

WILTSHIRE EARLY YEARS DEVELOPMENT & CHILDCARE PARTNERSHIP TERMS OF REFERENCE

1. Aim of WEYDCP

- 1.1. Wiltshire's Early Years Development & Childcare Partnership exists to enhance:
 - the care and play experience of children up to 14 years (16 in the case of young people who have disabilities);
 - health & family support from conception to school age;
 - the educational experience of children in the Foundation Stage.
- 1.2. The Partnership will draw together representatives of all who provide and use these services to plan imaginatively, responsively and co-operatively. The Partnership will monitor the delivery of its plans effectively for the benefit of children, young people, families and employers.

2. Role of WEYDCP

- 2.1. The WEYDCP's role in respect of the Sure Start agenda will be to:
 - Advise, suggest, influence, warn and alert the County Council
 - Assess the County Council's response
 - Consult – link to users and providers
 - Generate ideas and be creative
 - Make links between different areas of activity
- 2.2. The Strategic Advisory Group's role is to lead the Partnership and communicate with WCC to ensure the role in 2.1 is carried out.
- 2.3. The 5 Sub-groups focus on particular theme areas to consult stakeholders, develop policy proposals and review current activities. Their respective briefs are shown in section 7.

3. Role of WCC

- 3.1. The role of the County Council in this area is to:
 - determine final policy (Cabinet agrees strategic policy, officers decide operational or delegated issues)
 - achieve Early Years Development & Childcare Plan objectives through providing funds, employing staff, making and monitoring contracts (NB monitoring contracts is not a responsibility of the EYDCP)
 - report to central government (Sure Start Unit)
 - convene the EYDCP.
- 3.2. Convening WEYDCP includes the following arrangements or activities:
 - Dates, venues and papers
 - Advice
 - Internal communication

4. Structure and working of WEYDCP

- 4.1. Election of chair and vice-chair:

- Elected by full Partnership for a three year term
- Open nominations short-listed by SAG in line with agreed “job description”

4.2. Management of meetings:

- 5 or 6 full day meetings annually
- Time for sub-group meetings incorporated within the day for efficiency and to promote exchange.

4.3. Election of sub-group chairs

4.4. Convening sub-groups

5. Communication between WEYDCP and WCC

5.1. Strategic – twice yearly meeting linked to inform the budget cycle (April and September) between the Chair and Vice-chair of WEYDCP and the lead County Councillor for Children & Education

5.2. Routine - Early Years and Childcare Manager ensures regular 2-way communication through planned and responsive briefings to the Partnership and its groups and relevant WCC members and officers.

5.3. Conflict resolution - where there is doubt or disagreement between the WEYDCP and WCC the Nominated Strategic Officer for Sure Start will seek to resolve it in discussion with the WEYDCP Chair and Lead Officer. WCC remains responsible for the final decision, but will record where WEYDCP resolutions are different.

5.4. Complaints

- WEYDCP procedure to be finalised and attached by September 2004
- Complaints about services provided are WCC’s responsibility and will fall under WCC procedures

5.5. External communication - see Partnership communications protocol (Info SG drafting)

6. Sub-group working

6.1. Each sub-group should have a chair who is not an Early Years Development & Childcare Plan service provider working either for WCC or a contracted organisation (this does not include early education or childcare providers such as childminders or nursery managers). The chair should be re-elected annually by the sub-group members.

6.2. The sub-group will be convened by a WCC officer who will agree agendas and notes of the meeting with the chair.

6.3. The sub-group may decide its own membership to cover the scope of its brief, but will take into account guidance from the Strategic Advisory Group.

6.4. Each sub-group reports to the Strategic Advisory Group and should highlight key messages for the whole partnership.

6.5. Sub-groups will normally meet during the group section of the full Partnership meetings, but may arrange additional meetings where needed.

6.6. Sub-groups may set up task or working groups for specialised areas. The sub-group is responsible for ensuring membership, chairing and convening of these groups.

7. Specific sub-group briefs

7.1. Integrated Services

- Overview Neighbourhood Nursery, Mini Sure Start and Early Excellence Centre projects and linking between them
- Developing children's centres policy
- Links to Children & Young People's Services Partnership on joined-up services for under 5s
- Parenting support

7.2. Childcare

- Developing and sustaining childcare and early education places
- Childcare audit
- Recruitment
- Toy libraries
- Parent & toddler groups

7.3. Quality and training

- early education training
- childcare training (including advising on list of funded courses)
- 0-3s training
- quality assurance and accreditation
- links to LSC and colleges

7.4. Equal Access

- Equal access to early education including setting and Area SENCO issues – NB link to Q&T group over training
- Equal Access to childcare
- Social Inclusion Fund (separate Panel reports to sub-group)
- Equal access to childcare and leisure
- NB equal access is wider than SEN and disability

7.5. Information

- Defining WEYDCP's publicity strategy and standards
- Promoting internal information exchange
- Linking marketing activities
- Advises Children's Information Service

8. Links with other Partnerships

- 8.1. The key links are with the CYPSP and JACUF. The WEYDCP will ensure that both are represented on the SAG in addition to other shared membership. The Early Years & Childcare Manager will promote information sharing between the organisation, and seek out opportunities to merge or combine activities or events.

Agreed by Wiltshire County Council Cabinet 23 April 2004

Relationship between WCC and WEYDCP

