

**SELF EVALUATION FORM**

Please select the most appropriate score grade descriptor for your local authority. The number under which the descriptor sits is the score. Please enter this in the current score and the anticipated score at September 2013. Please add comments to support the scoring as appropriate.

Subcategory	Score grade descriptors						Current score	Anticipated score at September 2013	Comments
	0	1	2	3	4	5			
<b>PROJECT MANAGEMENT</b>									
<b>Project management and leadership</b>	No project manager or project leadership in place.	A project lead will be appointed.	A project lead will be appointed within 6 months	There is someone who has responsibility for the project.	Dedicated project manager in post	Dedicated project manager in post with capacity to deliver OR Project leadership is provided through an appropriate team.	<b>3</b>	<b>5</b>	There is a strategic lead for the project and further support will be provided by a support officer for the 2,3 and 4 year old entitlement by autumn 2012.
<b>Implementation plan to meet the future delivery expectations</b>	There is no implementation plan in place.	The implementation plan covers 2012/2013 only.	The implementation plan covers 2012/2013 and we plan to create an implementation plan for 2013 onwards.	There is an implementation plan for 2013 onwards currently being developed.	The implementation plan for 2013 onwards has been developed.	A strategy for future delivery and market development from 2012 to September 2014 is in place and being implemented.	<b>3</b>	<b>5</b>	E.g. Is this integrated into the wider local authority planning and priorities?  There is an implementation plan for 2012 / 13 and we are currently working up the tasks and activities that are needed to inform the implementation plan for 2013/14. This will be in place by September 2012.
<b>Financial planning to support delivery</b>	No budget agreed	Budget agreed for current year only.	Budget planning for implementation has started.	Budget plan is produced and discussions for 2013 onwards are taking place.	Budget agreed for delivery from Sept 2013.	Budget agreed for whole delivery programme and implementation to September 2014.	<b>2</b>	<b>5</b>	We have indicated based on Government projections of funding and numbers that we need to build to 2,000 by Sept 2013 (but really April to secure funding) and 4,000 by 2014.

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<b>PROCESSES</b>									
<b>Code of practice and local conditions</b>	We are aware we will need to review our local conditions to include the elements regarding the free entitlement for two year olds for September 2013.	We have a plan to review and revise our local conditions to include the elements regarding the free entitlement for two year olds for September 2013.	We have completed the review and are currently revising our local conditions accordingly in preparation for September 2013.	We have completed the review, revised our local conditions appropriately and are considering how we will communicate the changes with providers in preparation for September 2013.	We have completed the review, revised our local conditions appropriately and have a plan to communicate the changes with providers in preparation for September 2013.	We have completed the review, revised our local conditions appropriately and are communicating the changes with providers in preparation for September 2013.	<b>2</b>	<b>5</b>	<p>E.g. Do you already have local conditions/ provider agreements for 2, 3 and 4 year olds? Do you have agreements which include childminders?</p> <p>Yes, we aligned provider contracts for the delivery of the 2, 3 and 4 year old entitlement this financial year.</p> <p>A review of the new guidance has been undertaken and contracts will be revised in time for 2013 financial year</p>
<b>Identifying and reaching eligible families</b>	Existing processes will not meet future requirement	Existing processes are being reviewed to establish if they will meet future requirements	Existing processes will require some work to meet future delivery requirements. <b>OR</b> New processes are being developed to meet future requirements	Plans to ensure processes will meet future delivery requirements are being developed to support any required changes.	Work is underway to ensure process will support future requirements	Existing processes will be sufficient and can be scaled up to meet future delivery requirements. <b>OR</b> New processes have been developed and are ready to be implemented to meet future delivery requirements	<b>4</b>	<b>5</b>	Family outreach workers and health visitors have traditionally identified eligible families. Some have been identified by other services such as social care. From autumn 2012 Leeds Early Start health visitors will routinely identify potential families at the 8-10 month check and 2 year old review.
<b>Family support and outreach</b>	Existing processes will not meet future requirements	Existing processes are being reviewed to establish if they will meet future requirements	Existing processes will require some work to meet future delivery requirement	Existing processes will require some work to meet future delivery requirements and plans are being developed to support the required changes.	Work is underway to ensure future process will support future requirements	Existing processes will be sufficient and can be scaled up to meet future delivery requirements	<b>3/4</b>	<b>5</b>	All eligible children should be known to Children Centres but the impact of work with PVI providers in terms of family support needs to be taken into account. The role of Family Outreach Workers in Leeds also needs to be explored in light of changes to the core purpose for Children Centres and the development of integrated health visiting and children centre services. The partnership with cluster or school based family support workers is also being explored.

