Processes to follow when committee members change

Changes to Committee At AGM new Committee members are recruited. New member completes **EY2 Form** to notify Ofsted their intention to join the committee through the Government Gateway Account. Ensure all DBS forms are completed Outgoing committee members must remain on the committee until suitability checks are completed Ofsted confirms suitability of the individual to the Setting and individual. Outgoing committee member resigns from the committee The nominated individual informs Ofsted of changes to the committee via the EY3 forms. Notify the Local Authority of change of Committee member if they are the legal representative via Change of Circumstances Form Notify relevant bodies of changes eg Charities Commission and Companies House.

Notes:

- It is good practice to regularly check with Ofsted who is on their list of committee members and notify them of any members leaving the committee via the EY3 form.
- Ofsted's information should match the information held by the setting. If there are
 inconsistencies between the two, and the setting has committee members that are not
 known to Ofsted, via the relevant EY forms, then they are not deemed to be suitably
 checked to work within the childcare sector. The setting could be graded as Inadequate.

Visit our roles and responsibilities web page for more information.

EY2 forms

EY3 forms