

0-19 Early Help (EH) Hub Advisory Group

Terms of Reference

Hub Name: East/Central / West/South {delete as appropriate}

Aim

The Advisory Group is in place to offer support, advice and challenge to its own 0-19 Early Help (EH) Hub. It will be responsible for ensuring that the partnership delivers effectively to improve the resilience, health and wellbeing for all children, young people and their families in their locality.

The Advisory Group will work at its best if there is, amongst its members:

- Consistent representation from the different people and organisations working in the local area;
- An openness to new ideas and ways of working;
- Flexibility to ensure that an integrated joint working approach is delivered through the Hubs; and
- A shared responsibility for ensuring that the 0-19 EH Hub is effective, offers value for money and meets local need. an integrated joint working approach

Each 0-19 EH Hub Advisory Group will act as a consultative group, providing support and challenge to the Hub Service and Team Managers. The group will review performance management information and the feedback will contribute to inspections by public sector regulatory bodies, e.g. local authority's Ofsted inspections.

Purpose

The 0-19 EH Hub Advisory Group should:

Delivery and Impact

1. Review community profiles and locality data and information to assess the strengths and need across the Hub locality, identifying gaps in services and creating solutions for the local community.
2. Develop the Hub Delivery Plan to ensure the data and information in point 1 is utilised to inform planning and development for the Hub locality, as well as defining the outputs and outcomes it is working towards.
3. Review performance data to monitor outcomes and outputs and provide challenge and support in any areas requiring improvement.
4. Proactively identify and maximise opportunities to deliver effective EH Hub work in its locality.
5. support 0-19 EH Hub delivery to be in line with national and local policies.
6. Be responsible to the 0-19 Early Help Board for delivery in its locality, financial management, and feedback any issues that need to be resolved at a strategic level. This will be via a standardised report structure.

Partnership

7. Work with the Hub to develop a range of extended services.
8. Ensure there is a robust inclusive strategy and coordination between Partners to identify and engage all community groups.
9. Embed a multi-agency approach to service delivery and promote effective partnership working.

Financial Sustainability

10. to support the Hubs financial viability and sustainability through the development of integrated multi agency working
11. to ensure the effective use of resources which offers the best value for money

Features of an Effective Advisory Group

- Works as a team
- Understands and is supported by the community it is based in
- Forms a good partnership with the Service and Team Managers and Hub Area leads
- Is a 'critical friend'
- Has effective meetings that focus on the business at hand
- Identifies gaps in service for the local community and creating solutions
- Helps every Child and Young Person reach their full potential
- Proactively reviews data to understand trends in their community, where current services are having an impact, and where solutions need to be created next
- Understands where money and resources are currently being used in delivery, and forms a plan for their future use
- Shares good practice with other 0-19 Early Help Hub Advisory Groups
- Provides mutual support to other 0-19 Early Help Hub Advisory Groups
- Has an interface and presence with other Forums on a regular basis, for example, the VCS locality meetings

An Effective Group Member...

- Cares about improving outcomes for children, young people and families
- Works in, responsible for services for or lives in the local hub area
- Wants to contribute to the local community
- Wants to work as part of a team and can value the contributions of different people
- Stands by collective decisions even if s/he holds a different point of view – non political
- Asks questions in a constructive not a confrontational manner
- Ensures that confidentiality is maintained at all times
- Shares his/her knowledge, experience and skills for the benefit of the 0-19 EH Hubs as a whole and provides an independent view
- Keeps up to date with developments in Early Help Services, the council and their local community
- Is enthusiastic, committed and available to attend meetings and training
- Feeds back to the local community and/or the agency they represent.

Chairing and Vice Chairing

The group will be chaired by a member of the board, ideally a parent (this post is not open to Hub Service, Hub Team Managers or the LA rep). The chair will be elected at the first meeting for a term of 1 year.

The chair will be responsible for:

- Chairing meetings, ensuring agenda items are covered and meetings start and end on time
- Driving forward the development and monitor progress of the Hub Delivery Plan
- Facilitating the group, providing inspiration and leadership
- Encouraging contributions from all of the group and ensure all contributions are listened to and valued

The vice chair is also to be elected for a period of 1 year.

Membership

Role	Name	Organisation
Chair		
Vice Chair		
0-19 EH Hub Service Manager		
0-19 EH Hub Team Manager		
Business and Resource Manager		
Parent Representative		
Young People's Representative		
Membership to be determined at locality level, but likely to include one or more of the following: <ul style="list-style-type: none">- Schools- Voluntary Sector organisations- GP or Clinical Commissioning Group representative- Police – Safer Schools and/or Neighbourhood Police Team- Health Visiting- Ward Councillor(s)- Midwifery- Mental Health Services		

Role	Name	Organisation
<ul style="list-style-type: none"> - Barnet Homes - SEN Services - Speech and Language Services - Public Health - School Nursing - JobCentre Plus, or other employability programme - College or post 16 education providers - Children’s Centres - Library Services - Childcare providers 		

Quorum

For the meeting to go ahead the Chair and/or Vice Chair must be in attendance and a minimum of five members, not including the 0-19 EH Hub Service and Team Manager and at least one parent representative, must be present.

Members of the Advisory Group should be consistent from meeting to meeting. However, at time members may not be able to attend. If this is the case, substitute representation should be agreed with the chair prior to the meeting.

Meeting Regularity

Meetings will be once every quarterly.