<b>Eligibility criteria</b>	Our existing eligibility criteria will not be suitable for future delivery.	Our eligibility criteria will not be suitable and will need to be reviewed in preparation for 2013.	Our eligibility criteria are being reviewed and a plan is being developed in preparation for 2013.	Our eligibility criteria have been reviewed and a plan being created to meet the delivery expectations of 2013.	Our eligibility criteria have been reviewed and a plan is ready to be implemented to ensure new delivery expectations from 2013 are met.	Our existing eligibility criteria will support future delivery requirements. OR The criteria have been reviewed; a plan has been approved and is being implemented to introduce the new criteria from September 2013.	<b>5</b>	<b>5</b>	We have already adopted the eligibility criteria identified for September 2013 with the inclusion of children subject to a care plan. We need to decide if we remove the latter next year or leave in. This will be dependant on permission to use secondary criteria and whether we receive the names and contact details for all children who will be eligible from the DfE to ascertain exact numbers. We do need this information for children in receipt of workless and low-income families. Also if SEN is to be part of criteria then again, these children need to be identified.
<b>Communicating the offer to parents</b>	The current offer is not communicated widely.	The current offer is not communicated widely and a review is required to establish how the local authority will communicate the offer to eligible families.	The current offer is not communicated widely, a review has been done and the local authority is considering how it will communicate the offer to eligible families.	The current offer is not communicated widely, a review has been done and the local authority is preparing a plan for how it will communicate the offer to eligible families.	There is a communication plan in place to ensure eligible families are made aware of the offer.	The offer is communicated widely to eligible families. OR There is a communication plan and actions are being implemented to ensure eligible families are made aware of the offer in preparation for September 2013.	<b>3/4</b>	<b>5</b>	E.g. How are you communicating with parents? Do you have a brokerage service? How do Children's Centres promote the offer? Are there any specific groups you need to target?  The entitlement is currently publicised on the Family Hub and information on the offer will be included in the revised 3 and 4 year old entitlement leaflet for families. As indicated earlier, health visiting teams will be key to identifying eligible children and publicising the offer. Family outreach workers will be key to encourage take-up. Other key services including social care, schools and job centre plus will continue to be briefed accordingly.
<b>Promoting/communicating with providers</b>	No communication with providers  <b>OR</b> no mechanisms in place to communicate with providers.	We have systems in place to communicate with providers/ Providers have been informed in general terms of the developments in the implementation of places for two year olds.	Providers have received regular updates on our implementation of places for two year olds.	Providers have received regular updates on our implementation of places for two year olds. We plan to consult with providers as part of our planning stages.	Providers have been consulted throughout the planning stages and will be fully informed of implementation plans when they are completed.	Providers have been consulted throughout the planning, are aware of the implementation plan and are actively engaged in the future development of places for two year olds.	<b>3/4</b>	<b>5</b>	E.g. how do you communicate with providers? Do you meet with providers regularly, and how?  <ul style="list-style-type: none"> <li>• Sector representatives</li> <li>• Provider Meetings</li> </ul>

