

Early Help Sub-group

Terms of Reference

The sub group will be tasked with seeking assurance of the effectiveness and impact of the implementation of the City of London Early Help Strategy. As such, the sub-group will build on and improve partnership working across agencies, creating the infrastructure to provide a seamless service delivery which will evidence clear and positive outcomes for our children and families.

Core Functions

- To ensure that the City of London discharges its duties under [Working Together to Safeguard Children \(2018\)](#).
- Report to the CoL Executive Partnership on matters pertaining to Early Help across the partnership.
- Ensure the CoL's Early Help Strategy is achieving positive outcomes for children and families;
- To identify key issues that require preventative work to improve outcomes and how these can be addressed through service delivery;
- To develop and/or ensure that there is an integrated, co-ordinated, and coherent pathway of interventions;
- To report progress and resolve issues arising out of integrating working initiatives;
- To monitor and evaluate the implementation of integrated working initiatives against required local and national plans providing clear evidence of expected outcomes;
- To ensure that service gaps are addressed;
- To share expertise and knowledge across services;
- To implement key strategies across partner organisations;
- To share protocol and processes for joined up working;
- To look at 'pathways' of referrals to ensure a joined up and consistent approach between agencies, where appropriate
- Ensure that Early Help Assessments are subject to Quality Assurance processes and that the Partnership is aware and understands what the quality issues are and the required improvements as identified by the audits.
- To agree a common understanding, assessment, and language around levels of need / Windscreen Model as set out in the [Threshold of Need and Early Help Strategy](#).
- To ensure managers are informed of key initiatives and City strategies;
- To ensure that the child is at the centre of all provision.

Key Scrutiny and Improvement Performance Frameworks:

- CoL Safeguarding Partnership dataset
- Threshold of Need Framework
- Quality Assurance Framework
- Early Help Audits
- Safeguarding Multi Agency Audits

Membership

Name	Organisation	Representing
Chris Pelham (Chair)	COL DCCS	Community & Children's Services Directorate
Rachel Talmage (vice Chair)	COL DCCS	Children and Families
Theresa Shortland	COL DCCS	Education and Early Years
Keisha Nurse	COL DCCS	Children and Families
Ellie Ward	COL DCCS	Strategy & Performance
Kirstie Hilton	COL DCCS	Education (Education and Early Years)
Sharon Cushnie	COL DCCS	Education (Education and Early Years)
Isabelle Britten-Denniee	COL DCCS	Education (Education and Early Years)
Satcha Lewis	COL DCCS	Children & Families Commissioning
Andrew Dennis	COL DCCS	Strategy & Performance
Liam Gilespe	COL DCCS	Housing/ Estates
Greg Knight	COL DCCS	Children & Families Commissioning
Laura Demetriades	COL DCCS	Safeguarding & Quality Assurance
Scott Myers	COL DCCS	Strategy & Projects
Adenike Johnson	COL Libraries Service	Libraries
Tracey Mensah / Kath Collins	Families First	Family Support Schools
Latoya Alfred	Homerton Hospital/NHS	Health & Commissioning
Carolyn Sharpe	Public Health	Public Health
Alex Allen	The Aldgate School	Headteacher
Theresa Oseyenum	Homerton Hospital/NHS	Health Visiting

Police Representation

The CoL Police will be invited to meetings as and when required.

Continuity of Representation

The group will be chaired by the Assistant Director of People - Community & Children's Services, City of London.

A vice chair will be appointed from the membership at the first meeting of the new municipal year. In the spirit of partnership working, officers from the City of London are primarily ineligible for the vice-chair position. However, in the absence of an alternative nomination, this will be possible.

The individual members of the Early Help sub group have a duty as members to contribute to the effective work of the group.

In the event that the nominated member is unable to attend, it is expected that a representative would attend in their place.

The nominated member should be of equal or similar standing to the preceding member.

If a member cannot attend apologies must be made to the Partnership Coordinator via email chscp@hackney.gov.uk.

Frequency of meetings

The Early Help Sub Group will meet on a Quarterly basis, until further notice.

Quoracy

All relevant organisations should ensure that there is a representative from their respective agency at all Early Help Sub Group meetings. At least 50% of members should be present to allow any meeting to proceed..

Administrative Arrangements

The CHSCP will facilitate the Early Help Sub Group meetings. All papers will be circulated to members 5 working days before the meeting.

The minutes from the meeting will be circulated to members within 3 weeks.

Updated June 2023