



## **MEMORANDUM OF UNDERSTANDING**

SECRETARY OF STATE FOR WORK & PENSIONS  
(acting through Jobcentre Plus)

and

THE LONDON BOROUGH OF HARROW  
(acting through the Early Years and Development of Childcare Partnership)

2004 – 2006

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## 1. PARTIES TO STATEMENT OF ARRANGEMENTS

This Statement of arrangements (the “**Statement**”) is made between

**The Secretary of State for Work & Pensions (acting through Jobcentre Plus)** whose Head Office is at Steel House, West Street, Sheffield S1 2GQ (“**Jobcentre Plus**”)

And

**The London Borough of Harrow (acting through the Early Years and Development of Childcare Partnership(EYDCP))**

## 2. INTRODUCTION

The intention behind this Statement is to:

Ensure that the parties are complementary and work together in support of Government policies on childcare;

Share and disseminate key information through mutual exchange of information on policy developments, and through awareness raising for staff within the two partners’ organisations in order to develop a consistent, high quality and seamless service for the benefit of our clients and customers;

Avoid duplication of effort and services to the best effect;

At local level consolidate and document existing good practice.

## 3. OPERATIVE PERIOD

Subject to paragraph 3.2 below, the parties do not intend that this Statement shall have legal consequences and accordingly this Statement shall not be construed as evidencing a legally binding contract between them.

The obligations of the parties in relation to data protection referred to in paragraph 8 of this Statement are intended to be legally binding as between the parties

This Statement shall operate from the date of signature and will be reviewed at least annually

## 4. BENEFIT LIAISON

Both organisations will work together in partnership to promote the Government's long term policy to reduce child poverty and with the aim of achieving 70% of lone parents into work by 2010

Both organisations will work to ensure that quality, accredited, reliable childcare is available so that parents feel able to work

Jobcentreplus will work with the London Borough of Harrow, acting through the Childcare Partnership Manager, and the Children's Information Service Manager to fill childcare vacancies and promote working in childcare in order to achieve mutual targets and fulfil operational plans

Jobcentre Plus will promote working in childcare by ensuring that childcare vacancies sent by the Children's Information Service are either referred by Vacancy Section teams to "Employer Direct" or will have vacancies sent out directly by e-mail to relevant advisers

In addition, Jobcentre Plus will refer suitable clients to childcare vacancies

Both organisations will share information regarding vacancies received, submissions made to vacancies and job entries into childcare with a view, where possible, to setting up the Children's Information Service as a Jobcentreplus "Intermediary".

## **5. LINKS WITH EMPLOYERS**

Both organisations will work together to assist employers meet the childcare needs of their employees, who require childcare assistance. This will result in both Jobcentreplus and the London Borough of Harrow help both businesses and customers improve the Worklife Balance where childcare is identified as an issue

## **6. MARKETING**

Both organisations will inform the other of any promotional events and engage in discussion as to how the two organisations can work together

The Jobcentreplus Childcare Partnership Manager will attend partnership meetings as well as sub-groups regarding publicity, marketing and recruitment. Jobcentreplus will invite the EYDCP (acting through the Children's Information Service) to attend any relevant promotional events such as recruitment fairs and outreach.

## **7. ADDRESSING THE CONCERNS OF PARENTS**

Both organisations will work towards sharing evaluation of information, in particular any statistical evidence or surveys carried out, relating to data gathered regarding barriers to work and gaps in childcare provision

Jobcentreplus will work with the EYDCP to promote the extension of initiatives such as Surestart , Neighbourhood Nurseries and Children's Centres and will give data regarding clients in areas of deprivation.

Jobcentreplus will ensure that any customer who requires information on childcare, including childcare training courses, is referred to the Children's Information Service. In addition, Jobcentreplus will ensure that any promotional material is passed to parents via Jobcentreplus advisers, especially New Deal Lone Parent Advisers

## **8. JOINT WORKING ARRANGEMENTS**

Both parties confirm that information transferred between the parties about individuals and partners will be handled in confidence and will comply with the Data Protection legislation, including the specific arrangements set out in this Statement

Both parties will seek to provide each other with "outreach" facilities within their premises e.g. for the provision of information to adviser groups/team meetings in Jobcentres.

At special programmes, such as local Surestart centres, Children's Centres and Neighbourhood Nurseries, Jobcentreplus will provide a regular advisory presence.

## **9. LOCAL IMPLEMENTATION**

This document will be put in the agendas of the EYDCP management group and the Jobcentreplus management team.

## **10. REVIEW**

The two agencies will review the implementation of the Memorandum annually in September

AUTHORISED TO SIGN FOR THE EYDCP (ACTING ON BEHALF OF THE LONDON BOROUGH OF HARROW)

SIGNATURE.....

NAME IN CAPITALS.....

POSITION IN ORGANISATION.....

ADDRESS.....

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DATE

AUTHORISED TO SIGN FOR JOBCENTRE PLUS

SIGNATURE.....

NAME IN CAPITALS.....

POSITION IN ORGANISATION.....

ADDRESS.....

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DATE