



Early Years Tameside Training Consortium Governing Document

INTRODUCTION

The Early Years Tameside Training Consortium (EYTTC) will be formed as an Employer Led Partnership (operating as an unincorporated association) administered within Tameside Council's Workforce Development Team.

The EYTTC is an association of organisations working together to achieve a mutual purpose of accessing quality training and has shared responsibilities for:

- Representing employers' professional development and qualifications needs
- Creating opportunities to meet those needs
- Maintaining links with similar councils and organisations across the North West region to share good practice and jointly manage / administer contracts where appropriate to maximise opportunity or reduce costs.
- The steering group, representing the early years organisations will meet up to 6 times a year to oversee the activities of the Consortium and to review progress against the strategic action plan

The EYTTC membership is primarily made up of organisations from Tameside's early year's sector that are Ofsted registered and deliver the EYFS – membership mainly being from the private, voluntary and independent sectors, but also includes operational council teams and other organisations which have some early years involvement within Tameside. The EYTTC exists to develop the sector's workforce to ensure a good quality experience by children and families, enabling members to comply with contractual frameworks, changes in legislation and Ofsted requirements. Its primary aims are:

- To achieve a competent workforce that meets the requirements of the relevant regulating bodies within the sector and to support the workforce in developing skills to ensure a high quality experience for children and families, working to increase school readiness, and narrowing the gap in achievement between those not and in disadvantage.
- To support employment and development initiatives for local people within the sector

An annual membership fee and course fees support the majority of the consortium activities, but additional activities may also be funded by bid applications or by partner delivery.

The EYTTC will be represented at forums, groups and meetings.

STRATEGIC OBJECTIVES

The EYTCC vision and objectives:

To support legislative duties within the sector, including:

- Ensuring Tameside secures sufficient childcare for working parents, and those children entitled to free early education places (sufficiency of places can be dictated by the Ofsted gradings)
- providing information, advice and training to childcare providers

and to:

- Provide opportunities for those settings with an Ofsted 'requires improvement' or 'satisfactory' grading to improve their quality
- To increase the school readiness outcomes of local children and narrow the gap in attainment between those in and not in disadvantage.
- Provide a sustainable workforce development programme for those with a 'good' or 'outstanding' Ofsted outcome, in order to maintain and further develop their quality

In order to support these strategic objectives the EYTTC will support employers with up to date information relating to:

- National and local strategies
- Locally available training opportunities
- Training materials
- TMBC structures
- DFE, Ofsted and EYFS updates
- And:
- To create and maximise training/learning opportunities across the consortium
- To ensure that training provision commissioned by the EYTTC represents value for money
- To promote standardised levels of training consistent with recognised good practice
- To create a knowledge base of funding opportunities and remain proactive in seeking such resources.
- To ensure a consistent level of quality in training provision and improve standards of training
- To promote innovative and creative approaches to training delivery and learning with particular reference to the needs of the small employer
- To maintain good relationships with training providers and colleges to meet identified training needs and priorities
- To support and assist in meeting objectives relating to recruitment and retention within the sectors.
- To promote equality of opportunity across a multi – cultural workforce
- To promote multi – agency training
- To maximise the resources available, in particular:
 - Training opportunities
 - Training materials
 - Training grants/funding opportunities
 - Training venues
 - Training consultants

QUALITY

All training providers are required to supply the EYTCC with current insurance details, evidence of relevant experience, qualifications and references.

Commissioning of Quality Training

Training will be procured in accordance with TMBC procedures, in partnership with the TMBC commissioning Team and AGMA procurement listing. The establishment of this list has the following benefits:

- Compliance with TMBC's procurement standing orders
- Allow competition within the market place, serving to drive up quality at a competitive price
- Ensure that contracts are in place with the training providers, which will include minimum quality standards and that will allow performance management. The contracts will also include minimum professional indemnity cover for the training providers to maintain
- Help to provide information and choice to members if they wished to source training outside the published training calendar.

Short courses are evaluated according to the EYTTC evaluation process.

EYTTC Evaluation

It is important that the EYTTC can judge whether any commissioned activity is of a good standard, providing the right learning and is fit for purpose, ensuring the workforce has the right knowledge, skills and attitudes to deliver a good quality service to its users. Work-based training can be the most effective way for people to learn skills but taught courses are commonly used for knowledge, and it is therefore imperative that everything that happens in the taught course is relevant to the work place and learning can be transferred.

In line with good principles of evaluation, activities commissioned should be value for money. The EYTTC will not focus on extensive evaluation of programmes which are evaluated through a moderation or verification process – such as vocational qualifications or accredited learning.

