

Participation and Engagement Group Terms of Reference

1. Purpose of the group

The purpose of the Participation and Engagement Group (PEG) is to ensure that children and families continue to be involved in decision making, planning and the evolving development of services.

The PEG is to be instrumental in supporting the communication and collaboration of the work of each service.

2. Membership

Name	Role	Agency	Email
Natalie White	Head of Virtual School	CSSW	Natalie.white@camden.gov.uk
John Lawrence-Jones	Service Manager for Child Protection	CSSW	John.lawrence-jones@camden.gov.uk
Sophie Kershaw	Head of Children's Quality Assurance	CSSW	Sophie.kershaw@camden.gov.uk
Sarah Houlihan	IRO - LAC	CSSW	Sarah.houlihan@camden.gov.uk
Khayrun Kalam	Service Manager	IYSS	Khayrun.kalam@camden.gov.uk
Lucy Southern tbc	Youth Violence/Disorder and Gangs Team Manager	IYSS	Lucy.southern@camden.gov.uk
Elaine Dunning	Family Service Manager - Community Family Services	EH	Elaine.dunning@camden.gov.uk
Jane Hutcheson	Operations Manager Early Years	IEYS	Jane.hutcheson@camden.gov.uk
Kate Sharkey tbc	Advanced Social Worker	CSSW	Kate.sharkey@camden.gov.uk
Sal Cezare tbc	Advanced Social Worker	CSSW	Sal.cezare@camden.gov.uk
Shazna Begum tbc	Advanced Social Worker	CSSW	Shazna.begum@camden.gov.uk
Caroline Faleye tbc	Advanced Social Worker	CSSW	Caroline.faleye@camden.gov.uk
Molly Lyons tbc	Advanced Social Worker	CSSW	Molly.lyons@camden.gov.uk
Richard Lynch-Smith tbc	Advanced Social Worker	CSSW	Richard.lynch-smith@camden.gov.uk
Sarah Coakley tbc	Advanced Social Worker	CSSW	Sarah.coakley@camden.gov.uk
Tim Fisher	Service Manager FGC and Restorative Practice	CSSW	Tim.fisher@camden.gov.uk
Crina Popa/ Gillian Prince	Social Worker	CYPDS	Gillian.prince@camden.gov.uk
Dionne Stephenson	a rep tbc	CSSW	tbc

Elzbieta Chandrasena	Senior Development Officer for Participation	CSSW	Elzbieta.chndrasena@camden.gov.uk
Caroline Muller	Head of Service for Practice Development	CSSW	Caroline.muller@camden.gov.uk

3. Roles and responsibilities of the PEG

The responsibilities of the Participation and Engagement Group are to provide and aid peer support in:

- 3.1 Enabling a proactive approach to engaging children, young people, families and staff in all aspects of service planning, design and development
- 3.2 Identifying and sharing user engagement and participation knowledge and activity across services
- 3.3 Ensuring feedback from service users is actively sought to influence service planning and development and has an impact on service provision
- 3.4 Supporting the scrutiny and quality assurance of user engagement and participation
- 3.5 Enabling a joined-up approach to user engagement and participation across all children's services.
- 3.6 Reviewing participation and engagement practice across services.
- 3.7 Monitoring the impact of participatory activity on levels of satisfaction within services
- 3.8 Continuing the development of innovative co-design and user engagement activity
- 3.9 Developing and sharing knowledge /mapping of participation activities and approaches across services
- 3.10 Identify opportunities for co-design work across services

Members of the group will be expected to share work being undertaken in their teams/services and have a role in championing user engagement and participation.

4. Accountability

The Participation and Engagement Group will present annual report to SMT/ DMT

Updates on the work of the PEG and specific areas of work will be provided at CSSW whole service meetings, to the Quality Assurance Unit, Camden's Children's Safeguarding Partnership, the Corporate Parenting Board (Children in Care Council, and the Young Inspectors) and CSF Scrutiny (Young Inspectors).

5. Frequency of meetings

The Participation and Engagement Group meetings will be held every 3 months.

Members are expected to make every effort to attend meetings. Members can nominate a deputy to attend in their place.

Dates are to be arranged in advance.

Meetings will be held in person at the Crowndale Centre and online on TEAMS.

6. Review of Terms of Reference

Every Year PEG will conduct a review of its purpose and propose any adjustments which may be required.

Next review date of terms of reference:

Date: January 2023