**Terms of Reference**

**Early Help and Supporting (Troubled) Families Network Meeting**

**­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Context**
	1. The Early Help and Supporting (Troubled) Families Network Meeting is a multi-agency meeting led by the Supporting (Troubled) Families Team that is designed support all agencies who work with children, young people and their families in Torbay.
2. **Functions**

**2.1 Overall Aim:**

2.1.1 To give key partners the opportunity to build relationships with each other in an informal way to support better multi-agency support and working and to provide information and support that allows partners to more effectively work with children, young people and families in Torbay.

**2.2 Key Objectives:**

1. To provide an informal platform for all services who work with children, young people and families in Torbay to meet and build relationships.
2. To provide updates on the developments and working practices within the Torbay Early Help/Targeted Help Offer, Supporting (Troubled) Families Team and where appropriate wider Torbay Children’s Services, to support better understanding and support across the partnership.
3. To provide a platform for agencies to present information to partners about their services to enable a better understanding of the service and how they can support work undertaken with children, young people and families.
4. To provide an opportunity for agencies to undertake a question and answer session with requested partners to improve understanding.
5. To build stronger understanding and working relationships between all agencies working with children, young people and families in Torbay to improve the outcomes for all families, with a particular focus on those with multiple and complex needs.
6. To provide a meeting to the partnership where the agenda is set by the agencies who attend to ensure that it is relevant and useful to the attendees.
7. **Format of the Meeting:**
	1. Initial period of networking available on arrival.
	2. Introductions of all attendees including agency information to aid networking.
	3. Presentation of any relevant work / updates /information from Torbay Targeted Help, Torbay Supporting (Troubled) Families Service, wider Children’s Services
	4. Networking opportunity for all attending.
	5. Two presentations from services, each followed by a question and answer session.
	6. Setting of the agenda for the next meeting including deciding which guest speakers will be invited.
	7. Collation of any actions from the meeting to take forward.
8. **Membership**
	1. The membership is not strictly dictated and is made up of all appropriate agencies from all sectors that support children, young people and families in Torbay.

**5. Organisation of the Meeting:**

5.1 The meeting is organised by the Supporting (Troubled) Families Co-ordinator.

1. **The Organiser’s Responsibilities:**
2. To ensure that the meeting dates are circulated in good time before the meeting.
3. To ensure the agenda for each meeting is correct and reflects the agreed format of the meeting and the agenda set by the members of the Network Meeting.
4. To ensure that a venue is available for the meeting.
5. To invite the guest speakers requested by the Network Meeting
6. To collate feedback from the Network Meeting to ensure the meeting remains fit for purpose for the partnership.
7. To oversee the collation of information needed for handouts / presentations required at the meeting.
8. To keep the meeting to time.
9. To monitor attendance to determine if any service is regularly absent and to extent the invitation to them.
10. To monitor and follow up on any incomplete actions from the meeting.
11. To ensure that all administration and documentation is maintained accurately and securely within agreed timescales.
12. **Review of these Terms of Reference.**

7.1 These terms of reference will be reviewed annually by the Network Meeting.