<p><b>Administrative systems and processes</b></p>	<p>Existing processes will not meet future requirements</p>	<p>We are concerned existing processes will not meet future requirements and will need to review to ensure we can meet future delivery requirement</p>	<p>We have reviewed existing processes and are preparing a plan.</p>	<p>We have identified our existing processes will require some work to meet future delivery requirements and have a plan to make appropriate changes in preparation of future delivery.</p>	<p>We have identified our existing processes will require some work to meet future delivery requirements and have already started to make appropriate changes in preparation for future delivery.</p>	<p>We have made appropriate alterations to our processes so they will meet the requirements of future delivery. Existing processes will be sufficient and can be scaled up to meet future delivery requirements.</p>	<p><b>3</b></p>	<p><b>5</b></p>	<p>E.g. will existing payment, monitoring and recording systems manage the increased volume of children? Are arrangements for use of the Eligibility Checking System locally suitable, is it available online or do you have plans to make it so?</p> <p>The payment systems for the 2,3, and 4 year old entitlement is now aligned so fit for purpose.</p> <p>The LA is exploring an electronic tracking system to monitor children from the early years until the end of the foundation stage in terms of attainment. In the meantime relying on existing management system which can not track children once they transition to school and setting based spreadsheets. All providers with children who received the grant from April 2012 will be forwarding baseline data to the central team to be collated.</p> <p>We currently rely on Children Centres checking documentation to establish eligibility but this is not sustainable with increasing numbers. The intention to identify all eligible children through the FSM checker is critical to success in terms of reaching all eligible children.</p>
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<b>PROVIDERS</b>									
<b>Sufficiency of providers</b>	Sufficiency of provision is not known.	We plan to undertake an assessment to establish if there are sufficient providers to meet the delivery expectations.	We are currently undertaking an assessment to establish if there are sufficient providers to meet the delivery expectations	We have completed an assessment, and are now preparing a plan to ensure sufficient providers to meet the delivery expectations.	We have completed an assessment, and have a plan to meet the delivery expectations	We have completed an assessment and have started to implement a plan to meet the increasing delivery expectations and ensure sufficiency of places.	<b>2/3</b>	<b>5</b>	E.g. Do you currently use childminders? Are there sufficient providers in the localities they are needed? Yes. An audit is currently being undertaken around this issue. However, the knowledge base around 3 and 4 year olds already indicates that there are insufficient places in some areas of need and little or no space to build. In others there is space but no capital so there is some urgency in finding out whether there will be capital and/or finding creative solutions to this issue.  What are providers' needs in relation to workforce numbers?
<b>Delivering 15 hour places</b>	Our existing offer is less than 15 hours per week.	We are reviewing our existing offer to establish how we will meet the requirement of 15 hours per week from September 2013.	Our review is informing the plan we are creating to ensure we will meet the requirement of 15 hours per week from September 2013.	We have a plan to ensure we will meet the requirement of 15 hours per week from September 2013.	We are implementing our plan to ensure we meet the requirement of 15 hours per week from September 2013.	Our existing offer is 15 hours per week.  OR The plan to increase the offer to 15 hours to has been implemented and we will meet the requirement before or from September 2013.	<b>5</b>	<b>5</b>	Have implemented 15hrs for 2 years now – since 2010. Have now moved to stretched provision for 2 year olds as well in keeping with the 3 and 4 year old delivery model.
<b>Quality</b>	It is not known if there sufficient providers of the required quality to meet the increasing delivery expectations. OR There are insufficient providers of the required quality	We are undertaking a quality review to establish if there are sufficient providers of the required quality to meet the increasing delivery expectations.	Our quality review is informing our plan to ensure we have sufficient providers of the required quality to meet the increasing delivery expectations.	Our quality review has informed our planning and we are implementing a plan to ensure there are sufficient providers of the required quality to meet the increasing	Our quality review has informed our planning; we are implementing our plan and have sufficient providers to meet 2013 delivery expectations.	There are sufficient providers of the required quality to meet the increasing delivery expectations for 2013 and 2014. OR There are sufficient providers of the required quality to meet the delivery expectations of 2013. The plan to improve	<b>2</b>	<b>4</b>	E.g. Will your local quality improvement system be able to support 'satisfactory providers' with an increased number of improvement plans? Yes?  We have an early years improvement strategy in place for all providers delivering the FEE. This is being reviewed over summer 2012 to ensure it delivers the right support/challenge to the appropriate settings. Led by the 0-11 teaching and learning team in partnership with Early Start, it will ensure we have sufficient providers to

