Early Help Hubs
Overarching Project Plan and Structure

Children's Improvement Board

Early Help Board

Early Help Hubs Project Board

1. Governance and Performance	2. Service Delivery Points	3. IT infrastructure of Early Help Hubs	4. Staff restructure and workforce development	5. Building the Early Help Local Offer	6. Non-IT Infrastructure of Early Help Hubs	7. Early Help Commissioning	8. Early Help Communications & Branding
Lead: Niki Shaw	**Lead:** Robert Sampson	**Lead:** Andy Grigg	**Lead:** Vicky Thomas	**Lead:** Trevor Simpson	**Lead:** Trevor Simpson	**Lead:** Caroline Fry	**Lead:** Dawn Carter
1a) Develop and embed CC Governance arrangements that align with Early Help governance structure and meets Ofsted requirements	2a) Undertake a review of Children's Centre building stock and service access points	3a) Review current IT Infrastructure of Children's Centres and Early Help Hub partners to map current IT landscape	4a) Plan for and undertake Children's Centre staff consultation	5a) Meet with key partners to explain Somerset's approach to Early Help	6a) Review non-IT infrastructure requirements of Children's Centres to ensure a standard approach across all centres	7a) Map the current Early Help landscape in Somerset	8a) Develop an Early Help Communications Plan
1b) Develop and embed multi-agency governance arrangements for Early Help Hubs	2b) Undertake consultation with appropriate stakeholders in relation to future uses of Children's Centre building and service access point stock	3b) Design/develop IT infrastructure based on process needs that enables easily accessible and safe storage of information	4b) Manage PVI provider staff TUPE to the Local Authority	5b) Determine what each partner can contribute to Early Help in each Hub	6b) Consider non-IT infrastructure requirements of Early Help Hubs to ensure a standard approach across all Hubs	7b) Develop and deliver an Early Help Commissioning Strategy	8b) Deliver the activities outlined within the Comms Plan
1c) Develop and embed a performance management framework for Children's Centres	2c) Review Sure Start capital funding implications / claw back of Children's Centre buildings	3c) Finalise and implement the IT infrastructure solution for Children's Centres and Early Help Hubs	4c) Draft Children's Centre/Early Help Hub staff structure	5c) Develop a clear pathway process to manage the transition from children's to adults' services to develop a 'Team around the Family' approach	6c) Finalise and implement non-IT infrastructure requirements within Children's Centres	7c) Secure sign off of the Early Help Commissioning Strategy and clarity around what is to be commissioned	8c) Develop and approve an Early Help Brand
1d) Develop and embed a performance management framework for Early Help Hubs	2d) Identify property needs of Early Help Hubs to inform Corporate Assets Strategy	3d) Develop an Early Help/Children's Centre website and app	4d) Finalise Children's Centre/Early Help Hub staff structure	5d) Establish an Early Help pathway for service users		7d) Develop and share an Early Help Market Position Statement	8d) Promote and embed the Early Help Brand within and across services
1e) Develop and embed Ofsted Readiness approach and arrangements for Children's Centres and Early Help Hubs	2e) Develop service delivery point needs for Early Help Hubs, ensuring they align with CC needs	3e) Early Help/Children's Centre website/app 'go live'	4e) Manage interview process for roles within new Early Help staff structure and finalise recruitment process	5e) Finalise/approve the Early Help Offer for Somerset		7e) Develop and deliver the Early Help Market to ensure a mixed economy of providers	
	2f) Finalise/implement Early Help Hubs / Children's Centre Delivery Point solution		4f) Develop and deliver a workforce development programme for staff within the new Early Help structure	5f) Communicate Somerset's Early Help Offer to relevant stakeholders/the public		7f) Establish and embed an Early Help Commissioning Board to jointly commission Early Help services	
				5g) Manage the transition of 'Troubled Families' back into the Local Authority and embed within Early Help offer			