

## Solihull Early Years and Family Information Service

### Solihull Early Years and Childcare (EYC) Provider Reference Group

#### Terms of Reference

Purpose: To bring together representatives from Solihull's Early Years and Childcare providers to discuss local issues and Solihull's planning for national developments

Meetings are likely to take place termly, or as required, and attendees will represent the needs, views and experiences of the Solihull EY & C sector.

The members will be nominated, voted into a 2 year [ends September 2028] period of time, to allow for consistency and continuity.

They will represent Solihull child minders, PVI nurseries and schools.

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| Background       | <p>A child's early years are vital to give every child the best start in life. This early years education, and on-going childcare, supports parents to attend their place of work and ensure the economy is supported. Solihull LA are committed to working with providers to ensure a child's early years and childcare experience is the best it can be. The LA are also keen to develop future plans and support providers in their interpretation of local and national developments.</p> <p>Future developments may include:</p> <p><i>National Initiatives</i></p> <ul style="list-style-type: none"><li>• <i>EYFS guidance consultations and a resulting refresh</i></li><li>• <i>Early Education Funding increased eligibility</i></li><li>• <i>SEND Green paper and resulting action plan</i></li></ul> <p><i>Solihull Strategies</i></p> <ul style="list-style-type: none"><li>• <i>Key strand of the <u>Maternity and Early Years Strategy</u> &gt; Best Start in Life Plan</i></li><li>• <i><u>Additional Needs Strategy</u> and associated strategies</i></li><li>• <i><u>Health and well-being strategy</u> - the first 1001 days</i></li></ul> <p><i>Solihull Council Plan priority:</i> Improve early childhood development and school readiness</p> |
| Purpose of group | Solihull Family Information Service and Early Years Team will bring together an online or face-to face focus group of early years and childcare (EYC) providers and LA representatives to discuss, question, steer, and celebrate local approaches to changes in national guidance and resulting changes to local procedures.  |

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|       | <p>Solihull EYC providers will be encouraged to opt-in to join the meetings to represent their sectors and the views of the EYC community.</p> <p>LA will share discussion themes ahead of the meeting and attendees will be asked to contribute discussion points and agenda items from a Solihull setting perspective.</p> <p>An agenda with main themes will be shared ahead of each meeting</p> <p>Meetings will generally be on Microsoft Teams but face to face meetings are an option.</p> <p>The LA will designate and chair and take notes - unless it is appropriate for another non-LA member to take on these roles,</p> <p>Attendees will be asked to listen and contribute to discussion points as well as adding agenda items (representative of the Solihull eyc community). Individual setting discussion points should not be brought to the meeting.</p> <p>The discussion will focus on the main published agenda. There is the option for extra items brought to the meeting to be deferred to the end of the agenda or a future agenda if the group feel that these items need to be discussed further on the day.</p> <p>All attendees should...</p> <ul style="list-style-type: none"> <li>• try to join on time so that the meeting does not need to re-visit introductions and missed discussion,</li> <li>• focus on the meeting to avoid the need to repeat and revisit points that have already been attended to,</li> <li>• try and be succinct in the points made and appreciate the chair of the meeting may need to move the meeting on to complete the agenda,</li> <li>• give people time and opportunity to make their point – voices are equal so try not to dominate the discussion,</li> <li>• recognise everyone has a view and people are coming from positions with different knowledge and experience (no-one knows it all), so we shouldn't put down people's ideas,</li> <li>• come with a 'solution focussed' mindset rather than complaining without a reasonable attempt to find a way forward.</li> </ul> <p>A brief summary of the discussion will be shared on the <a href="http://www.solgrid.org.uk/eyc">www.solgrid.org.uk/eyc</a> [EEF pages]</p> |
| Scope | To discuss Solihull LA procedures to ensure services meet the needs of children and families, providers and LA requirements.   |
|       | <ul style="list-style-type: none"> <li>• Clear rationale for Solihull LA direction of travel</li> <li>• LA plans based upon a wider view of stakeholders</li> </ul>  |

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| Critical Success Indicators | <ul style="list-style-type: none"> <li>• The opportunity to develop plans with potential 'pit falls' and risks already identified</li> <li>• A culture of listening and shared production of plans</li> <li>• Potential successful implementation of developments for children and their families and stakeholders</li> </ul>   |
| Outcome measures            | <p>Identified plans are shared with and from the wider EYC community and result in successful action to improve and develop services.</p> <p>Service user evaluative feedback</p>   |
| Governance and membership   | <p>This group represents a multi- agency stakeholder group that will report to Solihull Corporate Leadership [cabinet] – Assistant Director – Inclusion and Additional Needs once plans are agreed.</p> <p><i>Stakeholder group [representation from]</i></p> <p><i>EYC- Early Years and Childcare provider representation</i></p> <p><i>EYT- Early Years Team</i></p> <p><i>FIS- Family Information Service</i></p> <p><i>P&amp;P- Solihull places and planning [sufficiency link]</i></p> <p><i>And other stakeholders as appropriate to agenda</i></p> |
| Meeting Frequency           | <p>In the first instance the group could meet every term, with working groups meeting between the main strategic group meetings as required, to progress any relevant actions.</p>  |

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