities are encouraged to identify and meet gaps in provision based on the results of their Childcare Sufficiency Assessments and Play Sufficiency Assessments.

Please show on the attached table how you propose to use this grant to address the Out of School childcare needs in your area, in line with Schedule 1 “The Purposes” in your grant offer letter.

Objectives should be specific and quantitative

Please provide details/information about:

- the type of provision to be supported, for example After School Club/Holiday Club
- the type of support being given e.g. equipment/training/ business support
- the numbers of settings being funded, number of childcare places in each setting
- where applicable, when, and for how long, the setting is open

Each Objective should be separately identified and costed.

Any changes to your proposed spending plans which exceed 10% of the individual objective cost should be agreed by the Welsh Government.

If you are proposing to fund local authority staff costs using Out of School Childcare Grant, please ensure that you provide:

- details of the percentage of the time and cost relevant to the specific post that you are proposing to fund;
- details of any other sources of funding contributing to the cost of the post and the relevant proportion covered, and
- the job description.

Proposals for the use of funding in 2015/2016

Please provide in the table below a short summary of each activity that your Local Authority proposes to operate or support in 2015/2016, using the Out of School Childcare Grant funding. Please add additional objectives as required.

Objective/Target	Cost	Proposed Outcome(s)
1. To pilot 4 holiday club schemes during the school summer holidays in areas of unmet demand. Each scheme will run for 5 days in each area to comply with the Childminding and Daycare Regulations.	£10,000	To determine the demand to register holiday clubs in 4 areas where there is no or a low number of holiday childcare places. This will provide a pilot for at least 120 childcare places for children aged 3+ The cost will cover wages, rent, caretaker costs and resources for each area.
2. To develop an advertising campaign for childcare through the Family Information Service.	£10,000	To build on previous work promoting information on childcare choices and availability. The CSA highlighted the need to raise awareness of the FIS work is ongoing to ensure we reach all families and professionals throughout the county borough. Advertising will include till roll advertising, radio advertising along with the banners that we have purchased to locate at different sites throughout the authority.
3. To employ a Family Information Service OOSC Support Assistant to take responsibility for outreach work to promote out of school childcare including where to find OOSC services and also financial support to access such services. An identified gap in the CSA was to promote the work of the FIS so that parents and carers could find information on childcare including out of school childcare, and due to current capacity this has not improved. The post holder will also be responsible for ensuring that information is kept up to date on the FIS website so that the public are getting relevant and current information.	£16,000	The addition to the team will enable face to face contact with the public and professional throughout the county borough all year through attending events, school activities and to target hard to reach families in isolated communities. This post will raise awareness of out of school childcare in the many ways as listed above.
4. Training	£10,000	To ensure that all staff working in out of school childcare settings are engaged with CPD to upskill. It is envisaged that at least 100 individuals from at least 20 settings will benefit from further training.

		<p>This funding will also be used to fund the annual childcare providers event which is held every March. This year 57 settings and over 130 individuals engaged with the training at the event and are now better resourced to promote physical activity within the settings. The theme for the event will be determined on identified training needs during the coming year.</p>
5. To develop 3 new after school clubs and 2 new wrap around clubs in schools to ensure consistency for parents and children.	21,500	<p>To increase the number of out of school childcare places throughout the authority by at least 120 in 6 new settings. The funding will support start up costs including wages, rent and resources and will be allocated on a needs basis. Research work will be undertaken to ensure that clubs are set up in areas of unmet demand and can be sustainable with time.</p>
6. To sustain existing out of school childcare clubs.	£35,200	<p>To support all out of school childcare clubs with sustainability issues. This funding will ensure that we maintain at least 300 childcare places for those families who need them during school holidays and also after school. Business support will also be provided to settings who receive funding to ensure that they can work towards sustainability in the future.</p>
Total	£102,700	