

Early Years Capital Development Programme

Guidance 2019

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Introduction

Free Early Education (FEE) is at the heart of the Government's vision for all children to have access to high quality early years education. Evidence shows that regular good quality early education has long lasting benefits for all children.

The FEE for three and four year olds is a universal free provision for every child from the term following their third birthday up until they reach compulsory school age. Some two year olds are also eligible for FEE funding.

All applications must meet the eligibility criteria as set out in this guidance and demonstrate how the funds being applied for will achieve the required outcomes and impact for the children and families. All projects must support the Local Authority statutory duty of sufficiency and evidence how new places will be created and made available. Another main consideration will be the sustainability and success of a childcare business. Information will be required about demand for the applicant's service, the quality of the provision and financial management practice before an application will be considered.

There is a formal application process to ensure fairness and to support the achievement of outcomes. Applications will be scored according to the prioritisation matrix scoring formula and recommendations to approve the allocation of Early Years and Childcare capital funding will be made by the Early Years Service. The early years capital board will review the scores, quality assure the bidding process and make the final decisions regarding the allocation of funding.

1. Purpose of the Early Years Capital Development Funding

The purpose of the capital funding is to ensure that additional early years and childcare places can be created and that families are able to access places in high quality, local provision. Early Years Capital Funding will support the development of places as identified in the prioritisation matrix, to enable providers to expand or adapt their space and facilities. All projects will need to demonstrate that they aim to increase the number of places on their Ofsted/school registration and create additional places that are not currently available.

Projects may include:

- increasing available floor space through partitions etc.
- extensions to existing buildings to take additional children

Applicants are expected to evidence their own commitment, and a detailed project plan with cost estimates and timelines for the project. All necessary consents and lease agreements must be obtained and/or considered in advance of submitting an application to the Early Years Service. It is recommended that any buildings entered into have a life span of at least 25 years.

2. Outcomes

The council's Five Year plan is focused on improving the lives of people in Slough and ensuring Slough the place continues to build a reputation as one that will be an attractive home for people and business for the next 80 years to come.

Outcomes

1. Slough children will grow up to be happy, healthy and successful

2. Our people will be healthier and manage their own care needs

3. Slough will be an attractive place where people choose to live, work and stay

4. Our residents will live in good quality homes

5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents

Strategic priority

- Work with our partners to ensure excellent outcomes for children and young people in Slough. We will do this through building on existing successful education and children's social care partnerships, ensuring children and young people are at the centre of what we do.
- Reduce the numbers of children looked after and care leavers and young people with SEND who are not in education, employment or training
- Support the creation and promotion of pathways to high quality employment, including apprenticeships
- Reduce the 'conveyor belt' to social care through improved early help and early intervention
- Work with our partners to improve the health and wellbeing of our residents
- Be the most active town/city in the country - more people - more active - more often
- Reduce loneliness and isolation - more people - more connected - and happy
- Reduce the need for long term social care through improved early help and prevention
- Improve the Slough brand and develop our identity as a place of opportunity and ambition, co-produced with our communities and partners
- Improve air quality in the borough with innovative solutions
- Improve the quality of our natural environment and open spaces
- Actively manage the impact of new developments and infrastructure so the town centre is a place where people can live, work, shop and enjoy.
- Maintain our council housing to a high standard.
- Keep housing affordable for local people
- Drive up standards in the private rented sector
- Collaborate on the Heathrow expansion
- Regenerate former Thames Valley University (TVU) site and the town centre and maximise potential of Crossrail
- Work with major employers and Heathrow to reduce traffic congestion and emissions by encouraging the use of sustainable modes of transport

Applications must clearly demonstrate the need for the proposed project and consideration should be given to how it will contribute to the following outcomes:

1. Increased number of early years and childcare places in the areas they are needed
2. Children aged 0 – 5 have improved educational attainment within the Early Years Foundation Stage, benefiting from a specific focus on language, communication and learning outcomes
3. More parents are able to return to work, increase their working hours or study

4. Increased support to Slough's most vulnerable children
5. Increased take-up of Free Early Education places for two, three and four year olds
6. Increased sustainability of childcare businesses in Slough
7. All vulnerable children, young people and their families have access to local effective preventative and early intervention services

3. Eligibility (who can apply)

Early Years capital development funding is open to providers from the private, voluntary, independent and maintained sector. Providers will also need to demonstrate they can deliver the places that are required as outlined in the priority matrix. New providers can apply but their application must demonstrate how they will work towards achieving and maintaining quality of provision.

