**Early Intervention Steering Group**

**(EISG)**

**Terms of Reference**

**Role and Purpose**

**The Early Intervention Steering Group will:**

* Contribute to the delivery of the principles, priorities, and outcomes as set out in the Early Help Strategy and be accountable for the quality of early intervention delivery across the partnership.
* Be the delivery group for the Stronger Families Programme requirements including the Early Help Toolkit and Self-assessment.
* Be the strategic, overarching group leading specific theme groups and task and finish groups, including Starting Well, Developing Well, and the Children and Families Practice & Performance Group.
* Develop and implement response and recovery plans as required to ensure continuity of early interventions and support.
* Support and champion early interventions in the ‘Think Families Local Solutions’ initiative.
* Champion the voice of children, young people and families in order to co-produce services that effectively meet the needs of our communities.

**Responsibilities**

**The Early Intervention Steering Group will be responsible for:**

* Ensuring the delivery of quality interventions in early help to drive improved outcomes for children, young people and families.
* Developing an annual delivery plan derived from the Early Help Self-assessment and linked to the Borough Strategy and Wellbeing Goals, including the ‘Great 8’ priorities and to the Education and Skills 2030 Strategy.
* Providing regular reports to the Doncaster Safeguarding Children Partnership Board to demonstrate progress and impact.
* Feeding into and drawing upon the Children and Families Performance & Practice Group to account for delivery of programmes, performance and practice.
* Ensuring the voice of children, young people and families are represented in both strategic planning and service delivery using feedback from children, young people and families directly as well as via practitioners.
* Promoting success, stimulating innovation and building skills and knowledge through engaging with evidence-based practice and research.
* Leading and monitor quality assurance processes across the partnership to maintain good practice.
* Engaging actively with other strategic groups across the Team Doncaster Strategic Partnership and more widely, as required.
* Working in partnership to identify gaps and resolve any issues in Early Help that ensure families receive timely and effective support at the earliest opportunity.
* Promoting and developing improvements including relational practice in early interventions and prevention and developing a practice framework.
* Ensuring Doncaster meets the agreed requirements of the Supporting Families Unit in relation to the Stronger Families Programme.
* Ensuring Doncaster is in a strong positon to take advantage of future national and regional opportunities from the Government and other funding bodies.

**Governance**

**The Early Intervention Steering Group will:**

* Regularly report to the Doncaster Safeguarding Children Partnership Board on the achievement of priorities, partnership learning and challenges.
* Engage in appropriate governance relationships with key programme boards that are delivering partnership priorities, specifically the Education and Skills 2030 Strategy.

**Meetings**

Meetings will take place at least monthly.

The quorum of the group will be 60% of core members.

**Chairing Responsibilities**

* The group will be chaired by the Assistant Director: Partnerships, Early Intervention and Localities
* In the Assistant Director’s absence, the meeting will be chaired by a Head of Service.

**Role of Chair**

**The chair is required to:**

* Lead the group, and to set priorities and delivery outcomes in line with the Early Help Implementation Plan.
* Secure active involvement from all agencies and ensure that action takes place outside of the meeting.
* Represent the EISG at all relevant strategy group meetings, as required.
* Effectively manage and oversee the meetings of the group.
* Champion children, young people and families.
* Take opportunities to engage actively with children young people and families where appropriate.
* Ensure a review of the post of the chair takes place annually.
* Contribute to reports as necessary.

**Role of Members**

**Members are required to:**

* Attend and participate actively in meetings.
* Read and understand board papers prior to the meeting.
* Drive improvements and delivery outside of the meeting.
* Participate in decision making.
* Keep abreast of policy developments in relation to the sub-group priorities and feed them in proactively.
* Take responsibility for a specified area of delivery if required and drive improvements.
* Represent and feed in the views of each representing organisation.
* Communicate any issues or messages back to respective organisations effectively.
* Be champions for children, young people and families.
* Challenge and support members of the group.
* Work in active partnership in line with the Doncaster Children Partnership Leadership Charter, (attached) in order to deliver the objectives of the EISG.

**Core Membership - December 2021**

**Reviewed annually in September.**

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| **Organisation** | **Service** | **Name** | **Role / title** |
| CCG | CCG | Emma Price | Head of Strategy |
| DBTH | Widwifery | Lois Mellor | Head of Midwifery |
| Doncaster Council | Partnerships, Early Intervention & Localities  | Lee Golze | Assistant Director: Partnerships, Early Intervention & Localities (Chair) |
| Stronger Families | Matt Cridge | Head of Stronger Families |
| Early Intervention & Localities  | Steph Douglas | Head of Early Intervention and Localities |
| Public Health | Rachael Lesley | Deputy Director of Public Health  |
| Public Health | Carrie Wardle | 0-5 Commissioner  |
| Early Help  | Alison Tomes | Early Help Pathway Manager |
| Commissioning | Angela Harrington | Head of Commissioning and Transformation |
| Communities | Claire Scott | Head of Service Communities |
| Localities | Dawn Lawrence | Localities Lead |
| Engagement and partnerships | Rebecca Mason  | Head of Engagement and Partnerships |
| Inclusion | Martyn Owen | Head of Service Inclusion |
| Education and Skills | Paul Ruane  | Head of Education and Skills |
| Locality Delivery and Early Help | Callum Helman | Transformation Manager |
| Early Years Inclusion Team | Joanne Hager | Early Years Inclusion Officer |
| Locality Delivery and Early Help | John Raine | Project Officer |
| Family Hubs | Denise Beevers | Locality Service Manager |
| Business Support | Beth Lund | Business Support Officer |
| DCST | Executive Management Team  | Clive Chambers | Head of Quality, Performance & Standards |
| PAFFS | Lisa Peacock | Service Manager |
| Youth Offending Service | Andy Hood | Senior Head of Service |
| EPIC | Marcus Isman-Egal  | Programme Manager |
| TFS Team  | Ann Chester Walsh  | Head of Service for Referral and Response |
| MASH | Kate Anderson | Service Manager |
| DWP | DWP | Annette Dickman | Partnership Manager |
| RDaSH | Children, Young People & Families | Zoe Parker | Team Leader Children, Young People & Families |
| 0-5 Doncaster and Stop Smoking in Pregnancy & Beyond Service | Joanne Dakin  | Service Manager 0-5 Doncaster |
| St Leger Homes  | St Leger Homes | Jane Davies | Head of Housing Management  |
| St Leger Homes | Jennie Daly | Service Manager Tenancy |
| Police | South Yorkshire Police | Kath Coulter  | Detective Inspector  |
| Schools  | VACANT | VACANT | Headteacher |
| VCS | Voluntary Action Doncaster | Cath Witherington | Chief Executive Officer |

March 2022