

Appendix 1

Childcare Task Group Terms of Reference

1. Introduction

- 1.1 At its September meeting the Children and Education Policy and Accountability Committee considered a report on childcare in Hammersmith and Fulham, which outlined the various ways in which childcare was delivered in the borough, the strengths of the provision, the priorities for development and the opportunities for future integrated delivery with other early years services. This was all framed within the context of local and national policy developments.
- 1.2 A number of representatives attended the meeting, including children's centres and early years providers, and gave their views and experiences in respect of services provided.
- 1.3 Following the discussion on the report and hearing from the representatives in attendance, the Children and Education Policy and Accountability Committee agreed to establish the Childcare Task Group to further explore childcare provision in the borough.

2. Membership

- 2.1 The following members will form the Task Group:
 - Councillor Natalia Perez Shepherd
 - Councillor Elaine Chumnerly
 - Councillor Caroline Ffiske
- 2.2 The Task Group will be chaired by Councillor Perez Shepherd.

3. Area for Review

- 3.1 To investigate the provision of childcare in the borough.

4. Aims and Objectives

- 4.1 The Task Group has the following aims and objectives:
 - (1) To review the provision of childcare for under-8 year olds in the borough and identify areas of best practice, including looking at the services provided by other organisations and partners in the borough, such as third sector, health, private sector etc;
 - (2) To look at the roll out of the implementation of the two year old offer;
 - (3) To understand the views and experiences of parents and carers in relation to childcare and early years services in the borough, and to look at accessibility and affordability of childcare and how families could be supported;

- (4) To identify any gaps in the provision and to understand the extent of the impact on the families in relation to these gaps and identify any solutions;
- (5) to look at how the Council could support childminders, and to look at what the Council could do to raise the profile of childminders;
- (6) To contribute to a Council strategy for childcare.

4.2 The following areas are not expected to form part of the review:

- the provision of childcare and holiday schemes during school holidays that includes schemes that cover children aged up to 11 years old, as families would also have other children that needed childcare not just for children 5 years and under - the Children and Education Policy and Accountability Committee will look at this area separately at a future meeting.

5. Possible outcomes

5.1 The Task Group will produce a report and recommendations for the consideration of Cabinet (or other decision-making body, if relevant) in relation to childcare in the borough.

6. Evidence

6.1 The Task Group will conduct its review by considering a range of evidence sources. These will include, but are not limited to, the following:

6.2 *Written evidence*

Council officers will prepare reports for the Task Group as required and further written evidence will be considered by the Task Group as its work progresses.

6.3 *Witnesses*

The Task Group will seek to form a complete picture of the issue by speaking with a number of witnesses from different perspectives. This may include, but is not limited to, the following:

- parents/parents groups
- childminders – the Quality Childminder Forum (QCF)
- children's centres
- schools
- Pre School Learning Alliance
- London Early Years Foundation
- Family and Childcare Trust
- private sector childcare providers
- Homestart
- Multiple Births Foundation
- Parentsactive
- health visitors
- Council officers
- Other local authorities

Expert witnesses – the following have volunteered to be involved in the Task Group and will be invited to the meetings:

Michele Barrett (Head of Vanessa Nursery), Michael Pettavel (Head of Randolph Beresford Early Years Centre), Andy Sharpe (Masbro Centre) and Danny Kruger (Only Connect charity)

6.4 *Site visits*

The Task Group may wish to make site visits to observe. These can include visits to children's centres, private and voluntary sector nurseries etc.

7. **Stakeholders**

Portfolio holder: Councillor Sue Macmillan (Cabinet Member for Children and Education)

Councillor Sue Fennimore (Cabinet Member for Social Inclusion)

Department: Children's Services

Officers: Andrew Christie (Executive Director for Children's Services)
Rachael Wright-Turner (Director of Children's Commissioning)
Krutika Pau (Interim Head of Commissioning)
Jackie Devine (Early Years and Childcare Commissioner)
Carole Cook (Early Years Advisor)
Margaret Murphy (Lead Commissioner (Children and Early Years))
Rosemary Salliss (Early Years Foundations Development Manager)
Steve Comber (Policy Officer, Tri-borough Children's Services)
Sue Spiller (Head of Community Investment)

External partners: children's centres
schools
private and voluntary sector childcare providers

8. **Budgetary and resource implications**

8.1 There are currently no budgetary implications identified for this review, with existing resources able to support the Task Group.

9. **Publicity and communications**

9.1 The Task Group is likely to want to seek the views and experiences of local parents, carers, childminders and childcare and early years providers.

9.2 The Communications team will be invited to a meeting to discuss how childcare provision could advertised and promoted in the borough.

10. Risks

10.1 Risks could include:

- the Task Group's investigations could exceed the scope of its terms of reference
- the Task Group over-runs and fails to deliver a timely final report
- key witnesses might not be available at times convenient to the Task Group

11. Timetable

11.1 The following timetable is intended as a guide only and is open to revision.

Date	Event
Early October (Before the 18 November CEPAC meeting)	First meeting: to agree the Terms of Reference and timescale for the review
Early November	Second meeting: evidence gathering
End of November	Third meeting: evidence gathering
December	Fourth meeting: evidence gathering
Mid January	Fifth meeting: evidence gathering
Early February	Sixth meeting: evidence gathering
Late February	Seventh meeting: consideration of initial conclusions
Early March	Drafting of report and recommendations regarding
Mid/End of March	Eighth meeting: agreeing report and recommendations
20 April 2015	Submit final report to the Children and Education Policy and Accountability Committee
19 May 2015	Submit final report to Cabinet

12. Schedule of meetings

12.1 The following schedule of meetings is proposed, subject to member and witness availability:

Meeting one: held on 17 October 2014

To discuss:

- Terms of Reference – to look at the area for review and the aims and objectives of the Task Group
- Possible outcomes
- Evidence
 - Written evidence
 - Witnesses

- Site visits
- stakeholders
- Timescale – date for completion of the review, dates of future meetings

Meeting two: to be held on 7 November 2014 at Randolph Beresford Early Years Centre

To consider:

- preparation of a list of questions to ask witnesses
- a communications strategy
- information on schemes from other local authorities and any existing evidence
- Matrix (drafted by Michael)
- a report on the implementation of the two year old offer

Meeting three: to be held on 28 November at 9.30am at Cathnor Park Children's Centre

- Evidence gathering

Meeting/Interview needs to be arranged for:

- Interview: Councillor Sue Macmillan (Cabinet Member for Children and Education)
- Interview: Councillor Sue Fennimore (Cabinet Member for Social Inclusion)

Meeting five: 9 January at 10am at Masbro Children's Centre

- Evidence gathering

Meeting six: week commencing 2 February 2015

- Evidence gathering

Meeting seven: week commencing 23 February 2015

- consideration of initial conclusions

Meeting eight: week commencing 16 March 2015

- Consideration of officer comments on the draft report
- Consideration of witness comments on the draft report
- agreeing final report and recommendations