Quality early years provision is paramount and therefore all applicants will be required to evidence how they will deliver a high quality service.

To be eligible to apply, existing providers in Slough must have completed the annual provider audit for the childcare sufficiency assessment and have provided termly vacancy information to the Early Years Service.

They must also not be in breach of any other contract held with Slough Borough Council.

The following types of providers are eligible to apply:

- Day nurseries
- Pre-schools
- Childminders
- Nurseries within independent schools
- Nursery units of primary schools
- Maintained nursery schools

Provision should be constituted within one of the following types of legal structures:

- Mutual
- Community interest company
- Industrial and provident society
- Not for profit trade association
- Charitable trust
- Company limited by guarantee or share
- Unincorporated association
- A school where childcare falls outside of educational statutory provision (including Academies)
- A school providing registered nursery provision

4. Funding Conditions Regarding Asset Liability and Leases

Any improvements to buildings, including alterations and refurbishments which are funded are subject to an Asset Liability Period (see Appendix 4). This is the period that the asset is required to remain in use for the purpose for which it is funded. Should the use of the asset alter there will be a contractual requirement to repay the funding. Please refer to the relevant funding value in section 6 and ensure as the applicant, the provider can secure the use of the premises in line with the liability period. Should this mean a change to the terms and conditions of a lease, details should be included within the application.

5. Restrictions

Funding is not available to cover the cost of:

- resources or non-Capital items

- loan repayments
- projects that will only benefit an individual
- goods or services received before the award of the grant unless with the prior agreement of Slough Borough Council.
- staffing/rental costs and any other revenue costs not related to a capital project

Please note: Funding to successful applicants is paid with a funding agreement and is then monitored to ensure that money is spent in line with the original application for which it was awarded.

6. Funding values

Each application will be considered according to a per place amount approx. £820.00. This amount is not fix and may vary according to the costs that your particular project needs to cover. Where many priority areas as evidenced by the matrix are included in your bid, you may well experience higher costs and therefore a higher value may need to be allocated per place.

7. The Application Process

7.1 Instructions on making an application

1. Check that your proposed project meets the criteria / requirements of the prioritisation matrix
2. Ensure you have all application documents
3. Complete the application documents and prepare all of the necessary supporting information. Each application will be scored against the criteria (see Appendix 3)

Applicants should review their application to ensure that they have fully addressed all the areas outline in the application and the priority matrix.

4. The documents and supporting information listed below must be submitted with any application: note: NO additional information, reports or documents will be reviewed

- A fully completed Application Form
- A copy of your Free Early Education (FEE) policy for parents or the information that you give parents about how they can access their child's entitlement
- A copy of your overarching safeguarding policy and a list of related policies/procedures. We may then request copies of these.
- A copy of your admissions policy
- A Business Plan
- 3 years Cash Flow Forecasts
- Three detailed 'like for like' quotes which must be dated within the last six months, include VAT and still be valid or evidence of a competitive tender process. Applicants should also indicate the name of their preferred contractor on the application form
- Plans/drawings of proposed works – proposed projects on school sites should include a site plan showing where the project will be in relation to other buildings on site
- A lease agreement (where applicable)
- Written evidence of Landlord consent to undertake the works and a completed copy of the Freeholder Consent form
- A completed Checklist for Building Projects (see Appendix 2)
- A programme (indicating key timescales for building completion and milestones to service delivery) e.g. expressed in a Gantt Chart
- A completed risk log

5. Submit your application form together with your supporting documentation to Slough Early Years Service, 51 Bath Road, Slough, SL1 3UF or by emailing eyfunding@slough.gov.uk by 5pm on the closing date.

When sending electronically if possible, please send all documents together in one zipped file attached to one email.

Please note that:

- incomplete applications will not be accepted.
- it is the applicant's responsibility to follow the correct application process and Slough Borough Council will not be held responsible for any delays caused by failure to do so.
- only information from the application form and required supporting documents can be used to make decisions, so applicants must ensure that all required details are included.

