

TAMESIDE FAMILY HUBS STEERING GROUP

TERMS OF REFERENCE

1. INTRODUCTION/ PURPOSE

The purpose of the Tameside Family Hubs Steering Group is to provide action focused, system leadership on the implementation of Family Hubs and the strategic oversight of [Family Hubs and Best Start for Life Programme](#).

The Steering Group will have strategic oversight on the following areas of the Family Hubs and Best Start for Life Programme, but not restricted too:

- Programme Management
- Finance Management/ Oversight of grant expenditure
- Governance
- Needs Assessment
- Data Sharing
- Workforce Development
- Estates
- Risk Management and Escalation
- Evaluation.

The Tameside Family Hubs Steering Group is committed to a number of principles which form the foundation of the delivery plan. These include:

- Reducing inequalities;
- Committing to prevention;
- Working collaboratively with partners;
- Sharing knowledge and learning;
- Listening to voice of the parent and family through engagement and co-production;
- Being held account to that outlined in the delivery plan.

2. GOVERNANCE

2.1. MEMBERSHIP

Meetings will be chaired by Paula Sumner, Assistant Director – Early Help and Partnerships (Tameside MBC). The Group's core membership includes:

- Amy Brierley, Divisional Director, ICFT
- Anna Hynes, Tameside Director, Action Together
- Charlotte Lee, Population Health Programme Manager, Tameside MBC
- Steven Goodwin INTERIM Finance Partner, Tameside MBC
- David Moores, Detective Inspector, GMP
- Debbie Watson, Director of Population Health, Tameside MBC
- Emily Drake, Head of Payments, Systems and Registrars, Tameside MBC
- Jordanna Rawlinson, Head of Communications, Tameside MBC
- Katie Reid, Consultant Child Psychotherapist, Tameside & Glossop Early Attachment Service
- Kerry Taylor, Head of Nursing Children & Young People, Tameside and Glossop Integrated Care NHS Foundation Trust
- Lindsay Johnson, Head of Assets Strategy, Tameside MBC
- Lorraine Hopkins, Head of Early Help & Early Years, Tameside MBC
- Louise Rule, Head of Starting Well, Greater Manchester Integrated Care Board
- Rachael Tithers, Category Manager, STAR Procurement
- Richard Hunt, Detective Superintendent, GMP
- Roseanna Wain-Basaran, Graduate Officer, Tameside MBC
- Sally Dickin, Head of Service – Adolescents, Tameside MBC

- Sarah Cook, Chief Executive Officer, HomeStart HOST
- Suzanne Antrobus, Head of Legal Services, Tameside MBC
- Tony Decrop, Assistant Director of Children's Services, Social Care, Tameside MBC

2.2. GOVERNANCE AND ACCOUNTABILITY

The Steering Group will have a variety of work streams (See appendix A below) and enabling activity that may not be relevant for each member of the group. Therefore, subgroups will be developed as required including Programme Management, Communications, Commissioning and Systems Development. These subgroups will have specific Terms of Reference and action plans for delivery to meet the requirements of the DfE Programme.

The Steering Group will be accountable to Health and Wellbeing Board, providing highlight reports against the delivery plan at each of their scheduled meetings.

The Steering Group will also keep the Children's Improvement Board up to date on progress, and collaborate where appropriate.

The Steering Group will formally be accountable to the Children and Young People's Partnership (name TBC), once established in 2023.

2.3. ATTENDANCE

If a member is unable to attend a meeting then they are encouraged to send an appropriate deputy and/or submit their views and updates to be tabled.

2.4. OCCURRENCE

The Tameside Family Hubs Steering Group will meet on a monthly basis.

3. REVIEW

The terms of reference for the Family Hubs Steering Group will be reviewed every 2 months basis.

Agreed Date: October 2022

Review Date: December 2022

Appendix A – DRAFT Governance Chart, with subgroups