Where evaluation is needed, the EYTTC will use diverse methods to ensure that commissioned training provides value for money and is fit-for-purpose.

The EYTTC aims to improve the experience of service users by equipping the workforce. This will include evaluating the quality of experience during a course, the suitability of a venue, the approach of a trainer, the applicability of content to the work place and, where possible, behaviour change.

EYTTC Evaluation Guidelines

New providers and/or courses:

- All training providers are asked to tell the EYTCC about any problems with a venue.
- The first 3 courses delivered are evaluated using an end-of-course questionnaire (standard or bespoke)
- Courses may be observed by a reviewer who will give formal feedback to the EYTTC and will address any issues with the training provider.
- The EYTTC completes a sample survey of managers of attendees to ask about impact on practice and any feedback from their staff about their experiences of the course.

Existing providers and/or courses:

- Where there are no concerns, there will not be an end-of-course evaluation for every course, instead evaluations will be completed on a sampling basis.
- Where there are concerns, the intensity of evaluation will increase until either the EYTTC is satisfied that improvements have been made and are sustainable or it is clear that the training provider is unable to meet the contractual requirements.
- A range of methods will be used to inform this judgement including: face to face conversations with learners and managers, phone calls, surveys and direct observation of course delivery.

Qualifications and accredited training:

- Within the purchasing process, training providers must submit current proof of validation from approving or awarding bodies.
- The EYTTC assumes that this is proof that national quality standards for training have been met, however, the EYTTC will periodically seek out feedback from members to ensure any issues are addressed which may not be identified by an external quality monitoring process.

Standard End-of-course delegate form:

- The EYTTC will distribute a standard course evaluation form.

PARTNERSHIPS & STRUCTURE

The EYTTC is an employer led partnership which is being established to mirror the care home sector Tameside Training Consortium that it is well established and held in high regard by its 90+ members drawing down grant funding from the Workforce Development Fund and the Clinical Commissioning groups as well as accessing European Social Fund and Skills Funding Agency via training provider partners, and implementing charges for membership for access to development opportunities. By initiating the EYTTC and possibly a later merger with the existing care consortium will have benefits for both sectors, which include:

- An expanded consortium has greater purchasing power over commonalities such as food hygiene, health & safety, safeguarding, food hygiene etc.
- Provides long term organisational and administrative back up – currently the Workforce Development Consultants are specialists – the expansion provides an opportunity for a more generic role, increasing sufficiency savings as administrative procedures are streamlined
- A recent audit of the existing care consortium recommends that commissioning / contracting and monitoring roles should be carried out by separate individuals, improving the capacity for challenge
- Shared knowledge and experience may lead to widening potential for bid collaboration
- Increasing the amount candidates who can take a role in the steering group responsibilities
- Further cross border relationships with other AGMA authorities are in place for both sectors but may develop to strengthen the professional development offer further in the future.

Moving forward:

The EYTTC documents are based upon the existing care consortium's documents, which have been subject to a recent audit, and key documents refreshed accordingly, include:

- Terms of reference
- Governing document
- Constitution
- Financial management and control

The EYTTC steering group is responsible for financial management and reporting, ensuring there is sufficient revenue to finance the costs of operating, administering and maintaining the EYTTC, but all members share responsibility in its longevity and quality, being equal owners in its benefits and sharing its liabilities. The EYTTC is financed through a combination of contracts, grants, income generation from membership fees and course charges with minimal council contributions. The group may also invite sponsorship to support specific events e.g. conferences. The annual cost for organisations to join the consortium is on a sliding scale from £8 to £100 dependant on size. Debtors can result in suspension/exclusion from the EYTTC and its opportunities.

Participants in training events are required to pay according to the charging policy:

- Annual subscription must be paid by all members of the consortium. Membership is required to benefit from the EYTTC charged courses – those non members can access the opportunities but at a higher price.
- In order to book an activity, card payment must be made.
- TMBC financial policies are followed
- TMBC regulate the financial management
- Funding allocations to the consortium are identified e.g.: ESF, SFA
- The budget may be subject to auditing processes related to the funding received

The EYTTC endeavours to provide access to training to its members to assist them to comply with Ofsted requirements.

This is achieved through:

- signposting to free training
- co-ordinating opportunities funded from external sources
- co-ordinating opportunities from income generated monies
- administering funding and delivery expectations from TMBC

A charging policy is in place for calendar courses and membership fees - annual membership fees reflect the range of organisation sizes across the membership.