Only the documents/evidence listed in point 4 above will be placed in your application folder and viewed by the panel. Any additional documents or evidence will not be downloaded. You will receive a receipt to acknowledge your application.

7.2 How applications are processed

All applications are checked to make sure they are complete. Applicants may be contacted if there are any queries requiring further information. Applicants should ensure they provide an email address that is monitored daily and respond quickly to avoid delays.

Applications are subject to evaluation by the Early Years Service Moderation Panel and the Early Years Capital Development Board.

Members of the moderation panel will have evaluated the applications using the scoring criteria in Appendix 3. The Coordinator Childcare Development will collate the scores to obtain a consensus score.

Where more than one application is received for the same funds, the moderation panel will recommend that funding is awarded to the application with highest score.

The Coordinator Childcare Development will present the collated scores to the Early Years Capital Development Board who will then scrutinise the results and either confirm or reject them. The boards decision is final and will consider all aspects of the priority matrix criteria and value for money.

8. The Decision Making Process

All decisions concerning the allocation of Early Years and Childcare funding in Slough are made by formal process through the Early Years Capital Development Board. The process is designed to be transparent and fair.

Each application undergoes a rigorous assessment and is presented to a variety of professionals on the Early Years Capital Development Board (see Appendix 1). This is to ensure that best use is made of public funding and that funding is aligned with the relevant priorities.

9. Notification of Outcome of Grant Application

The successful applicants and unsuccessful applicants will be notified via email. They will receive a copy of the collated scores and comments from the moderation panel.

10. Issue of Funding Agreement and Payments

Successful applicants will be required to complete a declaration to confirm that they accept the terms and conditions of the funding agreement. This must be returned to the Co-ordinator Childcare Development with any other documentary evidence required e.g. local authority planning approval, before any funds can be released.

Slough Borough Council payments take approximately 20 working days, but please allow a further 5 working days for the payment to be credited to your account. Payments will be made by BACS into the account provided on the declaration form.

- 50 % of the total awarded will be paid into the recipient's bank account once Slough Borough Council, as the local authority, is in receipt of the required declaration and any other required documentation agreed during the application period;
- 50% of the total awarded will be paid on receipt of the first stage monitoring which will include the submission of paid invoices relating to the first instalment;

11. Monitoring and Reporting Requirements

Slough Borough Council will expect organisations to report on qualitative and quantitative measures.

Monitoring returns along with receipts/evidence of expenditure will be required to be submitted at specified intervals from the date of the grant being awarded. There will be regular contacts with all successful applicants during the course of their projects and additional contacts/visits carried out where it is judged that these are necessary to ensure all projects are completed in accordance with the contract.

Examples of required evidence of expenditure:

- Copies of bank statements showing payments to approved suppliers from the specified bank account.
- Receipts clearly dated within the contract date, with the item(s) supplier name and total amount.
- Invoices clearly dated within the contract date, with the item(s), supplier name, and total amount.

Please note: Payment of interim and final instalments will be delayed or cancelled where it is found that recipients are not adhering to the terms and conditions of the funding agreement. Where it is found that activity has not taken place, or activity delivered is different to that proposed in the application process, the local authority reserves the right to claw back payments of monies in part or in full.

12. Contact Details

The following people are available to support you with your application:

Clare Thompson: Co-ordinator Childcare Development, Slough Early Years Service
01753 476583
Clare.thompson@slough.gov.uk

Sharon Lindsay: QCL Manager, Slough Early Years Service
01753 476557
Sharon.lindsay@slough.gov.uk

Trish Hamblin: Senior Finance Co-ordinator, Slough Early Years Service
01753 476565
Trish.hamblin@slough.gov.uk

Appendices:

Appendix 1: Early Years Capital Development board membership

- Michael Jarrett, Service Lead Early Years and Development
- Sharon Lindsay, Manager Quality Care and Learning Team
- Clare Thompson, Coordinator Childcare Development
- Tony Madden, Principle Asset Manager
- Stuart Aislabie, Principle Asset Manager
- Aalia Akhter, Accountant
- Trish Hamblin, Senior Finance Co-ordinator, Early Years
- Frederick Narmh, Head of Procurement
- Charles Campbell, Senior Carbon Project Officer
- Menhaz Hussain, Business Support Team Leader
- Clare Priest, Programme Management Officer
- Joanne Poole, PVI representative

Appendix 2: Checklist for building projects

This checklist is to help providers ensure that health and safety and other aspects of a building project have been addressed and that all necessary statutory approvals have been obtained.

