

**Project planning 30 hours**

| <b>Project Area</b>             | <b>Team members</b>  | <b>Items to be included</b>  | <b>Dates</b>  | <b>Completed RAG rating</b>  |
|---------------------------------|--|--|---|--|
| Capital application             | <b>Julie Page</b><br>Anita Birtles<br>Carol Auld<br>Anne James   | Invites to apply out to sector<br>Criteria written and scoring developed<br>Short-listing<br>Data supplied and written into bid<br>Bids written and submitted to leadership<br>Bid submitted to DFE<br>DFE projects approved<br>Project timelines reviewed and monitored<br>Project s completed<br>Action plans under each area to be developed  | 15.07.16<br>03.08.16<br>08.08.16<br><br>24.08.16<br>30.08.16<br>Dec 16<br>Jan-Aug17<br>Aug 17 | Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br><br><br><br>GREEN                      |
| Members<br>Planning<br>Boroughs | <b>Julie Page</b><br>Anne James  | Policy paper to outline duty of sufficiency to include impact to constituents and legal framework, working parents, surrey duties and principles<br>Insert into policy paper re 2 year old & 30 hours go to member for briefing<br>Paper to planning departments regarding requirement<br>Info to go out to borough councillors and borough officers around the duty and impact on constituents<br>Info from Swindon around engaging their members<br>Attendance at borough meetings by April 2017 | 30.09.16<br><br><br><br>20.08.16  | 1 <sup>st</sup> Draft<br>Waiting for date to present to members<br><br><br>GREEN |
| Comms                           | <b>Tracey Stokes</b><br>Jen Tibbets<br>Carmel Ring<br>Becca Baker<br>Michael Pipe<br>Carol Auld<br>Pauline Jacobs<br>Lynn<br>Hargreaves-<br>McCallum | Comms strategies and timeline to be planned<br>Countdown clock to be started<br>Case studies to be developed re partnership working<br>Announcements from DFE to be added to bulletin<br>Comms from different teams to keep interest in project regular updates<br>Information booklet either by us or government to support setting to give info to parents<br>Key messages and changes to statutory guidance communicated to sector  | 02.09.16<br>02.09.16<br>01.11.16<br>As & when   | <br><br><br><br><br><br><br><br>GREEN  |
| Sector updates                  | <b>Kate Faulkner</b>   | LAFs updates re +15 hours Autumn term focus on business and occupancy delivered by   | Autumn 16   | Completed  |

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|            | Anita Birtles<br>Carol Auld<br>Lynn<br>Hargreaves-<br>McCallum<br>Pauline Jacobs<br>Tracey Stokes<br>Jane Gupta<br>Belinda South | ASDM/AB/AJ/JP<br>Playwork bulletins to outline profile of +15 hours<br>CM briefings to have business focus for Autumn term<br>Nursery networks to look at occupancy for Autumn term<br>Later Sector updates to support planning for longer days and learning and development impact.   | Spring 17                                      | GREEN |
| Schools    | <b>Anita Birtles</b><br>Tracey Free<br>Carol Savedra<br>Rod Pierce<br>ASDM<br>Schools rep?                                       | Further briefing for school re impact of +15 hours<br>Bursar briefings around funding and place planning<br>Letter to go out to school with Nurseries that did not attend briefing(JP)<br>Schools kit group to adjust action plan for schools to have a section around safeguarding<br>FEET and universal places and developing +15 hour places  | Autumn 16<br>Spring 17<br>02.09.16<br>08.09.16 | GREEN |
| Admissions | <b>Belinda South</b><br>Justine Louka<br>Donna<br>Harwood Duffy<br>(liaise with MS)  | Review of admission policy for nurseries and nursery schools with Claire Potier and application form.<br>Develop admission policy guidance to include +15 hours and safeguarding of universal places<br>Has admissions detail and guidance gone live   | 23.09.16<br>23.09.16                           | GREEN |
| Research   | <b>Tracey Stokes</b><br>Alida Savedra  | Research team to analyse local data regarding sufficiency and produce ward info regarding possible need<br>Parent questionnaires to go out to gauge possible take up<br>Provider questionnaires to go out to gauge number of places available<br>Coordinate ASDM's to target areas of need identified by the data and engage with settings to get them to increase provision and offer where possible<br>Forward planning for 106 and CIL contributions linked to sufficiency<br>How many parents of children with SEND are likely to take up the offer<br>CSA update and policy paper to go to members for sign off<br>Data to be collected from OOS provision adjust info in census to include information around weekends<br>Analyse data to reflect changes to provision regarding opening hours, term time and stretched offers with regular review | 01.07.16<br>01.04.17                           | Yes   |

