

REPORT TO: EDUCATION COMMITTEE - 20 March 2006

REPORT ON: Provision of Childcare Strategy Funding to Support the ongoing development of Out of School Care in Dundee

REPORT BY: DIRECTOR OF EDUCATION

REPORT NO: 202-2006

1.0 PURPOSE OF REPORT

1.1 This report seeks approval to continue to provide funding and support for Out of School Care in Dundee.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Education Committee note and approve the contents of this report and:

- i approve the continued funding for the business management consultant and support to the Dundee Out of School Care Network for 6 months (April- end Oct 2006)
- ii approve the provision of funding for the continuation of the Out of School Care business development programme
- iii. approve the provision of funding to the Dundee Out of School Care Network for the Payroll Service for Clubs
- iv. approve the provision of funding to support a Big Event for children attending Out of School Clubs in the summer of 2006
- v. approve the provision of funding to assist with the start up costs involved in setting up two new clubs at St Clement's Primary School and at Clepington Primary School.

3.0 FINANCIAL IMPLICATIONS

3.1 The full cost of this proposal is £36,244 in the current financial year (2005-06) and £44,352 in 2006- 07. This will be met from funding made available to the Local Authority for Childcare Strategy. A summary of the proposed expenditure is attached at Appendix 1.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 These proposals will enrich and enhance the learning and development of young children in Dundee and will enable them and their families to play a full part in society.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 These proposals will support children to access to Out of School Care across the City and will further support partnership and collaboration with the voluntary sector in Dundee

6.0 BACKGROUND

- 6.1 There are currently 19 Out of School Care Clubs in Dundee with 2 more new clubs planned for the session 2006/2007. All clubs are part of a wider Dundee Out of School Care Network which provides opportunities for networking and developing shared solutions to problems and issues. Out of School Clubs depend on the voluntary support of parent committees. These committees take on responsibility for a range of tasks necessary for the smooth running of Clubs, including the recruitment and management of staff, the implementation of financial management systems and ensuring the quality of provision. This can be an onerous and challenging task.
- 6.2 A successful Business Management programme has now been developed to remove some of these tasks from parents. Childcare Strategy Funding has been provided to the Out of School Network to support the implementation of a management development programme designed to support the sustainability and financial viability of Clubs. A key aspect of this has been to support Club supervisors to take on additional responsibility for managing administrative and financial functions within their Clubs. This has been supported by the deployment of a business consultant who has supported the implementation of the programme across the City. Recently Big Lottery funding has supported the deployment of two business development workers, who started in post in January 2006.
- 6.3 Another service which Clubs have found invaluable has been the provision of Payroll services. This has been provided to Clubs by the Under 12s Project but changes in staffing mean that the Under 12s Project will be unable to deliver this service beyond the end of the current financial year.

7.0 PROPOSAL

7.1 Continued Implementation of the Management Development Programme

7.2 It is proposed to continue to provide childcare strategy funding to the Dundee Out of School Care Network for the ongoing delivery of the management development programme. These proposals will extend the programme to additional clubs and support the continued involvement of those already involved. This funding will be used to provide support for club supervisors to take on additional administrative and management tasks to reduce the responsibilities of parent led committees and strengthen the sustainability of the Clubs. Currently 11 Clubs are involved in the programme and a further 4 will become involved in 2006-7.

7.3 The initial trial group has developed the programme in 5 key phases. This pilot project involved group meetings and discussions regarding the content and structure of the programme. This has now been developed into a management programme spread over three key phases; Communication, Human Resources and Financial management. Each phase can only be complete when managers have shown evidence through practice and worked through the programme outcomes with the business advisors.

7.4 The management support programme will be further strengthened by the development of new guidelines, "Dundee Out of School Biz" which will be supported through a training programme rolled out to all clubs. This will cover management of the clubs and the legal responsibilities of the voluntary management committee. It is proposed to fund the publication costs of these guidelines.

7.5 Deployment of the Business Consultant

Funding has been provided to the Dundee Out of School Care Network for the deployment of a Business Consultant who has developed and supported the roll out of the above programme. Two new Out of School Care Business Development Workers, funded by the Big Lottery, started in post in January 2006. This proposal seeks approval to continue to fund the Out of School Network to pay for the continued deployment of the business development consultant for 8 hours per month for a further 6 months (April to October 2006) to provide support and training to the new workers in expanding the use of the Business Management Tool.