Applicants will need to confirm in their project plan and declare on their application form that they have considered the following:

1. Employing a property consultant

Applicants are advised to always employ the services of a professional property consultant such as a chartered surveyor or architect for all building or maintenance projects that involve the employment of a building contractor. The role of the consultant should be to offer professional advice and to act as project manager. This is advised for all projects particularly for projects of £50,000 and over. The cost of employing such a consultant can be included within the application for funds at a sum of up to 10% of the total construction costs.

2. Building regulations

Applicants must consider the need to make a building regulations application in respect of the work and confirm details within their project plan. Most building work requires the submission of a building regulations application. If in doubt, the local authority Building Control section will be pleased to give advice. Designers should be aware that the DfE Constructional Standards apply to schools, in addition to building regulations. Works on site must not commence until the full plans submission has been approved. Slough Building Control can be contacted on 01753 875810 or at BuildingControl@slough.gov.uk. We offer a prompt, proactive, commercially aware service, understand the commercial and contractual pressures involved in delivering construction projects, are familiar with the programming issues of major builds and offer free pre application advice on project proposals.

3. Planning permission

Applicants must consider the need to make a planning application in respect of the work. Some minor development could be 'permitted development' which would not require an application for planning permission. Your property consultant will advise on whether planning permission is required and planning fees charged. Planning requirements can be complicated by a number of issues such as whether the building is 'listed' or if the building is in a conservation area. Pre-application discussions with the Local Planning Authority are encouraged to discuss the particular planning considerations and requirements specific to your location.

Any application for planning permission will need to be made to the council. Applicants are reminded that planning decisions made by the Local Planning Authority, including any conditions attached to the permissions granted, are legally binding.

It is important to note that if an applicant wishes to make any changes to the approved scheme, once planning has been granted, another application will be required even when changes are minor. Although minor changes are usually dealt with through amendment applications with a reduced fee. If funding has been granted then applicants are required to seek permission from Slough Borough Council for any changes. It is also important to remember that any pre-commencement conditions that have been attached to the planning application are discharged prior to starting on site. If development is carried out that does not accord with the approved scheme or any of the conditions of the planning permission the Local Planning Authority can consider taking enforcement action. This could expose the applicant to a requirement to take action to remedy the breach and would also be a breach of Landlord's Consent, where applicable. Applicants are therefore requested to take particular care in projects where planning permission is required. If there are any queries about your planning permission, applicants are advised to contact the relevant Planning Department for guidance.

Projects proposed on school sites must also take into account the requirement for consent from the Secretary of State for Education under Schedule 1 to the Academies Act 2010 and/or Section 77 of the School Standards and Framework Act 1998

If your application is submitted before the outcome of a planning application is known then an in principle decision can be made to fund the project subject to the outcome of the planning application. Please include details within your project plan when an application has been submitted and when the outcome is expected.

*Please detail any planning requirements in your project plan and also in your programme to ensure timescales for planning approvals are taken in to account.

Please Note: In the case of Community Schools, Voluntary Controlled schools and Academies which lease their site Slough Borough Council drawings of the proposed works must be submitted to Slough Borough Council with an application for landlord's consent, where applicable, and for record purposes.

4. Access and facilities for disabled people

Check that you have considered access and facilities for disabled persons. For example have you taken the opportunity to upgrade the existing access/facilities at the same time?

For school run provision: Under the Special Educational Needs and Disability Act 2001 schools are under a duty to plan to increase progressively the accessibility of their buildings to disabled pupils, to carry out an access audit and to produce an accessibility plan. Guidance issued by the DfE recommends that schools consider linking accessibility projects with other building work. For example, ramps, handrails and paint schemes which assist disabled people could be incorporated into a refurbishment project.