<u>Number of employees</u>	<u>Annual Membership fee</u>
Self-employed individual	£8
2 - 10	£15
11 - 40	£40
41 – 100	£75
Over 100	£100

All bookings are subject to an administration fee, charged by the automated booking software. Courses making profit will ensure lower fee contributions on other courses.

Charges for membership fees will be reviewed annually and short courses on an ongoing basis.

Role of Tameside MBC

Initially, the council will

- Administer the consortium in accordance with its legal responsibilities, policies and procedures
- Ensure the work for the consortium meets the needs of the sector
- Provide day to day co-ordination of activities
- Seek to secure additional funding for training on behalf of the consortium alongside other members of the steering group
- Maintain regular communication with its members.
- Workforce Development Consultants, within Tameside’s Workforce, Partnership & Scrutiny team liaise with council contract performance and service delivery teams to support improvement, attend team meetings and service forums.
- TMBC policies and procedures are followed, particularly in relation to finances (including debt recovery), equalities, data protection, freedom of information, whistle blowing, health & safety and fire safety.

Longer term ambitions for the EYTTC would be independence from the council, either by funding any council administration provided, moving to a different umbrella organisation or being a stand-alone, non-profit making organisation.

Dissolution of the EYTTC

The EYTTC may be dissolved only by a resolution passed by a three-quarter majority of the EYTTC present at a special general meeting convened for the purpose and of which, 21 days’ notice has been given to its members. If a motion to dissolve the EYTTC is carried, surplus funds and assets (if any) following settlement of all its debts and liabilities will be given or transferred to an organisation with similar aims/objectives.

Steering Group Members Declaration:

- I have received and read the induction material for EYTTC Steering Group members and understand my duties and responsibilities as a representative of the sector within which I work.
- I shall declare all conflicts of interest as and when they arise. If at any time these conflicts hamper my ability to perform my role as Trustee, I shall resign from the group.
- I shall keep all proceedings at Steering Group meetings confidential and shall not discuss any of the issues with any other organisation without agreement of the Chair. I have completed a declaration of interests form.

Early Years Tameside Training Consortium Steering Group, Declaration of Interests Form:

I..... as member of Early Years Tameside Training Consortium Steering group have set out below my interests in accordance with the spirit of the consortium.

<i>Category</i>	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection</i>
Current employment and any previous employment in which you continue to have a financial interest	
Appointments (voluntary or otherwise) e.g. Trusteeships, Directorships, Local Authority Memberships, Tribunals etc	
Membership of any professional bodies, special interest groups of mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (charities may set a figure here, e.g. more than 1% or 5% issues capital) and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Any contractual relationship with the charity or its subsidiary.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interests’ policy and for no other purpose.

Signed.....Print name.....,

Date.....

The Role of the Steering Group and Terms of Reference

Rationale for the Steering Groups:

- To ensure that Partners requirements are integral to the direction and focus of the training commissioned by the EYTTC
- Ensure transparency of the operation of the EYTTC.

Membership of the Early Years Steering Group:

The steering group includes members from each of the following areas:

- Private Day Nursery
- Pre-school Play Group
- Childminder representative
- Early Years Provider Development Team Manager
- Workforce Development Consultant

Whilst initially targeting the PVI early years OFSTED registered settings to join the consortium, other organisations and partners will also be targeted to take up membership and have representation on the steering group eg. Barnardos, Homestart etc

Scope of the Steering Group:

- To be a focus of leadership around decision making on behalf of the EYTTC
- To oversee the sustainability and credibility of the EYTTC, including its use of contracted organisations.
- Guide the delivery of a workforce development strategy based themes such as Induction, Core & Mandatory Training, Professional Development, Leadership Development, Organisational Development and Qualifications
- Ensure that any funding applications are relevant to the needs of the Partners
- Oversee the finances, ensuring value for money and agreeing the appropriate spend of any surplus moneys
- Agree and set the agenda for the annual conferences
- Review the membership fees and charges periodically

Operation of the Steering Groups:

Chairperson & Vice-Chair

A member of the Steering Group is selected by members to take on the responsibility of Chairperson for a three-year term. A Vice-Chair is also selected by members to take on the responsibility of Vice-Chair for a three-year term. Selection of the Chairperson/Vice Chairperson shall be by Nomination (and Second) followed by a vote of members of the Steering Group.