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to meet the increasing delivery expectations.				delivery expectations.			quality of providers to meet increasing delivery expectation of 2014 is being implemented.	<p>meet delivery expectations.</p> <p>Does your workforce development audit highlight any specific training needs? Yes?</p> <p>Building on the strong EYP network further support for leaders and managers has been identified. Evaluations from the revised EYFS briefings indicate further training needs for key persons and assessment processes. We have allocated a childcare consultant to support childminders to further develop early years pedagogy and sharing good practice.</p> <p>Are there any particular needs in relation to staff qualifications? (i.e. will you need more level 2s or levels 3 or just more staff)</p> <p>An annual survey of our Children's Centre Workforce in 2011 found that approx. 6% of practitioners (approx 30 individuals) identified a need to undertake a qualification at Level 2 or 3 (some had previously held qualifications at this Level but had discovered that these were no longer considered 'full and relevant' qualifications after a review by the CWDC for Ofsted). Some funding for these qualifications can be accessed via the SFA but many staff are not eligible for it and eligibility criteria are to become yet more stringent as of September 12; and fees are set to rise (currently at approx £2000 per course). A recent review of qualifications for the early years workforce (undertaken by Professor Cathy Nutbrown pp DfE) suggested Level 3 might become a mandatory minimum level of qualification; final recommendations are pending</p>

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									<p>(Summer 2012) but there could be urgent implications for our practitioners identifying lack of qualification at this Level. Should they be required to study, the Service may struggle to fund them after recent cuts to funding.</p> <p>The survey above also identified that around 5% of the workforce (approx 30 individuals) indicated a need for study at degree level (i.e. this can be considered appropriate for the role and they have yet to achieve it). The Service recognises the correlation between study at this level and high quality leadership of early years services; and in former years has funded employees in leadership roles to study at this level. However, due to major funding reductions and the major rises to University fees this year, it has not been possible to support any students to newly commence study in 2012/13. Those seeking to study at this level report inability/reluctance to self-fund in some cases; however we have built close relationships with local Higher Education Institutions and ensure staff receive information about bursaries, scholarships and financial advice that may be offered.</p>
<b>Provider criteria (Local conditions)</b>	Our existing provider criteria will prohibit future delivery plans. OR Our existing provider criteria may need to be revisited as the implementation	Our existing provider criteria will prohibit future delivery plans; an action plan is being created. OR Our existing provider criteria may need to be revisited as the	We are in the process of considering our provider criteria and the impact on delivery	We are in the process of amending our provider criteria	Our existing provider criteria have been amended and we are preparing a plan for informing providers during 2012/13.	Our existing provider criteria will not need revising and is ready for future delivery requirements. OR We have revised our existing criteria and have a plan to communicate with providers during	<b>2</b>	<b>5</b>	I think our basket of measures are the right ones to take us into 2013 and 2014. Decisions to approve providers to deliver the free entitlement is based on a range of measures including annual conversations undertaken by the LA, and Ofsted judgements. We also have in place an Independent Quality Assessment for providers judged to be satisfactory by Ofsted but who offer good or better provision in areas where 2 year old places are needed. The extent of the work needed to support

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	progresses.	implementation progresses, an action plan is being created.						satisfactory providers for example is dependent on the capacity and planning team's audit of sufficiency across all localities.
<b>Willingness to engage</b>	Insufficient providers willing to engage in the delivery of two year old places and no plans to increase engagement	We are looking at why providers are not willing to engage in the delivery of two year old places.	Insufficient providers willing to engage in the delivery of two year old places but plans are in place to increase engagement	We have consulted with providers and understand why they are not willing to engage in the delivery of two year old places.	We have consulted with providers and understand why they are not willing to engage in the delivery of places for two year olds. We have taken appropriate actions and there is increased interest and willingness from providers to deliver places in the future.	Providers are willing and are expressing interest in delivering places in the future OR Sufficient providers are in place	<b>2</b>	<b>5</b>  We have not consulted with all providers on their willingness to deliver 2 year old funded places but that is the next step. Our indicator to date has been the numbers who have applied when invited and those who have not. The capacity and planning team will be identifying providers in areas of need and encouraging delivery in these areas. Any barriers will be identified through this process.



