

Lincolnshire Early Help Steering Group **Terms of Reference**

Aim

To develop and co-ordinate actions, in order to improve the quality and integration of Early Help in Lincolnshire.

Accountability

This Steering Group will be accountable to Lincolnshire's Children and Young People's Strategic Partnership (CYPSP).

Responsibilities

This Group will be responsible for the review of Team Around the Child (TAC); and will have strategic oversight of other areas of development in the Early Help agenda as follows:

- Multi-Agency Safeguarding Hubs (MASH)
- Signs of Safety implementation
- System for risk management of risky adolescent behaviours
- Embedding Families Working Together model.
- Readiness for School Offer
- Youth Offer
- Support and Aspiration Offer for children with Special Educational Needs or Disabilities.

The group will receive regular updates from named Lead Officers on each of these workstreams and provide support and challenge in order to secure continuous improvements.

Membership

Membership will be one member from each of CYPSP partner agencies, in particular:

- Lincolnshire County Council (LCC) Targeted and Specialist Children's Services
- Public Health
- Lincolnshire Community health Services (LCHS)
- United Lincolnshire Hospitals Trust (ULHT)
- Lincolnshire Partnership Foundation Trust (LPFT)
- CfBT Special Educational Needs Team
- Early Support Co-Ordination Service (ESCO)
- Birth to Five Service
- Children's Voluntary Sector Forum
- Lincolnshire Police
- LCC Commissioning Department
- Lincolnshire Police
- Lincolnshire Schools
- Early Years settings consultation group
- Lincolnshire Teaching and Learning Centre

The Chair will be agreed by the Group at its first meeting, and reviewed annually thereafter.

For the group to be quorate there must be 2 agencies plus the Chair present.

The Chair of the Panel will invite additional members to meetings as determined by the workplan.

The Manager for Team Around the Child will attend as an adviser.

Member Responsibilities

- To attend all meetings or nominate a deputy to attend.
- To read all papers prior to the meeting.
- To contribute to the design and delivery of the Group's Workplan.
- To consult with, and disseminate information to staff within their own agency.
- To monitor and evaluate the impact of Workplan, and any other actions in regards to Early Help development.

Meetings

Meetings will be held monthly for the first six months, and then the frequency will be reviewed. Meeting duration will be maximum of 2 hours, and venue will be provided by Lincolnshire County Council (LCC) Children's Services.

Administration

Meetings will be organised, minuted and papers distributed by an administrator provided by LCC Children's Services.

Papers will be emailed to members at least 5 working days prior to the meeting.

Outcomes

As a result of the work of the Steering Group, the children, young people and families of Lincolnshire will experience:

- ✓ Consistency and co-ordination of Early Help services
- ✓ Clarity of service offer available
- ✓ High quality delivery of Early Help services
- ✓ Smooth and appropriate transition between services