All registered childcare providers will also need to refer to the EYFS welfare requirements regarding suitable access and facilities for disabled people (Ref: EYFS Statutory Framework: Premises Page 24 Section 3.56 and 3.57).

*Please detail how you will address access and facilities for disabled people in your project plan.

5. Asbestos

If any part of the existing building will be disturbed by the work (even the drilling of holes for cables is regarded as disturbance) you must consider the risk of disturbing asbestos. If there will be any disturbance you must obtain advice from your property consultant about the likelihood of asbestos being present. The asbestos register held at the premises will be a starting point but as it was produced as a result of a visual 'non-intrusive' survey (also known as a 'type 2' survey) it may not

identify hidden asbestos and an intrusive (type 3) survey may be necessary. It is a legal requirement to bring any information you have about asbestos to the attention of the consultant and contractors.

6. Construction (Design & Management) Regulations

The Construction (Design & Management) Regulations 2007 (known as the CDM Regulations) require that health and safety is taken into account and managed throughout the project. In most cases the regulations require that adequate 'pre-construction information' is made available as well as the production of a Health and Safety Plan for the project. For projects which are 'notifiable', there should be an appointment of a 'CDM Co-ordinator' and principal contractor. A Health and Safety File must be available on completion and then kept on the premises for future reference. A planning consultant can advise you further on these regulations.

Other issues/risks regarding health & safety to consider which may affect staff/children/clients/visitors during building works are:

- Fire evacuation procedures, playtimes, hours of work, access restrictions
- Arrangements for the storage and transport of materials and waste
- Whether the contractor's vehicles need to pass through parts of the site accessible to children or staff and if so, can they be segregated by timing or barriers. If not, what alternative arrangements can be made?
- Whether the contractor's work creates any other potential risks, for example objects falling from heights, scaffolds, ladders, LPG cylinders, tools and plant being left unattended, electrical leads passing through occupied areas, excavations, dust or fumes. If so, what precautions does the contractor intend to take?
- Whether the work will obstruct an existing fire escape.

7. Landscape / Ecological issues

Check whether the proposed work will affect trees or hedges in any way. If the trees are covered by a tree preservation order or are in a conservation area, consent for the work will be required from the planning authority. Some hedges are covered by the Hedgerow Regulations 1997.

In England, there is legislation in place which provides statutory protection for certain species of animals and plants and all new building, refurbishment and maintenance projects need to comply with this legislation. Legally protected species include many that are widely distributed in Slough and likely to be located within grounds or buildings such as, breeding birds, reptiles, badgers, great crested newts and bats.

Any work that could potentially impact on these species needs to be completed in accordance with the appropriate legislation and for 'European' protected species (bats & great crested newts) may require a licence from Natural England. Undertaking work without a valid licence can result in a fine of up to £5,000 or six months in prison per offence.

To ensure the legislation is adhered to, ecological surveys should be undertaken prior to commencing development - or other activities that may affect legally protected species - by a suitably qualified Ecologist.

For more details please contact the Council's Planning Department (email planningpolicy@slough.gov.uk.) who can provide further guidance/

8. Public entertainment licences

If any part of the building is licensed for public entertainment, approval from the District Council's Licensing Officer may be required before work starts on site.

9. Water services

If the applicant is making any changes to water services they must notify the local water company (The water company has the authority to inspect existing services and if defects are found that result in contamination or waste of water they will insist that repairs are carried out.).

10. Future maintenance

Consider the effect the project will have on the future maintenance of the building. The design of buildings or extensions should ensure that maintenance by staff and contractors is as straightforward and as economical as possible.

Note: Normally, servicing in the first year will be picked up by the contractor providing the installation but consideration should be given to implementing ongoing arrangements before the initial period terminates.

*Please detail in your project plan and cashflow how you will budget for ongoing maintenance of any funded assets. Also detail any issues regarding maintenance in relation to leases and landlord/tenant responsibilities.

11. Completion Certificates

Alterations involving electrical and/or mechanical services will be tested on completion and applicants should ensure that completion certificates are issued to them by competent persons.

Applicants must also consider any impact on energy performance as a result of any building projects and where necessary arrange for their Energy Performance Certificate to be updated.

