**Early help transition meeting**

**Term of reference**

1. **Constitution**

This document sets out the Terms of Reference for the Early help transition meeting.

1. **Duties**

**The Early Help Transition Meeting** will consider families assessed by children’s services as no longer requiring statutory involvement. The purpose is to determine which services in early help could provide any on going support that may be required. All children who have had a joint homeless assessment with housing will also be heard here rather than closed by CSC. This is to ensure appropriate packages of support can be offered to the child themselves or the professionals who continue to be involved. Families should not be formally closed on the system until this has been agreed at panel as the most appropriate outcome.

1. **Membership**

Membership will comprise of key stakeholders of the Early Help Transition Meeting or their nominated representative:

Family Matters

CSC

Early help colleagues

Early childhood services

The chair will be shared by Family Matters and Children’s social care.

1. **Role of the chair**

The role of the chair is to ensure the agenda for each meeting is covered to satisfaction, the meetings are kept to time, the voice of all members is heard and that decisions are made wherever possible.

1. **Decision making**

Decisions will be made and reviewed with consensus of the Early Help Transition Meeting wherever possible. Feedback and information will be obtained from all partners when making decisions. both contractual and operational requirements.

1. **Escalation**

If there is a disagreement on threshold that cannot be resolved within the meeting the appropriate Heads of Service will be contacted by the chair within 24 hours for a consultation with appropriate measures put in place to support a rationale for the outcome. This will be fed back to the other stakeholders at the next meeting.

1. **Attendance by Members**

Members will be required to attend a minimum of 50% of all meetings.

1. **Safeguarding**

It is the duty of the group to ensure the safeguarding of the children, their families and staff within the meetings. This will be considered at all times

1. **Quorum**

A quorum shall be one representative from Family Matters, Children’s social care and at least one other early help service.

1. **Accountability and reporting arrangements**

The Early Help Transition Meeting will report to their Heads of Service and the assistant director for children’s services. The minutes from the meetings are recorded on each child’s file with the discussions held and outcomes agreed noted.

1. **Frequency**

Meetings shall be held weekly.

1. **Monitoring effectiveness**

The early help transition meeting will undertake an annual review of its performance against its duties in order to evaluate its effectiveness

1. **Administration**

The Early Help Transition Meeting will be supported administratively by the administration within CYPD whose duties will include:

Agreement of the agenda with the chair
Collation of papers
Distribution of agenda and papers to invitees
Taking the minutes of the meeting
Preparing a record of actions

1. **Review**

The terms of reference will be reviewed at least annually by the attendees and Heads of service.

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| Date reviewed by EHTM | June 2023 |
| Next Review date | June 2024 |

1. **Version control**

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| **Version control**  | **Date** | **Comments** |
| 1 | November 2021 | **Reviewed – no amendments** |
| 2 | June 2022 | **Reviewed – no amendments** |
| 3 | June 2023 | **Reviewed – no amendments** |
| 4 | May 2024 | **Reviewed – added in the need for all homeless 16/17 yr olds to be heard rather than closed.**  |