

Proposal: Set up a regional London Children in Care Council

October 2016

Executive Summary

The City of London Corporation has commissioned a proposal to set up a regional London Children in Care Council (CiCC). This report outlines the proposed vision, objectives, approach and proposed terms of reference. It also provides a cost estimate, resourcing requirements and funding and delivery options.

The strategic case for setting up a regional London Children in Care Council to increase service user participation in London is compelling. Regional and national drivers create a suitable environment for this to happen. Recent research shows that Children in Care Councils have benefits to the young people involved and to local authorities.

A regional CiCC group would provide a participation mechanism that promotes young people's voices in shaping the system at a regional level and would have a positive impact on their lives and the lives of other children and young people in care and care leavers.

It is proposed that a regional CiCC group is sponsored by the Association of London Directors of Children's Services (ALDCS) and its sub-group the Assistant Directors of Social Care network (ADSC). They have responsibility for the strategic oversight and delivery of social care services for children looked after and care leavers across London. A lead senior manager and local authority should be identified to take on the role of project sponsor to support the strategic planning, implementation and delivery of the project. The lead should ideally commit to this role for the next three years.

There are five identified delivery and funding options suitable for taking implementation forward, to be agreed between the City of London Corporation and the ALDCS.

1. City of London Corporation delivers and funds
2. City of London Corporation commissions and funds
3. City of London Corporation commissions and joint-funds with London boroughs
4. Host agency delivers and joint-funds with London boroughs
5. Host agency commissions and joint-funds with London boroughs

A dedicated Participation Officer or commissioned provider will be required to launch the group and support its ongoing work over the first three years. An appraisal of costs in section 14 of this report estimates a total annual cost of £38,950 for delivery in year one, £25,730 for delivery in year two, and £25,730 for year three. The option for all London boroughs to joint fund the project reduces the per annum cost to £1180.30 each for year one and £780 each for year two and three.

An implementation timetable set out in section 11 of this report gives an indication of key milestones and timescales. The timing of the regional London CiCC Meet-Up event by the Office of the Children's Commissioner and Greater London Authority planned for 18 March 2017 is an ideal milestone to formally launch this plan and to consult with young people and corporate parents about the proposed design and terms of reference, with a view to the first regional London CiCC meeting being held over the Summer 2017.

The following decisions need to be made:

1. A regional London CiCC group should be set up
2. The proposed terms of reference and approach is agreed
3. The funding and delivery options are agreed
4. Implementation timetable is agreed

Part One: A strategic case

1. Introduction

This report sets out a proposal commissioned by the City of London Corporation (CoL Corporation) to give detailed consideration to setting up a regional London Children in Care Council as a means of improving the level of input of children looked after (CLA) and care leavers (CL) in regional policy making and service planning. The proposal is focused on seeking *support for the proposed vision, objectives, governance arrangements, terms of reference, funding and delivery options* of a regional London Children in Care Council. This report includes an overview of the strategic case for a group, the proposed design and delivery, and an indicative implementation and delivery plan with key milestones, estimated resourcing requirements and costs, delivery and funding options and recommendations for decision.

2. Policy context

Central government recognises that local authority services benefit when children and young people's engagement is a key part of service planning and improvement processes. As such, children in Care Councils are a requirement of all local authorities, originally set out in the 2007 White Paper *Care Matters: Time for Change* and underpinned by the UN Convention on the Rights of the Child. Appendix one outlines full details of the strategic case for a regional group and an overview of the key legislation and national drivers for children's participation.

Central government has made it clear it supports the role of Children in Care Councils in giving children looked after and care leavers a voice and opportunity to influence and improve the services they receive in their local area.

This paper seeks to address a consultation gap in regional policy development, to establish a more permanent and formal mechanism for giving children looked after and care leavers a more consistent voice in London-wide policy development.

3. National picture

A mapping exercise has identified a number of mechanisms and events that have sought to obtain the views of young people in care and care leavers across London and England (see Appendix two). Government agencies including the Department for Education, former Children's Rights Director in England, Children's Commissioner for England, and Greater London Authority have all, at some time in the past six years, run consultation groups, commissioned events and/or projects to hear from children looked after, care leavers and CiCC group representatives to inform policy development.

The most current opportunity is being driven by the Office of the Children's Commissioner for England (OCCE) who is taking a lead in encouraging different regions of England to bring their local CiCC groups together for CiCC Meet-Ups. The aim is to amplify the voice of Children in Care Councils by arranging regional CiCC Meet-Ups across England to give young people with care experience the chance to exchange ideas, innovate and make a difference in both their local area and regional area. The aspiration is for regions to take a lead in setting up their own ongoing CiCC networks.