The Chairpersons responsibilities include but are not limited to:

- Chairing the Steering Group meetings
- Agenda setting
- Ensuring that all members of the Steering Group are given the opportunity to participate in discussions

The Vice-Chairs responsibilities include but are not limited to:

- Chairing meetings in the absence of the Chair person

Quorum (number needed to make decisions)

Quorum is achieved at a meeting when there are four or more members present, one of which must be a representative of the independent sector. If quorum is attained, decisions made at the meeting will be final. If, despite these provisions, quorum is not met at a Steering Group meeting, those in attendance will make conditional decisions. The Chairperson will inform absent members of the condition decisions as soon as possible after the meeting and members not in attendance will have ten working days to respond to these decisions. If no response is received, the decisions will be considered final. Each member will have one vote. Should any member not be able to attend a meeting they can vote by proxy via the Chairperson.

Members of the Steering Group from the Independent Sector are elected for a period of three years. Following this period the Consortium Partners will be canvassed for nominations followed by the Partners voting. Existing members of the Steering Group will be eligible to be re-elected. Members employed by Tameside MBC are permanent members of the Steering Group.

Members of the Steering Group are accountable to the Partners of the Consortium. Members will need to consult with Partners within their area, i.e. childminders, etc. and bring any issues raised to the Steering Group and to evaluate the delivery of the workforce development strategy.

The Workforce Development Consultants for the Early Years Sector have the autonomy to make decisions about the training and the use of resources to ensure the job role is carried out effectively and efficiently and will focus their work towards the agreed priorities.

Should a financial decision for special purposes* be required prior to a Steering Group meeting, the Workforce Development Consultants will be required to seek approval for expenditure from at least two members of the Steering group (one of which must be a representative from the independent sector). This applies to expenditure over £700. Under £700, the Workforce Development Consultants is not required to seek any approval. *Special purposes includes, but it is not limited to, contributions to functions, one-off purchases of equipment, agreement to spend surplus funds.

If members of the steering group or board do not attend 3 times in a row then they forfeit the right to be a member until the next election. The Partners will then be requested to nominate another representative.

Minutes will be distributed to all the Steering Group for agreement within 10 working days. If comments are not received within 10 working days it is assumed the members are satisfied with their accuracy and the minutes will be distributed to the Partners. Should the Chairperson be notified of a members absence from the office, the distribution can be delayed by up to 20 working days.

Conflict of interest/disclosure - if a steering group member, or their organisation, has a direct or indirect pecuniary or personal interest in a decision (e.g. for a funding proposal, or in the outcome of a steering group decision), they are to declare such an interest or any other perceived or actual conflict of interest prior to discussion and decision making by the steering group as a whole. If a member indicates a potential conflict, the other Steering Group members will determine if the member should participate in 1) the discussion regarding a decision, or 2) the decision itself.

Attendance of Guests, Advisors and Observers - as required, advisors and observers may participate in the meetings to provide information or expertise on a topic. Guests, advisors or observers do not have the right to vote on any issue.

Reviewing membership fees and consideration of uplifts:

Steering Group Meetings:

- Meet a minimum of 4 times per year (and up to 6 times)
- Each meeting will last for a maximum of 3 hours

There will be a periodic review of terms of reference, at least every three years or sooner should a decision be made by the group.

Meeting procedure and arrangements:

- Meetings for the Early Years Steering Group will be set at an appropriate time and venue suitable to its members, held approximately every three months.
- Minutes of the last meeting will be sent out with the agenda for each meeting, with the next meeting arranged at the culmination of the last
- The papers supporting each meeting are sent to each member one week before the meeting. The agenda for the meeting will routinely include:
- Apologies for absence
 - Minutes of the last meeting

- Matters Arising
- Declaration of Interest
- Financial Review

The Workforce Development Consultant will keep a copy of approved minutes for members to access.

Invitation to put forward agenda items will be made to all members.

All decisions will be determined by majority votes by members present.

Membership

Organisations and individuals can become members by paying their fees on-line.

The eligibility criteria includes individuals or organisations working within the early years sector, delivering within in Tameside.

If a workforce delivers within the boundaries of the borough, but is not Tameside based, the organisation can still have access to the training for those operating within the borough.

Members agree to pay an annual membership fee, if this fee is not paid then services of the consortium is will be withheld.

Members agree to benefits and liabilities of all consortium activities equally.

Managers take full responsibility for the conduct of their staff when taking part in an activity organised by the consortium and agree to taken an appropriate action.

The membership year runs from 1 September to 31 August, members can join at any time within the year, the membership fee and renewal date remain the same. No refunds for membership fees are available.

Members are encouraged to talk to their representative on the steering group to ensure their views on training and development activities influence future consortium plans.

Members will be supported by email updates on local drivers, new initiatives and legislative changes within the sector as well as all activities co-ordinated by the consortium.

Withdrawal from the consortium by members must be in writing and can be received at any time. Any members not complying with terms of reference will result in cancellation of membership with no fees refundable.