

Community Early Help Delivery Group

Primary purpose Community Early Help Delivery Group

Community Early Help Delivery Group are a key component of the government's commitment to:

- Give every child the best start in life
- Improve outcomes for all children, but particularly the most vulnerable members of the community
- Provide opportunities and support for parents
- Develop stronger and safer communities

Objectives of Community Early Help Delivery Group

The main aim of a Community Early Help Delivery Group is to work with Family Centre (Hub) staff and partners to advise and make recommendations about the development and running of the Family Centre (Hub) on the following areas:

- a) To maintain the focus of improving outcomes for all children and closing the gap between the most disadvantaged children and others
- b) To provide support and challenge to provider agencies working in the Family centre/hub
- c) To ensure that the local community and families are engaged in the planning, shaping, implementation and ongoing development of services and promote local decision making,
- d) To provide targeted support for issues identified in the Family centre/hub Self Evaluation, possibly through the creation of a task and finish subgroup,
- e) To promote equal opportunity and redress inequality by promoting access to Family centres (Hubs) for all members of society especially the most vulnerable and disadvantaged children and their families,
- f) To promote awareness and engagement with Family Centre/hub services by all members of the local community and relevant partner agencies/organisations,
- g) To develop a communication plan to ensure information is shared appropriately and effectively with parents and stakeholders,
- h) To ensure there is consistent, accessible and up to date information, advice and guidance for parents,
- i) To facilitate and encourage integrated working with all relevant agencies/organisations, promoting understanding and ownership of a common vision, including services required by the local community beyond the Family centre/hub's offer,

- j) To feed into the annual review process and support with the implementation and review of an action plan,
- k) To facilitate and encourage the collaboration and/or integration of services to improve accessibility to families, particularly those in greatest need,
- l) To support Barnsley Council and key partners in securing and protecting provision for the satisfactory delivery of Family centre/hub services,
- m) To actively participate in Ofsted, CQC or other inspections or reviews if required, to ensure that the work of the Family Centre (Hub) is recognised and valued by the inspectors and that feedback is constructively processed and implemented,

Frequency of meetings

The frequency of meetings will be discussed and agreed locally. There should be a minimum of three meetings per calendar year which will be planned in advance.

Membership

Member's role	In what capacity The aim of all members is to feed in any agenda items and back to their group	Length of term
Board Administrator/ Clerk	Circulating the agenda and reports prior to the meeting Sending meeting invitations Minute taking of the meeting Capturing actions and items for escalation Circulation of minutes to the group	Permanent
Family Centre Manager	Family centre representative To maintain the focus on improving outcomes for all children and families in designated area. Give an overview of services being provided from the Family centre (Hub) Share relevant data, information Plan, shape, implement service delivery	Permanent
Family Support Manager	Family centre representative safeguarding Give an overview of key safeguarding themes, and challenges regarding family support that may link to specific geographical areas. Share relevant data & performance information to the group	Permanent
Councillor	Community leader representative	2-year term unless de-elected

Member's role	In what capacity The aim of all members is to feed in any agenda items and back to their group	Length of term
	To provide peer challenge and support for the family centre/hub and service delivery partners Share relevant data or information with the group from their ward area	
Councillor	Community leader representative To provide peer challenge and support for the family centre/hub and service delivery partners Share relevant data or information with the group from their ward area	2-year term unless de-elected
Councillor	Community leader representative (Dependent on size of locality) To provide peer challenge and support for the family centre/hub and service delivery partners Share relevant data or information with the group from their ward area	2-year term unless de-elected
Councillor	Community leader representative (Dependent on size of locality) To provide peer challenge and support for the family centre/hub and service delivery partners Share relevant data or information with the group from their ward area	2-year term unless de-elected
	Early Years representative To provide support and challenge. Share relevant data or information with the group from their service area.	2 years
	Primary School representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years
	Secondary School representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years
	Youth service representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years
	Health representative To provide support and challenge.	2 years

Member's role	In what capacity The aim of all members is to feed in any agenda items and back to their group	Length of term
	Share relevant data or information with the group from their service area	
	Library representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years
	Third sector representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years
	Housing representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years
	Job centre plus representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years
	Local businesses representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years
	Faith groups representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years
	Local families' representative To provide support and challenge. Share relevant data or information with the group from their service area	2 years

Roles and Responsibilities of board members

Board members will

- Represent their organisation, service users or peer group, seeking input and feeding back as appropriate
- Work as part of a task and finish group as themes are identified
- Contribute to discussions at the meeting
- Read reports and documents that are circulated for discussion prior to meetings

Election of Chair

Wherever possible the chair should be a parent with a child who is currently 0-19 (25 with SEND). If a parent cannot fulfil this role a community member should be considered next, and should have children or grandchildren resident within the area or be actively engaged in the local community. Where this is not possible Local councillors may fulfil this role. The chair will hold the position for at least 12 months. The Chair must either reside within the geographical area covered by the EH Delivery group or be an elected representative for a ward within the designated area.