These events will be hosted by the Children's Commissioner, Anne Longfield, to hear directly from children and young people about the issues that matter to them. They will be run as one-day events and will bring together corporate parents from the region (lead members and directors), Participation Officers, and young people from each local authorities' CiCC group.

The London event is being planned for the 18 March 2017 and initial discussions with the event organiser indicates an opportunity for one or two London boroughs to be involved in the planning. This is an ideal opportunity for this project to be incorporated into the event programme to consult with young people and corporate parents about the vision and draft terms of reference, to help inform the design before its launch.

4. The London picture

There are 33 Children in Care Councils in London, with one in each of the 32 boroughs of London and the City of London Corporation. A range of innovative approaches have been adopted by London local authorities to improve opportunities for children in care and care leavers to express their voices and opinions about the services they receive. The models of delivery vary from borough to borough, but the underlying principles remain the same, encouraging important feedback from children looked after and care leavers about the services and support they receive. In many areas of London, the involvement of CiCCs is truly embedded in the culture of the organisation, and in some, there is still more work to be done.

The impetus to deliver more efficient and effective services across London is now stronger than ever, and the disparity of services across London has been highlighted by the current Ofsted inspections under the Single Assessment Framework. In many areas, where CiCCs are functioning well, Ofsted reports have shown there has been a direct improvement in service delivery and the experiences of children looked after and care leavers. This is because local authority corporate parents have invested in their CiCC groups, have built a culture of participation by making time to listen to young people, and have been able to respond to their needs, providing more of the type of care and support that children looked after and care leavers need.

The mapping exercise identified that the involvement of Children in Care Councils in London regional policy development has been limited to a number of one-off consultation events run by, and or funded by, various government departments. Despite being well-run and of very good intentions by nature of being one-off events they have been limited in the time and capacity for CLA and CLs to discuss issues of importance and to influence regional policy-making.

There is scope for a regional CiCC group to meet more regularly and bring representatives from the 33 London CiCC groups together, to share common issues and challenges and help inform London-wide policy planning.

Part Two: Design and structure

5. Purpose

Meaningful participation is about listening to children and young people and ensuring their views and experiences influence change. Regional meetings are an opportunity to provide a formal consultation and participation mechanism for London CiCC groups to meet and discuss current issues affecting children and young people looked after and care leavers and to identify common themes and issues that require regional support.

Regional meetings would facilitate the involvement of children and young people looked after and care leavers in shaping regional policy and services that affects them and other CLA and Care Leavers across London. Young people involved will be supported to develop skills and confidence from being involved.

6. Vision

The vision is that by 2020:

London-wide policy-makers for children's social care will recognise the London regional Children in Care Council as belonging and contributing to regional policy-making on issues that affect children in care and care leavers. Government agencies, regional bodies, London local authorities and voluntary sector organisations, with a vested interest in children's social care in London, will be familiar with the regional London CiCC and its contributions. Regional bodies, in particular ALDCS and ADCS, will expect to engage with the regional CiCC group on a regular basis.

In three years' time:

- The views of children looked after and care leavers are considered for all new London-wide regional policy made by ALDCS and ADCS on issues affecting children looked after and care leavers in London.
- Regional bodies adopt recommendations from the regional CiCC group on a regular basis
- The regional London CiCC group's contributions have helped to improve the care experience for children looked after and care leavers across London
- The CiCC group is involved in community partnerships, is self sufficient, self funded and young person led.

