

CORPORATE PARENTING BOARD – Terms of Reference

1. Purpose

To ensure that the Council acts as good corporate parents to Children & Young People in Care (CYPiC) and Care Leavers, and fulfils its duties corporately and in partnership with other statutory agencies.

To consider matters referred to the Board within its terms of reference and to drive forward improvements for CYPiC and Care Leavers incorporating vision and aspirations of young people.

2. Responsibilities of the Board

- A. To take an overview of the Council's and partner agencies responsibilities towards all CYPiC and Care Leavers and examine ways in which the Council as a whole and partner agencies can improve their life chances.
- B. To ensure there are good joint working arrangements between Council departments and partner agencies, including working arrangements with the Children and Young People's Strategic Partnership Board, Bury Integrated Safeguarding Partnership Board, Bury Community Safety Board, Bury Suicide Prevention Board and the Health & Wellbeing Board.
- C. To monitor and scrutinise with the Children and Young People's Scrutiny Committee, the performance of services for CYPiC and Care Leavers, supporting good practice and challenging and holding to account for poor practice.
- D. To provide a forum for CYPiC and Care Leavers to participate and influence policy and to have an opportunity to talk about issues relating to their own direct experiences of services they have received.
- E. To ensure that positive experiences are maintained, lessons are learnt and changes made in the areas that require improvements.
- F. To maintain a strategic overview of all developments, plans, policies, and strategies for CYPiC and Care Leavers and to make appropriate recommendations for action.
- G. To monitor and scrutinise the plans/needs of children in secure accommodation.
- H. To ensure Members are regularly updated on issues affecting CYPiC and Care Leavers.
- I. To meet with Children and Young People in Care and their carers on a regular basis to consult and celebrate achievements.

3. Principles for effective Corporate Parenting

- Demonstrate strong cross-party commitment to looked after children, by championing their rights, having high aspirations for their achievement, monitoring children's progress and challenging outcomes
- Clearly understand its role and the responsibilities of the local authority towards looked after children, and plan for and prioritise their needs, resulting in a greater focus for improving outcomes
- Actively engage with young people, through Children in Care Councils and the Care Leavers Forum, Bury Children's Rights to ensure regular reporting links with senior management and elected members.

4. Membership

The Corporate Parenting Board will comprise of:

Voting Members

- The Cabinet Member for Children and Families
- Ten other elected Members

Co-opted Members

- Representatives from the Care Leavers Forum
- Representatives from Bury Children's Rights
- Representatives from the Children in Care Council
- Virtual Head Teacher
- Designated teacher for looked after children (Primary and Secondary)
- A representative from Bury College
- A voluntary sector representative
- A foster carer
- Representatives from Health Services
- Representative from Housing
- Representative from Greater Manchester Police

The Corporate Parenting Board may also decide to co-opt additional members onto the Board as a non-voting member, with speaking rights, to advise in respect of other areas which fall within the remit of the Board.

Also in Attendance

- Executive Director of Children's Services
- Director of Social Care Practice
- Strategic Lead – Corporate Parenting
- Service Manager – Corporate Parenting
- Corporate Parenting Board Development Officer
- Senior officers (as advisors to the Board– to attend as appropriate to the work of the Board).

Any elected member or officer from Bury Council or a partner agency can ask to attend the Board to observe its activity.

Expectation of Members

Board members are also expected outside of Board meetings to:

- Champion corporate parenting in other forums
- Participate in development workshops and attend training
- Meet with children and young people at formal and informal Children in Care Council (CICC) network events.

5. Operational Arrangements

- **Chair** – The Cabinet Member for Children and Families will be appointed to the Chair. A representative of the CiCC or Care Leavers Forum can act as co-chair for the duration of the meeting.
- **Deputy Chair** – To be agreed by a majority of Core Members at the first meeting of the municipal year
- **Absence of the Chair or Deputy Chair** - A replacement Chair will be elected for the duration of the meeting from the Core Membership by a majority of those eligible to vote.
- **Quorum** - At least three councillors.
- **Support** – The Director of Social Care Practice will act as the lead officer with assistance from other officers within Children Services. Lead officer responsibility will include ensuring that agendas are appropriate to the work programme of Corporate Parenting Board.
- **Workload** – Work Programme to be determined annually by the Board. The Board must also have regard to any issue referred to it by the Overview and Scrutiny Committee, Council and its leadership, or Executive Director Children and Families.
- **Frequency of Meetings** – 6 times per year, in accordance with a timetable determined at the first meeting of the Municipal Year. Ad hoc meetings may be called by a decision of the Board, or by the Chair after consultation with the officers.
- **Clerk to the Committee** - Meetings will be clerked by a representative of Democratic Services
- **Reporting** – The Board may make reports and recommendations on the work of the Board directly to any relevant Council body, officer, partnership or partner body and will report to the full Council on an annual basis.

- **Access to Information** – It is important to ensure that all Councillors are kept aware of the work of the Board and a copy of the minutes will be circulated to all Bury Councillors. In general, papers being considered by Corporate Parenting Board are not confidential, unless this is clearly stated.
- **Notice of Meetings** – Agendas and papers for the meetings will normally be circulated by Democratic Services five clear working days before the meeting.
- **Child and Young Person Friendly** - Reports and verbal updates to the meeting will be child and young person friendly. To assist and empower young people to participate in discussions at the Board.
- **Dress Code** – A casual dress code is to be observed.

6. Accountability

- The Corporate Parenting Board is accountable for reporting on an annual basis to Full Council.
- Political accountability is also through leadership of discussions with Cabinet and other Members for the effectiveness, availability and value for money of all Councils children's services by the Cabinet Member.
- The Cabinet Member will ensure that services delivered within the local area are planned, designed, delivered and quality assured with the involvement of children, young people and their families.
- The Cabinet Member will ensure that the Council maintain a clear focus on effective safeguarding arrangements and promotes, health, safety and welfare across the Borough.

WORKING PRINCIPLES

The Corporate Parenting Board may appoint task and finish groups to review any activity within the committee's agreed work programme.

Agenda-setting Group

Meets to set the agenda

Present:

- Chair of CPB
- Director of Social Care Practice
- Strategic Lead Corporate Parenting
- Support Officer Children's Services (CP Development Officer)
- Support Officer Democratic Services
- A representative from the CICC & CLF

CPB will work to a Forward Plan:

- Identifies themes for meetings
- Sets out timetable for reports, to include:
 - Fostering
 - Adoption including 6-monthly adoption reports
 - Annual IRO reports
 - Termly education reports
 - CiCC & CLF have option to provide written/verbal report to every meeting
 - CiCC annual action plan/report

CPB will set an Annual Action Plan

- Sets out priority actions for CPB
- Picks up actions from CiCC Action Plan, where this is necessary to make progress
- Is monitored at Corporate Parenting Board meetings

Involvement of wider Council

Corporate Parenting is the statutory responsibility of the whole council. This will be supported by the provision of:

- Newsletter 2 x per year
- Training opportunities
- Opportunity to be involved in sub groups
- Opportunity to be a Council named contact for CYPiC