Role of Chair

The key role of the Chair is to ensure that Community Early Help Delivery Group meetings are run effectively, focusing on the key priorities and making the best use of time available and ensuring that all members have an equal opportunity to participate in discussion and decision-making. The Chair will be expected to have clear lines of communication with Family Centre Manager and Assistant manager and any partner agencies. The chair should therefore not be the Family Centre Manager or the Assistant Manager.

The Chair should:

- Meet with Family Centre Manager or Assistant Manager to plan the agenda in time for circulation prior to the meeting
- Ensure all members of the board can speak and be heard by all board members
- If the Chair is absent for any meeting, the Vice-Chair shall chair that meeting and shall be entitled to exercise the Chair's casting vote if required
- Ensure actions are captured and recorded on the minutes
- Check final minutes for accuracy before they are sent to the group

Reporting to:

Early Help Steering Group

Conflict resolution

Members must recognise that each person will bring different views and ideas and there is a need to allow space for creative thinking and discussion.

Disputes or differences in views are expected to arise between members and the board will collectively take all reasonable steps within their powers to resolve them. However, where a matter cannot be resolved at the Early Help Delivery group, the next step would be for it to be raised through the Early Help Steering Group in the first instance and then through the Local Authority, following appropriate policies and procedures and guidance.

Suggested agenda

Attendance/ apologies	
Minutes of the last meeting/ actions	
Family centre update including early help activity/performance	
Safeguarding	
Health and Safety	
Key priorities and delivery against agreed actions	
Business continuity	
Partner updates	
Guest speakers	
Matters for escalation to EH Steering group	

Current Elected Members by Ward and Early Help Delivery Group (July 2022)

<u>Early Help Delivery Group</u>	<u>Wards Covered</u>	<u>Current elected members</u>	<u>Membership required</u>
Central Early Help Delivery group Held at Kendray & Worsbrough Family Centre	Central Dodworth Kingstone Stairfoot Worsbrough	Cllr Martin Dyson Cllr Janine Moyes Cllr Summer Risebury Cllr Peter Fielding Cllr Will Fielding Cllr Chris Wray Cllr Kath Mitchell Cllr Pooja Ramchandani Cllr Kevin Williams Cllr Karen Dyson Cllr Andrew Gillis Cllr Ian Shirt Cllr Roy Bowser Cllr John Clarke JP Cllr Jake Lodge	3 x Community Leadership representatives
North East Early Help Delivery group Held at Grimethorpe Family Centre	Cudworth Monk Bretton North East Royston	Cllr Sir Stephen Houghton CBE CBE Cllr Joe Hayward Cllr Charlie Wraith MBE Cllr Victoria Felton Cllr Steve Green Cllr Ken Richardson MSc Cllr Anita Cherryholme Cllr Jeff Ennis OBE Cllr Ashley Peace Cllr Caroline Makinson Cllr Pauline McCarthy Cllr Dave Webster	3 x Community Leadership representatives

<u>Early Help Delivery Group</u>	<u>Wards Covered</u>	<u>Current elected members</u>	<u>Membership required</u>
<p>South & Penistone Early Help Delivery Group</p> <p>Held at Jump Family Centre</p>	<p>Darfield South Penistone East Penistone West Rockingham Wombwell</p>	<p>Cllr Pauline Markham Cllr Kevin Osborne Cllr Trevor Smith Cllr Robin Franklin Cllr Tim Shepherd Cllr Mick Stowe Cllr Robert Barnard Cllr Paul Hand-Davis Cllr John Wilson Cllr David Greenhough Cllr Hannah Kitching Cllr Mandy Lowe-Flelo Cllr Chris Lamb Cllr Nicola Sumner Cllr David White Cllr Brenda Eastwood Cllr Robert Frost Cllr James Higginbottom</p>	<p>4 x Community Leadership representatives</p>
<p>North Early Help Delivery Group</p> <p>Held at Athersley Family Centre</p>	<p>Darton East Darton West Old Town St Helen's</p>	<p>Cllr Mat Crisp Cllr Dickie Denton Cllr Steve Hunt Cllr Alice Cave Cllr Trevor Cave Cllr Sharon Howard Cllr Phil Lofts Cllr Jo Newing Cllr Clive Pickering Cllr Dave Leech Cllr Jenny Platts Cllr Sarah Tattersall</p>	<p>3 x Community Leadership representatives</p>
<p>Dearne Early Help Delivery Group</p> <p>Held at Dearne Family Centre</p>	<p>Dearne North Dearne South</p>	<p>Cllr Sue Bellamy Cllr Wendy Cain Cllr Alan Gardiner Cllr Janine Bowler Cllr Dorothy Coates Cllr Neil Danforth</p>	<p>2 x Community Leadership representatives</p>