Confidentiality

Board members will not share identifiable information about families during meetings. Board members will operate in a courteous and appropriate manner at all times. Public, Voluntary and Private sector organisations will abide by Data Protection and General Data Protection Regulations (GDPR).

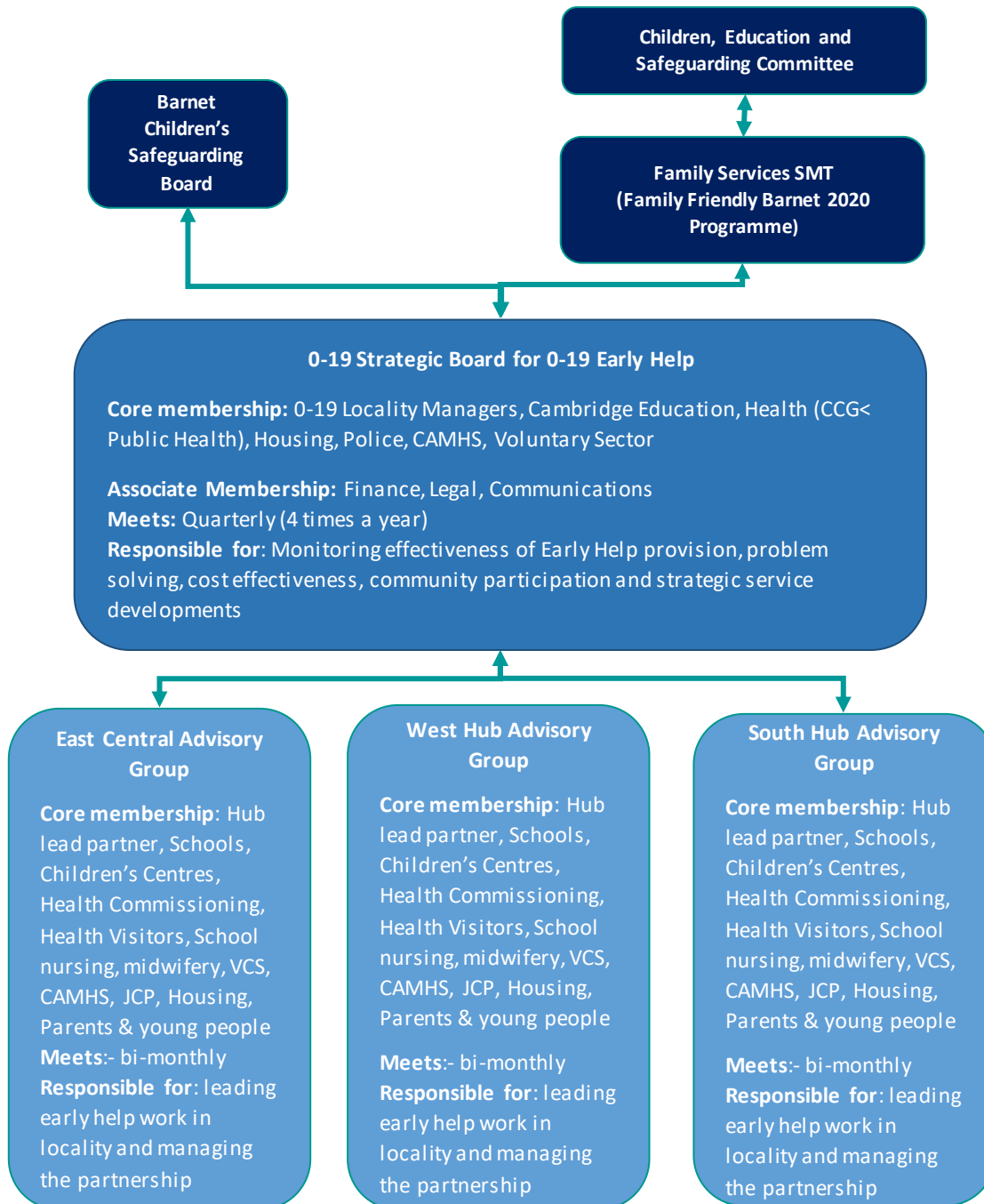
Practical support for parent representatives

Support should be given to parents and young people to enable attendance including assistance with travel, timing of meetings so as not to clash with school hours. All members are to take care to not use jargon or abbreviations and make sure that they use plain English in documents and minutes.

Delegations and governance arrangements

The Advisory Group will make recommendations to key stakeholders through representation to the 0-19 Early Help Board, on all matters related to the development of the 0-19 EH Hub services.

0-19 Early Help Governance Structure – Updated February 2019



Time limited task groups

It may be necessary to establish task groups to focus on specific areas of development. Recommendations will need to be ratified by the Group before implementation or escalation to the 0-19 Early Help Board.

Declaration of interest

Where a conflict of interest is recorded, it is the responsibility of that group member to declare their interest and opt out of the recommendation process. This is relevant in cases such as:

- when the Advisory Group is discussing the commissioning of specific services, such as childcare or parenting support, any member with an interest in providing that service (whether in the public, private or voluntary sector) needs to declare their interest and withdraw from the debate.
- Providers of commissioned services may become members of the Advisory Group, but must be aware of the rules regarding conflicts of interest.

Review

This constitution and Terms of Reference are to be reviewed annually, following the election of any new Chair and Vice Chair.

Name.....

Signature.....

Chair of the 0-19 EH Hub Advisory Group