

Appendix C

Early Years Expansion and Wraparound Programme Milestones for Birmingham as at January 2024

Tasks	Actions	By When	By Who	Completion
Establish Steering Group consisting of EY Strategic leads, Property and Finance colleagues	Set group up and meet monthly to update on progress against specific responsibilities related to the programmes.	August 2023 for first meeting September 2023	EEE and Sufficiency Strategy Manager	Yes
EY Expansion - LA Delivery Support Funding MOU with DfE (Revenue)	Agree and submit	October 2023	S151 Officer	Yes
Wrap Around Childcare Programme Funding MOU with DfE (Revenue)	Agree and submit	November 2023	S151 Officer	Yes
Early Years Entitlements Rates Review 2024/25	<ul style="list-style-type: none"> Set up Officer/Childcare Provider Focus group to meet, develop and agree funding proposals based on DfE funding allocation. Funding Proposals Agreed by Schools Forum Funding Rates communicated to childcare sector 	November 2023	EEE and Sufficiency Strategy Manager	Yes
		18 th January 2024	Head of Early Years and Childcare Service	Yes
		22 nd January 2024	EEE and Sufficiency Manager	Yes

Baseline Early Years Offer Sufficiency Assessment	To forecast anticipated take up of new offers by ward, review sufficiency position and identify potential gaps.	January 2024	Sufficiency Officer	Yes
Baseline Wraparound Childcare Sufficiency Assessment	To calculate sufficiency position by ward, review sufficiency position and identify potential gaps.	February 2024	Sufficiency Officer	In Progress
Marketing and Promotion of the Expanded Early Years Offer	<ul style="list-style-type: none"> • Rollout of information to parents. • Rollout of information to Childcare providers. • Rollout of information to Family Facing Professionals 	January 2024	EEE and Sufficiency Manager	Complete
Provider Surveys (Early Years and Wraparound)	<ul style="list-style-type: none"> • Confirm what capacity already exists within the setting. • Is there a need to expand places? • Is there a workforce/recruitment issue? • Is there a finance/funding issue? • Is there physical space available to develop or expand? • Identify any support requirements. 	By March 2024	Sufficiency Officer	

Provider Focus Group	Set up group to deep dive into survey themes and follow up on issues identified, develop strategies to address barriers and to inform how we utilise the funding.	From April 2024	EEE and Sufficiency Strategy Manager	
Parent and Carer surveys (Early Years and Wraparound)	<ul style="list-style-type: none"> • What Early Years and childcare services are parents/carers already accessing? • What are their current working patterns, will this change? • Why do parents use/want to use childcare? • What are the barriers? • Are parents aware of Tax-Free Childcare or childcare element of Universal Credit? • Are there any SEND needs to consider when developing childcare. 	By March 2024	Sufficiency Officer	
Parent and Carer Focus Group	Set up group to deep dive into survey themes and follow up on issues identified, develop strategies to address barriers and inform how we utilise the funding.	From April 2024	EEE and Sufficiency Strategy Manager	

Childcare Providers Funding Application Process – Revenue and Capital	Draft application and guidance process for revenue and capital funding.	By March 2024	EEE and Sufficiency Manager	In Progress
Childcare providers funding application and approvals process to be open	<ul style="list-style-type: none"> • Information sharing and briefings for childcare providers. • Application forms and guidance made available to providers. • Application funding panel set up and funding panel meetings set up. 	By May 2024	EEE and Sufficiency Strategy Manager	
Recruitment of Permanent and fixed term posts	<ul style="list-style-type: none"> • Approval of proposed growth structure • Draft JD/PS • JD/PS to be evaluated. • Approval to recruit 	Start January 2024	Head of Early Years and Childcare Service and EY Strategic leads.	In progress
Business Support for Childcare Providers	<ul style="list-style-type: none"> • Develop a universal business support package covering common themes building on what already exists. • Develop a support process for targeted settings. 	Rollout from May 2024	EY Strategic Leads	
Submissions to DfE				
Wraparound LA Capacity funding	To be submitted to DfE by 23 February 2024	Draft by mid-February 2024	EEE and Sufficiency Strategy Manager (KC)	Completed

Wraparound Statement of Grant Usage 2023/24	To be submitted to DfE by 29 April 2024	Draft by mid-April 2024	EEE and Sufficiency Strategy Manager (KC)	
Wraparound Programme Delivery Plan, costed. (Revenue)	To be submitted to DfE between 7 May – 14 June 2024.	Draft by end of May 2024	EEE and Sufficiency Strategy Manager (KC)	
Childcare Capital Allocations – Assurance Data Return	To be submitted to DfE 14 June 2024.	Draft by end of May 2024	EEE and Sufficiency Strategy Manager (KC)	
Updated Programme Delivery Plan 1	To be submitted to DfE 21 ST February 2025	Complete by early February 2025	EEE and Sufficiency Strategy Manager (KC)	
Wraparound Statement of Grant Usage 2024/25	To be submitted to DfE by 28 April 2025	Draft by mid-April 2025	EEE and Sufficiency Strategy Manager (KC)	
Updated Programme Delivery Plan 2	To be submitted to DfE 25th November 2025	Complete by early November 2025	EEE and Sufficiency Strategy Manager (KC)	
Wraparound Statement of Grant Usage 2025/26	To be submitted to DfE by 28 April 2026	Draft by mid-April 2026	EEE and Sufficiency Strategy Manager (KC)	