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<b>CAPACITY TO SUPPORT PROVIDERS</b>									
<b>Local authority resource and capacity</b>	There is no resource and capacity within the local authority to support providers to meet the increasing delivery expectations	There is insufficient resource and capacity within the local authority to support providers to meet the increasing delivery expectations.	There is insufficient resource and capacity within the local authority to support providers to meet the increasing delivery but planning is underway to increase capacity	There is insufficient resource and capacity within the local but plans are in place and progressing.	There is sufficient capacity within the local authority to support providers to meet the increased delivery for 2013	There is sufficient capacity within the local authority to support providers to meet the increased delivery for 2014	<b>4</b>	<b>5</b>	<p>E.g. Do you have the infrastructure to build provider capacity and support quality improvement? What commissioned services do you have to support providers? Do you have a programme of training to support providers delivering places for two year olds?</p> <p>I think we do have the infrastructure but need to make a case early as teams have now been centralised. The Early Years Improvement Manager and Lead for Learning for Children's Centre will confirm what is needed to increase / support quality once the number of providers needing this support has been identified city wide and in particular in areas of greatest need.</p>

<b>SUPPORT REQUIREMENTS</b>		This section of the evaluation is designed to assist you to identify the type of support you will need from Achieving Two Year Olds. The information will assist us to create a support package which meets your (local authority) and provider needs.		
<b>LOCAL AUTHORITY SUPPORT</b>				
<p><b>Knowledge portal</b> – A2YO will be providing a central knowledge hub of online information, resources, case studies and proformas to support local authorities and providers. Please let us know here if you have any comments/ideas/suggestions or examples of emerging good practice for inclusion for this area.</p>				
<p><b>Regional Networks</b> – A2YO will also provide regional networks at suitable intervals over the next three years.</p> <p>§ If you have a suggestion for a subject specific meeting, please suggest it here.</p> <p>§ When and where would you prefer meetings to be held?</p>		<p>Impact of increased funded places for 2 year olds on places for working parents. Increasing capacity for providers to support LAC and disadvantaged children who usually do not.</p> <p>Bi-monthly initially and then quarterly perhaps. The same place each time would be useful but understand the need for equity in access across the region.</p>		
<p>A key aim of the SEF is to start the process of developing with you an understanding of the support that might be required to meet the requirements of the Two Year old entitlement. Based on your current position, what type of support do you think will be of most benefit? (please tick all that apply)</p>	Developing funding formulae	x	Developing eligibility criteria	
	Developing quality settings	x	Developing business support	x
	Planning and implementation	x	Identifying and reaching eligible families	
	Marketing and communicating the offer		Sufficiency planning	x
	Our current capacity and schedule of work is felt to be sufficient at this time. We do not require additional support.		Other please specify:	
<b>PROVIDER SUPPORT</b>				
Please describe the current support you offer providers?		<ul style="list-style-type: none"> <li>• Application support</li> <li>• 2 half day induction programme once approved to deliver 2 year old places.</li> <li>• Ongoing quality assurance and support.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Training on relevant topics.</li> <li>• Business support</li> </ul>			
Please describe any additional support plans you have for providers?	Targeted support possibly using ITERS tool for providers who are satisfactory in areas with insufficient places			
Are there any gaps in the support available to providers?	For nursery schools who wish to deliver 2 year old places.			
We currently offer providers a wide range of training and support and consider the level of support to be sufficient at this time. We do not require any additional support from the National Support contract.	We have a comprehensive workforce survey which informs our work for the future. While particular needs have been identified these are being addressed by the workforce development plan. Additional funding for degrees would be welcome			
What additional support could be offered to providers through the national support contract? (please tick all that apply and please add any additional areas)	Training		Recruitment and retention of staff	
	Working with Two Year olds		Child development	
	Working with families to support		Environment	
	Parental engagement in the home learning	x	Working with vulnerable families	x
	Business planning		Two year old progress check	
	Workforce development	x	Other please specify	

**FOR OFFICE USE ONLY**

Date 1:1 discussion took place	
RL check compliance	
Date of RL check	
Date returned to PMO	