

**Updated Terms of Reference Corporate Parenting Board**

**1.0 Role of the Board**

- 1.1 Corporate Parenting is the term used to describe our collective responsibility to care for and support our children and young people in care.
- 1.2 All staff and elected Councillors are therefore defined as “corporate parents” and have a duty to be responsible for the welfare and protection of these children and young people.

**2.0 The Purpose of the Board**

- 2.1 To provide clear political direction in terms of Corporate Parenting.
- 2.2 To ensure all Councillors, City of Wolverhampton Staff and City of Wolverhampton Council Service Groups are aware of and are fulfilling their duties as corporate parents.
- 2.3 To be committed to highlighting and improving the welfare of children and young people in the care and their carers.
- 2.4 To show drive, passion, and determination to improve and promote the aspirations of children and young people in care.
- 2.5 To promote the achievements of children and young people in care and to take part in and acknowledge celebration events to highlight these.
- 2.6 To set objectives and to closely monitor and evaluate the work undertaken by the Corporate Parenting Partnership Board.
- 2.7 To receive regular reports from the Children and Young People’s Service Group, other internal Service Groups, and external partners to inform the board of the quality, level, and availability of services for children and young people in care.
- 2.8 To undertake regular Councillor visits to children’s homes within the city.
- 2.9 To highlight and promote the Council based work placements and apprenticeship programmes for Care Experienced young people.
- 2.10 To ensure that the views, wishes and feelings of children and young people in care are considered in the decision-making process and the delivery, development, and assessment of services.
- 2.11 To invite Children and Young People in Care and Care Leavers to attend the Corporate Parenting Board on a regular basis as support and as experts by experience.

- 2.12 To meet with appropriate government inspectors as required, for their input in overall inspections of Children's Services, for Annual Performance Assessments (APA) and individual inspections of fostering/adoption and children's homes.
- 2.13 To report to Cabinet or other Boards as required through the appropriate channels.

### **3.0 Membership and Quorum**

- 3.1 The Membership of the Board will consist of the Cabinet Member with responsibility for Children and Young People and up to nine Members on political proportionality. Membership and Chair arrangements of Corporate Parenting Board are agreed at each Annual General Meeting of the Council.
- 3.2 The Chair is the Cabinet Member with responsibility for Children and Young People.
- 3.3 The Vice Chair will be appointed from the membership and agreed at the Annual General Meeting of the Council.
- 3.4 The quorum for Corporate Parenting Board is three Councillors including the Chair or Vice Chair.
- 3.5 The board will also consist of the following officer roles: Executive Director of Families, Deputy Director for Children's Social Care, Head of Service for Children and Young People in Care and the Corporate Parenting Officer.
- 3.6 The board will have direct representation from at least two Foster Carers who will be invited as experts by experience.

### **4.0 Frequency**

- 4.1 The Board meets on a bi-monthly (every other month) basis to consider matters which affect children and young people in care.

### **5.0 Access to information**

- 5.1 The Board will be recorded and communicated as follows:
- 5.2 All agendas and supplementary paperwork will be published online in accordance with legislation on the Council's public-facing website by the nominated Democratic Services Officer.
- 5.3 Full meetings of Corporate Parenting Board will be conducted in public unless confidential information is to be disclosed. Reports that are of a confidential nature (i.e., containing exempt information as defined in Schedule 12A to the Local Government Act 1972) will be restricted from public access and discussed following exclusion of press and public

- 5.4 The Democratic Services Officer will record the minutes and decisions of the Corporate Parenting Board and publish to the Council's public-facing website.
- 5.5 Exempt information as defined in Schedule 12A to the Local Government Act 1972 will be restricted from public access.
- 5.6 Meetings of Corporate Parenting Board are currently held virtually and streamed live via the public-facing Council website. Streaming ceases during exclusion of the press and public.

## **6.0 Review**

- 6.1 These Terms of Reference will be reviewed on an annual basis at the beginning of each municipal year. The last review was 25 November 2021.