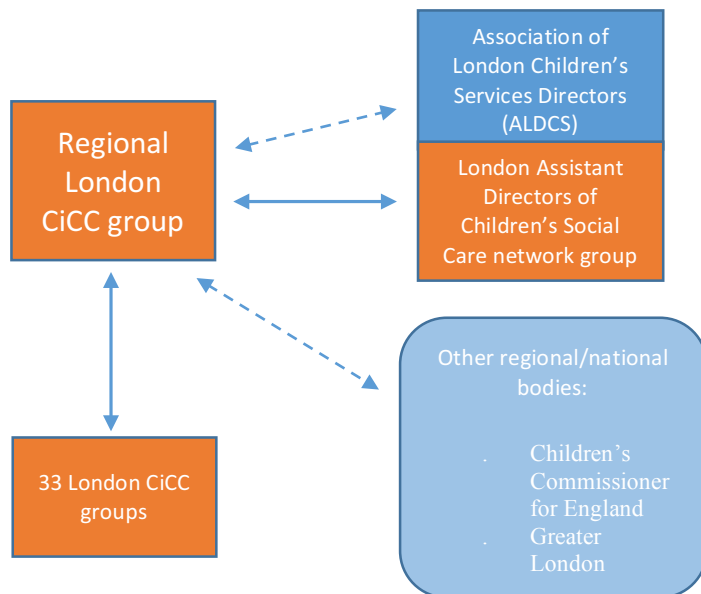
7. Proposed governance arrangements

The recommended sponsorship of a regional London CiCC lies with the Association of London Directors of Children's Services (ALDCS), in particular its sub group, the Assistant Directors of Social Care network group (ADSC). These two groups bring together the senior managers responsible for the delivery of local services for children, and care-related services for children looked after and care leavers from across all London boroughs. The groups do not currently have any formal mechanisms in place for consulting with children looked after and care leavers on relevant regional policy development.

At a local authority level, it is a requirement that local CiCC groups meet with their Director of Children's Services and Director of Children's Social Care at least once per year. It would be advantageous to mirror this structure at a regional level.

It is recommended that a lead senior manager and local authority is identified from the ADSC group to act as the project sponsor to support the strategic planning, implementation and delivery of the project. The lead should ideally commit to this role for the next three years.

Figure 1 Matrix of governance and reporting



8. Group structure and terms of reference

The group will be comprised of up to 33 young people - one representative from each of the 32 London boroughs and the City of London Corporation aged between 12 and 25 years. Each young person is encouraged to commit to attending for a full one-year term.

The London CiCC will hold elections every twelve months to elect officers for the group – including, but not limited to: Chair, Deputy Chair and Minute-taker.

There will be a designated Participation Officer employed/commissioned to support the facilitation of the group and manage the practical arrangements. An additional three to five adults will attend to support the session and meet minimum requirements for adult to child ratio.

The group will meet a minimum of quarterly, with meetings being held during school holiday periods. Sessions will be a half day with lunch provided e.g. 10:00am to 3:00pm, allowing adequate time to arrive at the venue and to return home before it is too late in the day.

A work plan and agenda will be in place to give the group a structure and clear purpose for each meeting. It is recommended that each meeting has a theme for the group to explore in detail. The initial meeting of the CiCC will be used to agree these themes with the young people. The themes should be drawn up into an annual forward plan/work plan by the Participation Lead.

It is appropriate that the young people involved will be rewarded for their involvement in the regional Children in Care Council meetings. Some local authorities provide gift vouchers, outings or accreditation for attending meetings.

Appendix three provides the full draft terms of reference with details covering the aims, objectives, values, membership, frequency, location and venue, group meeting format and

facilitation, governance arrangements, communication, travel arrangements, rewards and incentives, support to members of the CiCC and meeting agendas.

This has been designed based on recent national research into the effectiveness of CiCC groups across England which has highlighted the following critical success factors:

- Well-defined purpose and governance arrangements (including commitment from and contact with senior managers)
- Clear constitution set out in terms of reference (including decision-making and scope of the group)
- Membership strategy – representing the voice of all CLA and CLs
- Good support and facilitation (from Participation Officers)
- Structured agendas and flexible meeting format
- Accessible format and location/venue
- Budget (transport, refreshments, incentives)
- Incentives and rewards for involvement
- Communication plan
- Opportunities for project work

(Department of Education funded project delivered by A National Voice and the National Children's Bureau, *A guide to good practice in the structure and running of Children in Care Councils*, 2016).

9. Group facilitation

The role of a Participation lead is of critical importance, as a facilitator both of the children in care council and of the wider engagement with regional decision-making bodies.

Implementation and facilitation needs to be delivered by experienced professionals who have worked with children looked after and care leavers and not only understand the issues being discussed, but the possible challenges being faced by the individuals involved in the CiCC group.

The sessions will be delivered in a fun, creative way to maximise engagement and give young people adequate air-time to express their ideas, views and ideas. The sessions will be solution-focussed, and young people will be encouraged to develop their ideas for improvement to take forward to senior managers.

Regular reviews of the structure and group in practice will be undertaken to make sure the group is on track, objectives and outcomes are being achieved and that the group is genuinely influencing change and improvement of social care services in London. A 'we said, you did' tracker will be kept to record the themes, issues and decisions from meetings and the actions taken to address these.

