

**(DRAFT)**

**TERMS OF REFERENCE OF THE CORPORATE PARENTING BOARD**

1. The Children and Families Advisory Panel (CFAP) has established a sub-committee, known as the Corporate Parenting Board (CPB) to enable detailed Member led engagement and advice to CFAP and to the relevant Executive Member on the key area of corporate parenting.

**Membership**

2. The CPB shall consist of three elected County Council Members of CFAP, on a proportionate basis, as appointed by that Panel.
3. Three Care Ambassadors to be co-opted to the Board by the County Council, following nomination from an outside organisation where appropriate.
4. Regular support and advice to the Board will be offered to the Board and may include the following:
  - Assistant Director,
  - Area Director,
  - Service lead for participation,
  - Participation Officer,
  - Lead for Children in Care,
  - Service Manager for residential care,
  - The Virtual School,
  - Procurement,
  - the lead Independent Reviewing Officer
  - Health – (Designated Nurse for Children Looked After, CAMHS),
  - Foster Carers,
  - Public Health,
  - The Youth Commissioner and
  - The Local Safeguarding Children’s Board (LSCB.)
5. Each appointed County Council Member shall cease to be a member of the CPB if he or she ceases to be a member of CFAP or if CFAP removes the appointed Member.
6. The Chairman and Vice-Chairman of the CPB shall be appointed by CFAP from amongst the three elected County Council Members.
7. A substitute member may be appointed for each political Group as appropriate.
8. The Executive Lead Member for Children’s Services shall have a standing invitation to attend and observe meetings of the Board.

## **Functions and remit of the CPB**

9. The CPB is established to support the work of CFAP in the specific area of corporate parenting. CFAP is constituted to “advise the relevant Executive Member on a number of policy areas”. The CPB is delegated to make recommendations on matters falling within its remit to the relevant Executive Member. It may also advise and report to the CFAP.
10. The Corporate Parenting Board will make recommendations to CFAP and to the Executive Lead Member for Children’s Services regarding:
  - the review and monitoring of outcomes for children in care and care leavers;
  - the steps required to ensure that the views of Hampshire’s children in care and care leavers are listened to and acted upon, including ensuring those views are incorporated into key plans, policies and strategies throughout the County Council;
  - ensuring sufficient resources are available for the ‘Care Ambassadors’ to directly engage with all children in care and care leavers, and to commission and deliver agreed projects on behalf of the Hampshire County Council;
  - raising awareness by promoting the role of Elected Members as corporate parents and the County Council as a large corporate family with key responsibilities;
  - raising the profile of the needs of children in care and care leavers through support for a range of actions & events, to recognise their achievement and contribution;
  - ensuring that children and young people are clear about what they can expect from the County Council as corporate parents;
  - ensuring that the views of children and young people on the development of services which affect them are regularly heard through the Care Ambassadors, including those with special educational needs (SEN) and learning difficulties or disabilities (LDD).
  - reviewing the children in care/care leavers Pledge annually;
  - ensuring all staff working with children in care and care leavers have the appropriate support and training needs identified;

## **Proceedings**

11. The CPB shall normally meet four times per year in order to discharge its functions. All meetings of the CPB will take place at a suitable venue, usually in the County Council headquarters in Winchester.
12. The Chairman of the CPB may call an additional meeting of the Board at any time for the purpose of discharging its functions.
13. The County Council Standing Orders as set out in its Constitution shall apply to meetings of the CPB and in particular, those Standing Orders in respect of voting and access to information. The quorum for a meeting of the CPB shall be three, including at least two County Councillors.

14. Meetings of the CPB shall be open for members of the public to attend unless the Board determines that it is necessary to exclude members of the public in accordance with Part VA of the Local Government Act 1972 or the Board determines that it is necessary to close the meeting to the public because of a disturbance.
15. Copies of the agenda and any reports for the CPB's meetings shall be open to inspection by members of the public at the offices of the authority. This is with the exception of any report which the County Council's Monitoring Officer determines relates to items which are likely to be determined to include exempt information and result in a resolution at the meeting to exclude the public. Categories of exempt information are set out at Schedule 12A of the 1972 Act.
16. The CPB may agree the appointment of working groups of Members and Officers to provide advice on specific matters within its remit. Such working groups may be appointed for a fixed period, on the expiry of which they shall cease to exist.