



# Slough Children's Centres

## Service Partner Network - Terms of Reference

September 2017

### Core Membership:

Head of Service for the Children's Centres (Chair)  
Senior Coordinator Family Services (Vice Chair),  
Senior Coordinator Family Learning,  
Children's Centre Early Years Manager for the cluster,  
Advisory Early Years Teacher for the cluster,  
Link Health Visitor (s),  
Early Help / Children's Social Care representative.  
Jobcentre Plus,  
Adult Learning Providers (community learning, FE / HE, voluntary sector),  
Family Information Service,

### Additional Membership:

Up to 5 other Service Partners, relevant to the priorities in the area.

### Appointment of Members and Deputies

Service Partners are required to nominate representatives for the Core Membership. Service Partners may also nominate a deputy to attend meetings in the absence of their representative but may not delegate this role on more than one occasion in a year unless there are exceptional circumstances. It is incumbent on Service Partners to ensure that their deputy is able to contribute fully to the meeting.

The Core and Additional Memberships will be approved by the Slough Children's Centres Advisory Board.

### Purpose of the Service Partner Network

- To collate data from all Service Partners to evidence the following for children under 5 and their families living in the area served by the Children's Centre network:
  - The number of children under 5,
  - The emerging needs of children under 5 and their families,
  - The size and make-up of priority groups within the cohort of children under 5 and their families,
  - The proportion and demography of children registered at the Children's Centres,
  - The take-up of universal and targeted services by children under 5 and their families, including the take-up of services by priority groups,
  - The impact of the services received by children under 5 and their families.
- To receive and analyse feedback from Early Years Providers in all sectors through the following termly meetings:
  - EYFS Clusters and I Talk Networks,
  - Primary and Nursery Headteachers' Meetings, and
  - Childcare Managers' Meetings,
- To receive and analyse feedback from parents through the termly Parent Focus Groups,
- As a result of the data and information collated above, to identify gaps in services and shortfalls in performance and to take appropriate action to address both, giving priority to the needs of the most disadvantaged families in the area,
- To report on performance to the Slough Children's Centres Advisory Board quarterly and to identify gaps in service delivery which require strategic decisions and / or commissioning.

### Operating Procedures

- Terms of reference to be reviewed every October,
- Meetings to be chaired and facilitated by the Slough Early Years Service

## **Frequency of meetings**

- October, January and April:
- June / July:

Network meetings,  
Annual Dialogue.