For the first meeting local authority Participation Officers should be invited to attend the full meeting with each CiCC group representative to provide support and help them to familiarise themselves with the group setting and format.

For future meetings, it is likely that many of the CiCC group representatives will need support to travel to and from the venue. One way of managing this would be to run London Participation Officer's network group meetings in parallel with the CiCC group meetings. An informal Participation leads group already exists in London, so with their agreement, their meetings could be expanded to invite all London boroughs and to run in parallel with the CiCC regional group meetings.

10. Anticipated outcomes

The impact of the CiCC group and its successes will be measured against the following:

Year one – March 2017 to March 2018

- Regional London CiCC group launched at the Children's Commissioner for England CiCC Meet-Up event in March 2017
- Two regional CiCC meetings are held with 50% borough attendance
- The group agrees on its priorities and work plan
- A chair and deputy chair agreed
- Annual report presented by CiCC group representative to the ALDCS and ADCS
- A social outing held to support group forming

Year two – April 2018 to March 2019

- Four regional CiCC meetings are held with 80% borough attendance
- A chair, deputy chair and minute taker are agreed
- The group agrees on its priorities and work plan
- ADCS receive summary minutes from each CiCC meeting
- The group are empowered to get involved in at least one project/initiatives to take action and improve services
- CiCC group website launched
- CiCC group private Facebook page launched
- ALDCS and ADCS representatives have attended at least one CiCC group meeting
- Young people have helped to inform at least two decisions of ADCS/ALDCS as evidenced in the 'we said, you did' tracker.

Year three – April 2019 to March 2020

- Four regional CiCC meetings are held with 100% borough attendance
- A chair, deputy chair and minute taker are agreed
- The nominated chair leads up to 50% of the meetings
- The group agrees on its priorities and work plan
- ADCS receive summary minutes from each CiCC meeting
- The group are empowered to get involved in at least three projects/initiatives to take action and improve services
- The group has a plan in place for future funding, undertaking group fundraising and applying for relevant grants. The group may also have a legal status to support this.
- ALDCS and ADCS representatives have attended one CiCC group meeting
- The CiCC group have helped to inform at least five decisions of ADCS/ALDCS as evidenced in the 'we said, you did' tracker.

Part Three: Implementation and delivery

11. Implementation timeline

An indicative timeline for implementation is outlined below:

| Phase of Work | Timescale | Resourcing |
|--|---|--|
| Phase 1a: Initial mapping | September 2016 | CoL funded external consultant |
| Phase 1b: Detailed assessment exercise (including design, delivery options and cost) | September to October 2016 | CoL funded external consultant |
| Phase 2: Presentation of findings for decision | October 2016 to November 2016 | CoL staff |
| Phase 3: Commissioning and preparation to implement | December 2016 to March 2017 | Delivery and funding options to be decided as per section 16 and 17. |
| Phase 4: Launch and delivery | March 2017 (Children's Commissioner's event) to July 2017 (First meeting to be held in July 2017) | Delivery and funding options detailed below in section 16 and 17. |

12. Summary of resource requirements

Phase 1a,1b and 2 have been funded by the City of London Corporation.

Phase 3 will require resource to prepare for implementation of the delivery option chosen. This will involve writing a specification and/or job description, recruitment/commissioning and overseeing administrative tasks such as human resource matters, finance, procurement and induction. A decision needs to be made as to whether this work can be absorbed by staff in the CoL Corporation, or whether an external consultant is required to support this.

Phase 4 launch and delivery will require a dedicated Participation lead to undertake the following:

- Initial set up, marketing and promotion of the group to local authorities and regional bodies
- Set up of administrative systems
- Agenda planning and facilitating sessions with the young people
- Developing and maintaining the work plan and action plan
- Developing and updating a "we said, you did" register from each meeting to record the themes, issues and decisions from meetings and the action taken to address these
- Writing and distributing minutes from each meeting (recording key discussion points and decisions – not identifying boroughs or young people), to be distributed to attendees, London CiCCs, Directors of Children's Services, Assistant Directors of Children's Social Care and the agreed reporting lines.
- Setting up and maintaining a closed Facebook group (if young people are in agreement) to help record the CiCC meet ups and for the group to keep in touch in between meetings
- Developing and maintain a basic website for the regional CiCC to update CLA and CLs across London on their work and to give them an opportunity to have a say
- Writing reports and liaison with regional bodies to ensure the voice of the regional CiCC is heard in key decision-making
- Ensuring appropriate adult/child ratio for each session

- Managing the incentives for young people (Time Credits/vouchers/accreditation)
- Maintaining communication with the group members

13. Funding and delivery options

There are five main delivery options for consideration as detailed below:

Delivery and funding option 1: City of London Corporation delivers and funds

Funding is absorbed through the *Supporting London* programme. A Participation Officer would be recruited, as a freelance consultant or on a fixed-term contract, to undertake all administration and facilitation tasks for the running of the group, and would be based within the Children and Families service, Community and Children's Services. Line management oversight would be via the Assistant Director of People's Services as the ADCS lead.