Further guidance to help with the planning of your project – issues to consider and address in your project plan:

Ensure plans are in place to have a pre-contract meeting (also known as a pre-start site meeting) with the property consultant and the principal contractor before construction work starts. The meeting will decide issues such as:

- Appointing a member of staff to act as contractor liaison officer
- Contractors' working hours
- Welfare facilities for construction workers (e.g. toilets)
- Separation of work areas from pupil / staff areas / safeguarding arrangements
- Position and security of contractor's compound and storage area
- Access arrangements for contractor and supplier vehicles
- Times when deliveries to site can be made
- The arrangements for visitors reporting to the site
- Times when fencing, scaffolding etc. will be erected and dismantled
- Provision of warning notices around the site
- Whether mobile scaffolds will be used and protection to be provided
- When hazardous work may not be undertaken (e.g. lifting operations, paint stripping)
- Hazardous or offensive substances to be used (e.g. asphaltting)
- The arrangements and the procedure for fire evacuation

Appendix 3: Application Scoring Criteria

There is a formal application process to ensure fairness and to support the achievement of outcomes. Applications will be scored according to the prioritisation matrix scoring formula and recommendations to approve the allocation of Early Years and Childcare capital funding will be made by the Early Years Service. The early years capital board will review the scores, quality assure the bidding process and make the final decisions regarding the allocation of funding.

Overall final scores

The application demonstrates how the project meets the requirements laid out in the priority matrix	The application does not demonstrate that the project meets the requirements laid out in the service specification	The application demonstrates that some of the requirements would be met OR the evidence provided is not robust	The application demonstrates that all of the requirements would be met to a satisfactory standard	The application demonstrates that all of the requirements would be met to a satisfactory standard and evidence provided is robust
	Below 33	34 - 64 score	65 – 84 score	85 - 100 score

Application Priority Matrix and Scoring Criteria

Criteria / Score	1	2	3	4	Weighting
1. The projects proposed geographical location in the town is in a priority area according to the CSA	The proposal does not yet have a specified location / venue	Location identified is in the following areas: - Britwell / Monksfield Way Children's Centre area - Langley / Romsey Close Children's Centre area	Location identified is in the following areas: - Baylis and Stoke / Elliman Avenue Children's Centre area - Manor Park / Penn Road Children's Centre area - Upton Lea / Wexham Road Children's Centre area - Haymill / Orchard Avenue Children's Centre area - Cippenham / St Andrews Way Children's Centre area - Colnbrook / Vicarage Way Children's Centre area	Location identified is in the following areas: - Central Slough / Yew Tree Road Children's Centre area - Chalvey & Cippenham Meadows / Chalvey Grove Children's Centre area	15%
2. Total number of places being developed	1 – 12 places proposed	13 – 24 places proposed	25 – 56 places proposed	56 + places proposed	10%
3. The project proposes to develop places for children with SEND	0 number of SEND places proposed	2 – 3 places proposed	4 – 7 places proposed	8 + places proposed	10%
4. The project proposes to develop funded 2 year old places	0 number of funded 2 year old places proposed	Less than 12 places proposed	Between 12 – 23 places proposed	24+ places proposed	6%
5. The plan details how this project will be mobilised and includes timescales for full delivery	No details of how this project will be mobilised and no timescales for full delivery	Some details of how this project will be mobilised and basic timescales for full delivery	Sufficient details of how this project will be mobilised including timescales for full delivery	Full details of how this project will be mobilised and detailed timescales for full delivery	5%
6. The application details how the	No evidence that demonstrates the	Some evidence that demonstrates the	Sufficient evidence that demonstrates	Clear and robust evidence that	4%

