

CARE LEAVER PROGRESSION PARTNERSHIP TERMS OF REFERENCE 2016-17

1. Introduction

- 1.1. The title of the Partnership shall be the Care Leaver Progression Partnership. Henceforth referred to by the acronym CLPP
- 1.2. It is not intended that the CLPP be formally constituted and it will have not legal status
- 1.3. For the purpose of CLPP, 'local children in care and care leavers (CiC/CL)' refers to all looked after, and formerly looked after, young people residing in Kent or Medway, aged 16-24. This includes those that arrived into the county as Unaccompanied Asylum Seeking Children (UASC).

2. Aims and Objectives of the Care Leaver Partnership

- 2.1. The CLPP is a membership led body which aims to improve the transition, progression and achievement in post-16 education and training of CiC/CL in Kent and Medway
- 2.2. The CLPP shall drive forward delivery through the Strategy Group, Operational 'Designated Member of Staff' Group and Task and Finish Groups which will deliver on specific activities within this key aim. The role of the CLPP is to support delivery, oversee the process for its implementation, monitor and review
- 2.3. The CLPP brings together partners to develop stronger working arrangements and consider opportunities for collaboration, integration and interventions
- 2.4. In pursuit of these aims, the CLPP shall:
 - 2.4.1. Ensure partners at both strategic and operational levels are given the opportunity to meet and share best practice
 - 2.4.2. Keep abreast of sector news in relation to the education and training of children in care and care leavers
 - 2.4.3. Understand, through data sharing and commissioned research, the educational history, outcomes and barriers for local children in care and care leavers
 - 2.4.4. Improve the range, quality and consistency of educational and employability services for local children in care and care leavers
 - 2.4.5. Engage in regional and national discussion on the education, training, and employability of children in care and care leavers
 - 2.4.6. Adapt to the changing needs of the local CL cohort, with the increase in the UASC population.

Role and responsibilities of the Care Leaver Progression Partnership

The CLPP will:

- 2.5. Propose, discuss, prioritise and agree strategic direction to enable delivery of key activities in keeping with our aims and objectives
- 2.6. Ensure all partners have the opportunity to discuss and develop a shared understanding of each others' roles that acknowledges the strengths of all sectors, whilst recognising the reality of constraints on all
- 2.7. Recommend actions required by partner organisations and support these recommendations through the decision making processes of the relevant host organisation
- 2.8. Conduct partner audits of current practice in support of CiC/CL students and implement an Improvement Plan based on the evidence gathered and key data indicators. Deliver specific outcomes that are best met through the roles of the members of the CLPP and monitor the progress of the Improvement Plan and assess the success actions undertaken in addressing the priorities
- 2.9. Where appropriate, establish permanent working groups or temporary task and finish groups, ensuring a balance of membership, to consider specific issues in taking forward the aims and objectives of the CLPP and invite individuals with relevant skills, knowledge and experience to join such groups
- 2.10. Scrutinise, comment and make recommendations on relevant reports from partner organisations and plans from other strategic Partnerships
- 2.11. Undertake research and request reports and information on relevant matters and produce CLPP reports and recommendations. Where necessary, invite advisors and experts to provide information, advice and guidance on issues
- 2.12. Liaise and co-operate with other groups and networks for the education of care leavers, both locally, in neighbouring counties and nationally. Build links with similar groups in other areas
- 2.13. Work to incorporate recognised best practice from other groups and networks, to the benefit of Kent and Medway CiC/CL young people in or progressing to post-16 study or training

3. Membership

- 3.1. The CLPP will consist of agencies and organisations that have a key role in delivering post-16 services to CiC/CL in Kent and Medway
- 3.2. Each partner agency and organisation shall name at least one representative to the CLPP Strategy Group and one representative to the Operational 'Designated Member of Staff' Group
- 3.3. Membership to Task and Finish Groups will be drawn from the required expertise of representatives across the CLPP as appropriate