Delivery option 2: City of London Corporation commissions and funds

Funding is absorbed through the *Supporting London* programme. The City of London Corporation takes on the role as host agency and undertakes a procurement process to commission a suitably experienced provider/voluntary agency to undertake all administration and facilitation tasks for the running of the group. This would be ideally an agency with good experience working with children looked after and care leavers. The CoL Corporation would monitor the provision through its usual commissioning arrangements. Senior management oversight would be via the Assistant Director of People's Services as the ADCS lead.

Delivery option 3: City of London Corporation commissions and joint-funds with London boroughs

Funding is provided by all 32 boroughs in London and the City of London Corporation, with pay costs split between them. The City of London Corporation takes on the role as host agency and undertakes a procurement process to commission a suitably experienced provider/voluntary agency to undertake all administration and facilitation tasks for the running of the group. This would be ideally an agency with good experience working with children looked after and care leavers. The CoL Corporation would monitor the provision through its usual commissioning arrangements. Senior management oversight would be via the Assistant Director of People's Services as the ADCS lead. The City of London Corporation would provide all in-kind non-pay resource and support for phases 3 and 4.

Delivery option 4: Host agency delivers and joint-fund with London boroughs

A Participation Officer would be recruited, or the work absorbed within an existing post, to undertake all administration and facilitation tasks for the running of the group. Funding is provided by all 32 boroughs in London and the City of London Corporation, with costs split between them.

All local authorities would be given the opportunity to nominate themselves as the host agency, and once agreed, they would provide all in-kind non-pay resource and support for phases 3 and 4.

Delivery option 5: Host agency commissions and joint-fund with London boroughs

As per option 4 above, but the Participation service to lead the project is commissioned rather than delivered in-house.

Assumed factors

For all five funding and delivery options above the following factors apply:

- A minimum three-year financial commitment would be required for all pay and in-kind non-pay costs to give the CiCC group a good opportunity to launch, establish itself and explore other funding streams.
- This report assumes that for all delivery options above, the host agency will take on Accountable Body status and oversee the finances, ensuring all monies raised are spent in accordance with an agreed funding agreement and that the outputs and results agreed are achieved.
- The host agency would be required to provide in kind provision of back office functions including administrative, legal, commissioning and financial processes.
- An explicit service level agreement regarding delivery and financial arrangements would be required from the outset.
- Once the regional CiCC group is fully established and functioning well, the aspiration is for the group to apply for funding to sustain itself. It is likely this would be achieved during year three, and by year four.

14. Estimated cost analysis

An appraisal of costs in this section estimates a total annual cost of £38,950 per annum for phase 4 delivery in year one, £25,730 for delivery in year two, and £25,730 for year three. The option for all London boroughs to joint fund the project reduces the per annum cost to £1180.30 each for year one and £780 each for year two and three.

This section provides a detailed breakdown of the resources required and costs for phase 3 and phase 4.

Phase 3 – Commissioning and preparation to implement

The following activities, resources and costs will be required:

Table 1 – phase 3 costs

| Activity | Resourcing | Cost /meeting | One off cost | Cost per borough (if split) |
|--|-------------------|--|---------------------|------------------------------------|
| Write specification and/or job description | 3 days | In- kind or external consultant (approximately £350/day) | £1050 | £32 |
| Recruitment and/or procurement | 3 to 6 days | In- kind or external consultant (approximately £350/day) | £2100 | £64 |
| Totals | 9 days | N/A | £3150 | £95 |

Phase 4 – Launch and delivery

The following provides a summary of the essential resources required for launch and delivery:

