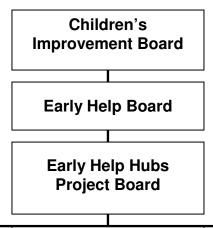
Early Help Hubs Overarching Project Plan and Structure



1. Governance and Performance

Lead: Niki Shaw

- 1a) Develop and embed CC Governance arrangements that align with Early Help governance structure and meets Ofsted requirements
- 1b) Develop and embed multi-agency governance arrangements for Early Help Hubs
- 1c) Develop and embed a performance management framework for Children's Centres
- 1d) Develop and embed a performance management framework for Early Help Hubs
- 1e) Develop and embed Ofsted Readiness approach and arrangements for Children's Centres and Early Help Hubs

2. Service Delivery Points

Lead: Robert Sampson

- 2a) Undertake a review of Children's Centre building stock and service access points
- 2b) Undertake consultation with appropriate stakeholders in relation to future uses of Children's Centre building and service access point stock
- 2c) Review Sure Start capital funding implications / claw back of Children's Centre buildings
- 2d) Identify property needs of Early Help Hubs to inform Corporate Assets Strategy
- 2e) Develop service delivery point needs for Early Help Hubs, ensuring they align with CC needs
- 2f) Finalise/implement Early Help Hubs / Children's Centre Delivery Point solution

3. IT infrastructure of Early Help Hubs

Lead: Andy Grigg

- 3a) Review current IT
 Infrastructure of
 Children's Centres and
 Early Help Hub partners
 to map current IT
 Iandscape
- 3b) Design/develop IT infrastructure based on process needs that enables easily accessible and safe storage of information
- 3c) Finalise and implement the IT infrastructure solution for Children's Centres and Early Help Hubs
- 3d) Develop an Early Help/Children's Centre website and app
- 3e) Early Help/Children's Centre website/app 'go live'

4. Staff restructure and workforce development

Lead: Vicky Thomas

- 4a) Plan for and undertake Children's Centre staff consultation
- 4b) Manage PVI provider staff TUPE to the Local Authority
- 4c) Draft Children's Centre/Early Help Hub staff structure
- 4d) Finalise Children's Centre/Early Help Hub staff structure
- 4e) Manage interview process for roles within new Early Help staff structure and finalise recruitment process
- 4f) Develop and deliver a workforce development programme for staff within the new Early Help structure

5. Building the Early Help Local Offer

Lead: Trevor Simpson

- 5a) Meet with key partners to explain Somerset's approach to Early Help
- 5b) Determine what each partner can contribute to Early Help in each Hub
- 5c) Develop a clear pathway process to manage the transition from children's to adults' services to develop a 'Team around the Family' approach
- 5d) Establish an Early Help pathway for service users
- 5e) Finalise/approve the Early Help Offer for Somerset
- 5f) Communicate Somerset's Early Help Offer to relevant stakeholders/the public
- 5g) Manage the transition of 'Troubled Families' back into the Local Authority and embed within Early Help offer

6. Non-IT Infrastructure of Early Help Hubs

Lead: Trevor Simpson

- 6a) Review non-IT infrastructure requirements of Children's Centres to ensure a standard approach across all centres
- 6b) Consider non-IT infrastructure requirements of Early Help Hubs to ensure a standard approach across all Hubs
- 6c) Finalise and implement non-IT infrastructure requirements within Children's Centres

7. Early Help Commissioning

Lead: Caroline Fry

- 7a) Map the current Early Help landscape in Somerset
- 7b) Develop and deliver an Early Help Commissioning Strategy
- 7c) Secure sign off of the Early Help Commissioning Strategy and clarity around what is to be commissioned
- 7d) Develop and share an Early Help Market Position Statement
- 7e) Develop and deliver the Early Help Market to ensure a mixed economy of providers
- 7f) Establish and embed an Early Help Commissioning Board to jointly commission Early Help services

8. Early Help Communications & Branding

Lead: Dawn Carter

- 8a) Develop an Early Help Communications Plan
- 8b) Deliver the activities outlined within the Comms Plan
- 8c) Develop and approve an Early Help Brand
- 8d) Promote and embed the Early Help Brand within and across services