- 3.4. The **CLPP Strategy Group** shall consist of no less than seven and no more than 20 representatives, and shall include members from the further education, higher education, information, advice and guidance (IAG), training and local authority sectors. Where possible the Partnership shall seek to ensure a balanced representation of further and higher education and independent training organisations, reflecting the diversity of post-16 education and training providers in Kent and Medway
- 3.5. The **Operational 'Designated Member of Staff' Group** shall consist of no less than seven and no more than 30 representatives from the sectors named in 3.4. Crucially, membership of this group shall include representation from members of staff with a pastoral support role encompassing CiC/CL. These staff will be given the title of 'Designated Member of Staff' for CiC/CL within their organisation and provided with the necessary training and support to conduit this role
- 3.6. Members of the CLPP will share in decision-making processes and commit to contribute time, energy, influence, contacts and potentially money. Members will adhere to Partnership agreements and protocols
- 3.7. Regular attendance is vital and representatives of the members should have sufficient seniority within their organisation to facilitate the necessary resource and policy commitments required by the group to which they are member. This requirement is not intended to compromise the independence and decision-making processes of partner organisations
- 3.8. The CLPP will have the power to select additional members or co-opt individuals as required, on simple majority approval
- 3.9. The membership of the CLPP shall be as appended
- 3.10. CLPP members are expected to cascade information to their own organisations, to other Partnerships of which they are members, and to their member groups and communities, and to raise awareness of CiC/CL in post-16 education and training
- 3.11. The proceedings of the CLPP will not be invalidated by any vacancies amongst the membership
- 3.12. Members will serve for as long as their host organisation is willing for them to do so. The host organisation has right to nominate an appropriate substitute

4. Meetings of the CLPP Strategy Group

- 4.1. The CLPP Strategy Group shall meet at least quarterly to consider the progress of agreed work and to consider any issues that need to be addressed
- 4.2. The chairperson will be nominated for a three year term from and by the members, in line with each CLPP funding cycle. Elections will take place every three years, welcoming nominations from all members, including past chairpersons. If the chairperson is absent from a meeting the members present

will choose one of their number to be chairperson before business is commenced

- 4.3. Decisions will be made by consensus as far possible and where this is not achieved, decisions will be reached by a vote with each member having one vote. In the event of a hung vote the Chair shall have the casting vote.
- 4.4. Agreement by a majority with regard to any decision taken will not bind individual partners or host organisations to that course of action.
- 4.5. Declarations of interest must be disclosed prior to each meeting.
- 4.6. Quorum will consist of at least one representative from each sector named under 3.4.
- 4.7. If meetings are held sub-quorate then the decisions made must be ratified by a subsequent quorate meeting of the CLPP.
- 4.8. Substitute members shall be nominated and agreed as named deputies by respective organisations.
- 4.9. All papers should reach members at least a week in advance of the meeting, and may be submitted by any of the members.
- 4.10. If matters of urgency exist and are introduced to a meeting, these shall only be debated with the agreement of those present.
- 4.11. Minutes will be kept of all meetings of the CLPP and will be made available on request to any interested parties and the public. The requirements to publish records will be balanced against the need to protect sensitive information.
- 4.12. Meetings will generally be held in private but there will be an option of meeting in public if agreed by members.

5. Administration

- 5.1. The CLPP will provide secretariat support to the Strategy Group meetings. Secretariat support for the Operational 'Designated Member of Staff' Group will be taken on rotation from within the membership of the group.
- 5.2. The CLPP will finance a 0.5FTE Officer post to manage and support all central activities of the Partnership. The post-holder shall be employed on a three year rolling contract through the host organisation East Kent College, in line with funding availability to the CLPP.
- 5.3. In the event of the post requiring cover (including but not limited to maternity, paternity, adoption or special leave), the CLPP Strategy Group shall determine suitable cover and financial cost.

- 5.4. In the event of the CLPP deciding to bid for additional resources, prior agreement will be made upon:
 - 5.4.1. which partner will take the lead role in bidding for resources and what process will be followed to ensure all partners can input as required;
 - 5.4.2. how the members will approve the final bid before submission;
 - 5.4.3. how the resources will be used and how will their use be monitored and reported to the CLPP; and
 - 5.4.4. which partner will act as Accountable Body for the resources secured.
- 5.5. Nothing in 5.4 above shall prevent any member from securing resources in their own right.
- 5.6. Any organisation acting as Accountable Body on behalf of the CLPP will require a separate Service Level Agreement to be drawn up to clarify roles and responsibilities.
- 5.7. The CLPP may from time to time make or alter rules for the conduct of their business. In the case of amendments to the Terms of Reference the proposed amendments will be sent to members at least 10 days in advance of a CLPP Strategy Group meeting and shall be passed by a majority decision at the meeting.
- 5.8. Should, at some point, the CLPP agree that there will be dissolution of the Partnership or a respective CLPP group then 6 months' notice shall be given of such dissolution to allow alternative arrangements to be put in place.

Note: These terms of reference and membership shall be reviewed by the CLPP Strategy Group every 12 months.