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|   |  | Mapping of providers with 30 hour offer once more is known about demand mapping where demand is  |                          | GREEN |
| FEET & Universal offer                                      | <b>Anne James</b><br>Carol Auld<br>Tracey Free   | Arrange working group to plan for ensuring places for FEET and universal offer<br>Policy around providing for mixed cohort<br>Comms for FEET provision and promoting FEET uptake<br>Succession planning for providers articles around mixed cohorts<br>Info to schools and providers around benefits of getting children in early<br>Push to parents to demand places  | 10.08.16<br><br>02.09.16 | GREEN |
| FEEP, Funding & EYPP  | <b>Carol Auld</b><br>Karen Moses<br>Rod Pierce<br>Terri Trask<br><br><br><br><br><br><br><br><br>David Green | Portal to be developed further to support +15 hours<br>Universal and +15 hours to be identified<br>Split provision to be recognised to include schools, PVI, CM, OOS<br>Monthly payments<br>Change to referring to funded hours 570 or 1140<br>How will the funding split be handled between schools and other providers?<br>Meeting with David Green to look at the issues for schools and how that will be funded<br>How will head count apply to a child with split provision between holiday club and pre-school?<br>Sign up for EYPP can those entitled to EYPP have priority place?<br>Sign up to ECS community knowledge hub and dial into webinars<br>Provider checks guidance to be completed when system development complete<br>Communication with providers around using portal for 30 hours<br>Claim systems for the maintained sector<br>Consider model agreement and implement for Surrey | ongoing                  | RED   |
| Parents   | <b>Michael Pipe</b><br>Sue Turton  | Marketing to parents, promotion, sign posting<br>Offer on childcare finder to show settings offering +15 hours<br>Parental booklet (online) and message to parents around checker, eligibility and locating provision  |                          | GREEN |
| Partnership Hubs<br>Children's centres<br>External partners | <b>Belinda South</b><br>Sue Turton   | Promotion of +15 hours, FEET and universal offer through CC<br>Can hubs or children's centres support partnerships of providers<br>Developing models of formal and informal partnerships<br>Engage with Health and other partners to promote parental engagement   |                          | AMBER |
| Home based childcarers                                      | <b>Pauline Jacobs</b><br>HBC Advisory  | Develop strategies specific to HBC<br>Will the 50% model work for some HBC and promote that method of working where  |                          |       |

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|                                   | Team  | required. No Surrey HBC considering this model.<br>Partnership working between different sectors  |  | Removed |
| SEND                              | <b>Jane Gupta</b><br>Carol Savedra<br>Pauline Jacobs<br>Lynn<br>Hargreaves-<br>McCallum<br>Eleri Morley | Impact of +15 hours on parents whose children have SEND<br>Funding inclusion, discretionary, EHCP<br>Impact on specialist provision and named places<br>Code of practice impact on settings if parents demand +15 hours at their setting<br>Which takes precedent, statutory duty for EYFE or SEND code of practice<br>Nursery schools and unit criteria and impact<br>Split provision and impact on child<br>Highlight of consultation on families with children that have SEND<br>Managing places for children with SEND accessing +15 hours<br>Continue with cross border SEND groups<br>SEND focus groups data around SEND need |  | RED     |
| Holiday/<br>weekend/BC and<br>ASC | <b>Lynn<br/>Hargreaves<br/>McCallum</b><br>Playwork<br>Advisory Team                                    | Information to providers<br>Sign up for FEE<br>Partnerships working with ASDM for settings taking under 5s<br>EYFS delivered in full if receiving FEE?<br>Qualifications, ratios, etc<br>Early Years playwork and holiday provision strategies<br>What support and info required, sign up for portal etc  |  | RED     |
| Training/ PSE                     | <b>Kate Faulkner</b><br>Sam Wilson<br>PSE Leads   | Impact on children of changes – adapting existing training<br>Changes to practice and planning in part time settings<br>PSED developments linked to +15 hours<br>Training for practitioners new to taking children over longer hours<br>Possible business training to develop provision   |  | GREEN   |
| Workforce                         | <b>Cheryl Marie</b><br>Workforce<br>Development<br>Team   | Changes to working practices<br>Contract changes<br>Recruitment and retention – flexible hours/ contracts etc<br>Training/ Budgets<br>Writing pages for KIT   |  | GREEN   |

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| Business  | <b>Anita Birtles</b><br>Rod Pierce<br>Carol Savedra | Sustainability to include adapting business practice<br>Models if unable to extend provision<br>Displacement of universal entitlement and FEET?<br>Managing admissions and place planning<br>Finances ( what will the rate be)<br>Flexibility define with EYRG<br>Marketing tool being developed to support all settings<br>Tool kit development for business with links to documents etc<br>Premises extension of leases, planning consent, rental periods.<br>All surrey buildings offering childcare should be able to offer +15 hours as part of agreement<br>Identify Surrey buildings, check on agreements and ensure provider can offer +15 hours.<br>Meeting with property services to further develop strategies, information paper to be written to outline requirements for universal and +15 hours provision. Also to be circulated to schools with PVI provision on site so transfer of control agreements can be used to increase provision.<br>Business sessions to be delivered to sector with workshops and tools to support settings to plan for change<br>Working with Paralegal team on school conversions to academies<br>Early Years National Funding Formula consultation<br>Local funding formula consultation<br>Further identification of premises and possible expansion in Surrey<br>Business impact analysis on funding models for schools forum | Tool kit<br>Tool kit<br>Tool kit<br>Tool kit<br>Spring 17<br>Spring 17<br>17.10.16<br>26.08.16<br>26.09.16<br>31.07.17<br><br>Autumn 16<br><br>ongoing<br>22.09.16<br>27.10.16 | Yes<br>Yes<br>Yes<br>Yes<br><br><br><br><br>Yes<br>Yes<br><br>Yes<br>Yes<br>GREEN |
| Steering group<br>How are we going to manage this | <b>Julie Page</b>                                   | Share potential demand information with providers to sense check estimates and assumptions Q75 & 73<br>How will we deliver, procure or signpost EYFS managing transitions for partnership models ensuring providers are ready to confirm 30 hour places by Spring 2017<br>Collect and use feedback from parents termly to inform sufficiency planning and marketing messages<br>Guidance to wider partners around entitlements and when will start Q 97<br>How will we establish links with employers, associations and suitable employer linked mechanisms Q99   |  | AMBER   |

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