7.6 Payroll Service to Clubs

7.7 Delivering efficient payroll services within clubs is an onerous responsibility. Following the cessation of this support by the Under 12s Project, the Dundee Out of School Care Network has sought tenders for the continued provision of this service. The service will now be provided by The Scottish Council for Voluntary Organisations and it is proposed to provide funding to the Network for this service. The funding will cover the cost of a joining fee for the 14 clubs wishing to use the service and the provision of one pay slip per month per member of staff.

7.8 Out of School Care Big Event

7.9 Following a very successful event held last summer at Camperdown Park, opened by the Lord Provost, for 18 clubs and 500 children there has been considerable support for a similar event in the summer of 2006. The Big Event provides an opportunity for Clubs to come together and offers children a range of sports, games and crafts activities. The Big Event involves a range of involvement including the Leisure and Communities Department, Active Schools, and Voluntary Sector organisations. It is proposed therefore to provide funding to support the 2006 event which is to be held at Caird Park. The funding supports the transport of children to the event, the provision of a packed lunch and refreshments and the purchasing of equipment and materials for the day.

7.10 Establishment of 2 New Clubs

Following demand from parents and with the full support of the primary schools involved it is proposed that two new clubs will open this year in Clepington and St Clements Primary schools. An initial survey of parents has found that St Clements will provide 35 new places to children from the catchment area. The former Club at Clepington Primary School closed in 2005 and there has been considerable feedback to indicate that this has been a considerable loss to parents. The Clepington Out of School Care Club will re open under new management by the well established Under 12's project. It is proposed to provide start up funding support to assist with registration costs, advertising and recruitment of staff and resources for the new clubs.

8.0 CONSULTATION

8.1 This report has been the subject of consultation with the Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Director of Social Work and Director of Leisure and Communities.

9.0 BACKGROUND PAPERS

None

ANNE WILSON
Director of Education
Date: 3 March 2006

AW/CAR

Financial Year 2005 -2006

Out of School Care Business Management Programme

Clubs complete management programme in agreed outcome and evidence based Phases.

Phase One Communication

4 clubs Phase One of Programme
 26 weeks @ 8 hours @ £8.50 per hour £1,768
 £7,072

Phase Two - Financial Management

4 clubs Phase Two of programme
 26 weeks @ 8 hours @ £8.50 per hour £1,768
 £7,072

1 club Phase Two & Three of programme
 (Manager works less hours and is supported
 by club treasurer)
 26 weeks @ 6 hours @ £8.50 per hour £1,326
 26 weeks @ 2 hours @ £8.50 per hour £442
 £1,768

Phase Three - Human Resources

8 clubs Phase Three of programme
 26 weeks @ 8 hours @ £8.50 per hour £1,768
 £14,144

Phase Five - Management Issues

7 clubs Phase Four of programme
 26 weeks @ 4 hours @ £8.50 per hour £884
 £6,188

Financial Year 2005 - 2006 **Total £36,244**

Financial Year 2006 / 2007

Out of School Care Business Management Programme and support to Infrastructure of Out of School Care

Business Management Development Programme

Business Advisor Post

8 hours per month @ £30 per hour x 6 months £1,440

Phase Three - Human Resources

3 clubs Phase Three of management development programme
26 weeks @ 2 hours @ £8.50 per hour £442 £1,326

Phase Four - Management Issues

1 club Phase Four of management development programme
26 weeks @ 4 hours @ £8.50 per hour £884 £ 884

Phase Five - Recruitment and retention of staff

3 clubs Phase Five of management development programme
26 weeks @ 2 hours @ £8.50 per hour £442 £1,326

4 New clubs to begin revised 3 Phase Process of Management development programme. Hours will be supported for additional work and training sessions with business development officers. As the programme develops the clubs will need less supported time.

Phase One - Human Resources

26 weeks @ 8 hours @ £8.50 per hour £1,768 x 4 £7,072

Phase Two - Financial Management

26 weeks @ 4 hours @ £8.50 per hour £ 884 x 4 £3,536

Phase Three - Communication

26 weeks @ 2 hours @ £8.50 per hour £ 442 x 4 £1,768

Total £12,376

Infrastructure to support Dundee Out of School Care Network

Publication and Launch of Business Management Support Programme
Manual and Support Package Total £4,000

Payroll Support to 14 Out of School Care Clubs Total £7,000

DOSC network meetings Volunteer expenses, crèche, training Total £1,000

Dundee Out of School Care Summer Big Event Total £3,000

Grant funding to support set up of two new Out of School Care
Clubs at Clepington and St Clements Primary Schools Total £12,000

Period 2006 / 2007

Total

£ 44,352