

---

## Governance Committee: Terms of Reference of the Corporate Parenting Panel and the Member Development Group

### Terms of Reference of the Corporate Parenting Panel

#### Background and context

- 1 The County Council's Corporate Parenting Panel (CPP) is a multi-agency advisory Panel that meets at least four times a year to ensure the voice of the child is at the centre of services for children looked after and care leavers.
- 2 Following the updates to the CPP's terms of reference that were agreed at the County Council on 17 December 2019, further work has been done to review the remit and purpose of the Panel with input from the Children in Care Council and Care Leavers Advisory Board. This includes reviewing the membership to ensure it is focused and effective and that the voice of the child is central to its work.

#### Proposal details

- 3 Final updated terms of reference were endorsed by the CPP on 24 June 2021. The revised terms of reference are **set out at Appendix 1**. Although the changes are minor the format of the document has been changed significantly and therefore the revisions are not shown in track changes. The current version of the terms of reference can be found in Appendix 12 of Part 3 of the Constitution (the Scheme of Delegation) in the [Constitution library](#). A summary of the changes is set out below:
  - (a) **Membership:** The membership of the CPP includes officer representation from key service areas to enable any issues raised at the Panel to be fed directly back and actioned. An officer representative from a district and borough council has also been added to the core membership.
  - (b) **The Promise:** The Promise is a partnership commitment to support young people and care leavers. Its inclusion reflects how children and young people have the power to develop and influence the service.
  - (c) **Vision, purpose and remit:** These have been refocused to highlight how the CPP will measure progress for children and young people and hold itself accountable. It has also added ways of celebrating successes and its role in promoting Corporate Parenting responsibilities to the wider County Council.
  - (d) **Quorum:** It is proposed that the quorum be increased to include a minimum number of young people representatives as well as officer attendance in addition to elected members. This is to reflect the multi-agency nature of the Panel and that the young people's voice is central to the Panel's work.
  - (e) **Special Interest areas:** It is proposed that elected members and young people are given leads on special interest areas within the remit of the Panel. They will work with lead officers on the sub-groups to co-produce work and ensure that the voice of the child is central to all its work.

#### Resources

- 4 This proposal will have no additional impact on resources. Support for the CPP is provided by lead service officers within the Children, Young People and Learning

---

directorate and meeting support is provided by Democratic Services.

### **Consultation**

- 5** All CPP members, which includes the Cabinet Member for Children and Young People, councillors appointed to the Panel, the Executive Director Children, Young People and Learning, Assistant Director – Corporate Parenting, Foster Carer and Adopter representatives and representatives from the Children in Care Council and Care Leavers Advisory Board, have been consulted on the revised terms of reference.

### **Recommended**

- (1) That the revised terms of reference for the Corporate Parenting Panel, as set out in Appendix 1, be approved; and

## **Terms of Reference of the Member Development Group**

### **Background and context**

- 6** A small amendment to the terms of reference of the Member Development Group (MDG) in the Council's Constitution is required. This follows the award of Charter status for councillor development in November 2020, as part of the Councillor Development Charter and Charter Plus, managed by South East Employers.

### **Proposal details**

- 7** The proposed minor addition to the MDG's terms of reference (Part 3 of the Constitution: Responsibility for Functions – Appendix 7) clarifies the role the MDG undertakes in relation to overseeing participation in the Charter and monitoring its progress. The proposed amendment is **set out at Appendix 2**.

### **Recommended**

- (2) That the proposed amendment to the terms of reference of the Member Development Group, as set out in Appendix 2, be approved.

### **Pete Bradbury**

Chairman of Governance Committee

**Contact Officer:** Clare Jones, Senior Democratic Services Officer, 033 022 22526  
clare.jones@westsussex.gov.uk

### **Appendices**

- Appendix 1 – Changes to the terms of reference of the Corporate Parenting Panel
- Appendix 2 – Change to the terms of reference of the Member Development Group

**Background papers:** None