provision is committed to quality improvement	ability of the provider to deliver a high quality service	ability of the provider to deliver a high quality service	the ability of the provider to deliver a high quality service	demonstrates the ability of the provider to deliver a high quality service	
7. Free Early Education Policy for Parents is compliant with the statutory guidance	No policy provided or non-compliant	Policy provided but does not clearly demonstrate compliance in all areas	Policy provided clearly demonstrates compliance in all areas	Policy clearly demonstrates compliance in all areas and offers families flexibility and supports access to meet individual needs	2%
8. The application provides details of previous experience of Early Years and Childcare service delivery, including knowledge of the Ofsted regulation and inspection framework	No evidence to demonstrate previous experience of Early Years and Childcare service delivery, including knowledge of the Ofsted regulation and inspection framework	There is insufficient evidence of previous experience of Early Years and Childcare service delivery, including knowledge of the Ofsted regulation and inspection framework	There is sufficient evidence to demonstrate previous experience of Early Years and Childcare service delivery, including knowledge of the Ofsted regulation and inspection framework	There is clear and robust evidence to demonstrate previous experience of Early Years and Childcare service delivery, including knowledge of the Ofsted regulation and inspection framework	5%
9. The application provides information about the core values of the organisation and demonstrates commitment to partnership working	No information that demonstrates the core values of the organisation and commitment to partnership working	There is insufficient information to demonstrate the core values of the organisation and commitment to partnership working	There is sufficient information to demonstrate the core values of the organisation and commitment to partnership working	There is clear and robust information which demonstrates the core values of the organisation and commitment to partnership working	5%
10. The application includes a copy of the organisations safeguarding policy and explains how the children are protected from harm	No safeguarding policy OR policy provided does not demonstrate statutory requirements	Safeguarding policy provided but there are areas of weakness and insufficient evidence that statutory requirements are met	Safeguarding policy provided that includes sufficient evidence that statutory requirements are met and children are protected from harm	Safeguarding policy provided that includes clear and robust evidence that statutory requirements are met and children are protected from harm	3%
11. The application includes a potential staffing structure and details how recruitment, induction and ongoing support to the workforce will enable them to provide a high quality provision for local children and their families	Staffing structure not provided OR Information provided does not demonstrate how a high quality service will be provided	Staffing structure provided but Information given is insufficient to demonstrate how a high quality service will be provided	Staffing structure provided and Information given is sufficient to demonstrate how a high quality service will be provided	Staffing structure provided and Information given is robust and clearly demonstrates how a high quality service will be provided	5%
12. The application demonstrates the sustainability of the business based on the requirements in the service specification.	Information provided does not evidence sustainability based on the requirements in the service specification OR Business plan and cash flow not	Insufficient Information provided to evidence sustainability based on the requirements in the service specification OR Business plan and	Sufficient Information provided to evidence sustainability based on the requirements in the service specification. Completed business	Clear and robust information provided which evidences sustainability based on the requirements in the service specification. Business model	10%

<p>Environmental sustainability of the business should also be acknowledged and considered regarding the service to be provided. This includes but is not limited to; low carbon sources of energy (in the form of electricity, heating and cooling), energy efficient fittings and appliances (such as LED lighting and efficient boilers), transport modes used, and waste produced relating to the service.</p>	<p>provided.</p>	<p>cash flow provided but incomplete or poorly completed</p>	<p>plan and cash flow provided with identified ongoing adequate revenue streams</p>	<p>demonstrates areas of flexibility and future planning Fully completed business plan and cash flow provided with identified ongoing adequate revenue streams</p>	
<p>13. The project proposal considers the market demands for places outside of the 'core hours' (8am – 6pm, Monday – Friday, term time only)</p>	<p>No consideration given and proposed operational hours are with in 8am – 6pm</p>	<p>The project identifies the need for wrap around care and the business plan outlines transitional arrangements and/or partnership working</p>	<p>The project identifies an extended offer which will meet the needs of families who work outside of the core hours</p>	<p>The business plan and cash flow forecast identifies a robust sustainable operational model that meets the needs of families who require flexible booking arrangements and extended hours care (outside of core hours).</p>	<p>5%</p>
<p>14. The business proposal demonstrates that the applicant has developed and conducted market research which is reflected in the overall project proposal</p>	<p>No market research evidence</p>	<p>The proposal identifies links to market research but the evidence is limited or evidence shows that market research has been conducted but the results are not reflected in the project proposal</p>	<p>The applicant demonstrates effect market research and consideration has been included in the project proposal</p>	<p>The applicant demonstrates that robust market research has been conducted and evaluated effectively and this is reflected in the project proposal</p>	<p>5%</p>
<p>15. A significant funding contribution (25% or over) from other sources</p>	<p>No funding contribution from the applicant</p>	<p>Less than 25% contribution from the applicant</p>	<p>25% funding contribution from the applicant</p>	<p>More than 25% funding contribution from the applicant</p>	<p>10%</p>

