



# HILLINGDON

LONDON

## London Borough of Hillingdon Corporate Parenting Board

### Terms of Reference.

#### Purpose :

The purpose of the Board is to oversee arrangements for the effective delivery of corporate parenting responsibilities to looked after children and young people and to its care leavers.

#### Objectives :

The key objectives of the Corporate Parenting Board are to:

1. Monitor the implementation of the corporate parenting strategy and work plan.
2. To maintain a clear strategic overview of the statutory services that are available for looked after children and young people across the borough and ensure that all parties take collective responsibility for promoting and ensuring positive outcomes for this group of children and young people.
3. Celebrate the successes of looked after children.
4. Promote awareness of the corporate parenting role within the Council and its partners
5. Support arrangements for Elected Members' information and training.
6. Receive regular analysis of key quantitative and qualitative data relating to looked after children and advise on action required.
7. Engage young people who are looked after by the Council in order to ensure they have an opportunity to influence the development of services.
8. Receive six monthly reports from the Independent Reviewing and Safeguarding Officer on trends and issues arising from statutory reviews.
9. Receive reports concerning the inspection of services for looked after children and care leavers, and of visits made under Regulation 33 of the Children's Homes Regulations 2001,

10. Review annually the Care Pledge made to looked after children to recommend any changes required to improve outcomes.
11. Advise the Lead Member for Children's Services on matters relating to corporate parenting.
12. Submit quarterly reports to the Joint Commissioning Board/Hillingdon Children and Families Trust on the progress of the Board's work plan and any other matters relating to LAC.
13. Contribute to the Hillingdon Children and Young People's Plan, Hillingdon Safeguarding Board annual report and business plan with regards to matters relating to children in care.
14. Submit an annual report to POC.
15. Review policies and procedures as and when required.

## **Membership**

The Board shall comprise the following Members:

1. Elected Members according to the usual appointment arrangements.
2. The Lead Officer for the Board will be the Deputy Director for Children and Families supported by the Corporate Parenting Manager. The Chair will be the Lead Member and Vice Chair will be Deputy Director of Children and Families.
3. Members of the Board will be required to attend appropriate training and be subject to a check by the Criminal Records Bureau.
4. The membership will consist of the chair of the children in care council, foster carer/s, representatives from a range of relevant services within the council and partner organisations.
5. Members should have sufficient authority to represent their service / organisation.
6. The membership of the Board will be reviewed every year in March to ensure they are valid and fit for purpose. Any amendments must be agreed at the following meeting.
7. Other members can be co-opted as and when and agreed by the Board.
8. A member shall cease to hold office if he/she fails to attend two consecutive meetings without explanation or discussion with the chair.
9. Members must disclose any interest and withdraw from the meeting where: (i) there is a conflict of interest (ii) they have a pecuniary interest in the matter.
10. Decision making and recommendations will be agreed through a consensus rather than formal voting.

### **Frequency of Meetings**

1. The Board will meet quarterly.
2. Meeting dates will be set for the year.
3. The agenda and briefing papers/reports will be distributed in advance (5 working days) of the scheduled meeting.

**These terms were agreed on .....**

<b>Name of Chair:</b>	
<b>Signature:</b>	
<b>Name of Vice-Chair:</b>	
<b>Signature:</b>	