Appendix 4: Asset Liability Period

Grant Scheme Asset type	Capital Grant value (including group purchased and bulk purchased assets)	Asset Liability Period (from date of acquisition or completion of capital works)
1. Equipment and vehicles	£2500 and above	Reasonable economic life of the asset as determined by normal accounting practices
2. Refurbishment, extension or construction of buildings or other property	Below £5,000	3 years
	£5,001 to £10,000	5 years
	£10,001 to £50,000	10 years
	£50,001 to £100,000	15 years
	£100,001 to £5 Million	20 years
	Above £5 Million	40 years
3. Purchase of leasehold buildings / land	N/A	Either: Unexpired period of the lease; or 80 years; whichever of the above is the shorter.
4. Purchase of buildings / land on a heritable basis in Scotland, or purchase of buildings / land on a freehold basis elsewhere	N/A	80 years

**Appendix 5:
 Place Development 2017 - 2022**

Children's Centre Areas	Funded 2 year olds	Funded 3 & 4 year olds	0 – 4 year old childcare places	Total Number of places	Risks	Place development 2018	Number of new places 2018	Place development 2019	Number of new places 2019	Potential number of places in the next 5 years	Potential developments in the next 5 years
Yew Tree Road (Central ward / Upton ward)	85	115	327	527	There is a significant risk of insufficient child care places in the summer term of 2018. Future housing developments in this area are expected to lead to a further increase in demand for child care places through 2018 and onto 2023.	1 extension	39			Section 106 TVU / Horlicks / Castleview	257
Chalvey Grove (Chalvey and Cippenham Meadow wards)	68	289	27	384	There is a significant risk of insufficient funded early learning places in the summer term of 2018 despite being an area of relatively low early years participation rates. Future housing developments in this area are expected to lead to a small increase in demand for places through 2018 and onto 2023.			2 new nursery	62		
Monksfield Way (Britwell ward)	0	0	0	0	There is currently an area with an over supply of childcare places and little expectation of increasing demand due to future housing development.						
Orchard Avenue (Haymill ward)	0	83	17	100	This area is currently presenting as an area with a possible shortfall of early years and childcare places. Since completing the CSA several providers have notified the Slough Early Years Service of their intention to increase provision. A housing development scheduled for 2019/20 is likely to increase demand in this area.						
St Andrews Way	5	84	10	99	There is a risk of insufficient early years and childcare places from the summer term 2018. The CSA identifies a lack of full time day care for three and four year olds in this area.						

Elliman Avenue (Farnham and Central wards)	52	8	15	60	This is an area currently with insufficient funded two year old places. Housing developments in 2017 / 18 is likely to only have a small impact on demand but there are many other changes likely to affect demand for early years and childcare in this area and further exploration of the factors at work and developing trends is essential before projections can be made with confidence.	1 extension	31			Section 106 TVU / Horlicks	
Penn Road (Baylis and Stoke and Farnham wards)	33	112	2	147	This area is at risk of insufficient early years and childcare places from the summer term 2018. Housing developments scheduled for 2017 / 18 and 2019 / 20 will increase demand slightly and whilst historically this is an area of a relatively low percentage demand for places, participation rates in the PVI sector have increased in the autumn term.	1 extension	24				
Wexham Road (Central and Wexham Lea wards)	20	24	39	83	This area is at a slight risk of insufficient childcare places beyond 2018. Projections for this area are based on a steady increase in housing development and the probable impact of changes to the benefits system.			1 new nursery	32	Section 106 Wexham Road	52
Romsey Close (Foxborough, Kedermister and Langley St. Mary's wards)	0	0	0	0	This area currently has sufficient childcare and early learning places.					Section 106 Langley business Centre	68
Vicarage Way (Colnbrook with Poyle ward)	17	99	8	120	There is a risk of insufficient childcare places from the summer term 2018 despite having relatively low participation rates. Recent evidence indicates that the area is undergoing significant reduction in demand for provision within the ward. More families are looking for full day care, outside the locality.	1 new nursery	45				
Total	280	814	445	1520			139		94		377