Table 2 – essential costs

| Activity | Resourcing | Cost /meeting | Annual cost | Cost per borough |
|---|---|---|----------------------|---------------------------------------|
| Delivery lead – initial set up, administration and facilitation of the CiCC *The costs estimated are for option 1, 2 and 3, however will require further costing once the delivery option is decided. | 18 days/ Quarter (1.5 days/week each quarter) | £30/hour = £210/day = £3780/ quarter | £15,120/year | £458.20/year |
| Refreshments - Lunch and drinks - Snacks - Paper cups/plates/napkins *costs may increase if the Participation network is set up and/or if restricted by a preferred catering supplier at the venue | Each meeting | £10/ person/ meeting = £400/ quarter | £1600/ year | £12.15/ meeting £48.50/year |
| Venue | 2 rooms – 1 for young people and 1 for Participation officers network | In kind by host borough | Nil | Nil |
| Incentives - Time Credits for participation - Annual outing | Nil | Nil £30/young person = £990/quarter | Nil £990/year | Nil £30/year |
| Transport costs | Absorbed by each borough for their own young person | Nil | Nil | Nil |
| Subtotal | | £5,170/quarter | £20,680/year | £627/borough/year |

The following extras would further enhance the work of the regional London CiCC group as part of phase 4 launch and delivery and are only estimates. Full quotes would need to be obtained from providers if proceeding:

Table 3 – additional costs

| Activity | Resourcing | Cost | One off cost | Cost per borough |
|---|---|--|---|--|
| Marketing materials - Initial development of logo and templates by a professional designer | Up to 10 days work | £5000 | £5000 | £152 one off |
| Website development - Initial development and set up of a very basic first website (5 to 10 pages) - Ongoing website work would be absorbed by delivery lead | Delivery lead to develop content and upload – 15 days' work Web designer | Delivery lead - £3150 Web designer - £5000 Domain name and hosting - £50/month (£120/year) | Year 1 - £8270 Year 2 – £50/month Year 3 - £50/month | Year 1 - £251 Year 2 - £1.50 Year 3 - £1.50 |
| Project grant - Young people have access to a pot of money to help them develop any new ideas for CLA and Care Leavers in London. The money would need to be agreed by the funders. | Project work absorbed by delivery lead | Up to £5,000 available | £5000 | £152/year |
| Subtotal | | £21,360 | Year 1 - £18,270 Year 2 – £5050 Year 3 - £5050 | Year 1 – £554 Year 2 - £153 Year 3 - £153 |

Phase 3 and 4 - Estimated cost summary

Assuming all essential and extra costs in table 1 and 2 above are agreed; the total costs are provided below:

Table 4: Total costs

| | Phase 3 – Preparation to implement | | Phase 4 - Delivery | |
|--------|---|-----------------------------|---------------------------|-----------------------------|
| | One-off cost | Cost per borough (if split) | Total annual cost | Cost per borough (if split) |
| Year 1 | £3150 | £95 | £38,950 | £1180.30 |
| Year 2 | Nil | Nil | £25,730 | £780 |
| Year 3 | Nil | Nil | £25,730 | £780 |

Conclusion

The strategic case for setting up a regional London Children in Care Council to increase service user participation in London is compelling. Regional and national drivers create a suitable environment for this to happen.

It is in the interests of all regional bodies, including the Association of London Directors of Children's Services (ALDCS) and the sub-group London Assistant Directors of Social Care network group (LADSC), in seeking to establish more consistency across London, to embrace the set up of a regional London CiCC and make the time to actively listen to the voice of those in receipt of children's social care services, to help them shape the work they are doing. The ALDCS and ADCS has an opportunity to become trailblazers in England for truly integrated service user participation at a regional level.

Matters such as governance, funding and delivery options, agreement of accountabilities and finance and the overall approach needs to be addressed and agreed as set out in the report and the proposed terms of reference.

The timing of the regional CiCC Meet-Up project by the Office of the Children's Commissioner is ideal for London to develop and launch its own regional group in March 2017, with a view to the first regional London CiCC meeting being held over the Summer 2017.

Recommendations and decisions

1. A regional London CiCC group should be set up
2. The proposed terms of reference and approach is agreed
3. The funding and delivery options are agreed between the City of London Corporation and ADCS
4. Implementation timetable is agreed

Appendix One

A strategic case: legislation and national drivers

There are a number of key drivers and legislation for the foundational structure of children's participation and function of Children in Care Councils in local areas. In particular, requirements for children looked after and care leavers to exercise their right to express their views, wishes and feelings on services and decisions that affect them, and to be consulted on about their experiences of the care system, to increase their ability to influence and improve services they receive from their local authority corporate parents.

The 2007 *Care Matters: Time for Change White Paper* set out the original intention for all local authorities to establish a Children in Care Council (CiCC). The following legislation and national papers further underpin and/or strengthen the participation of CLA and CLs:

- The United Nations Convention on the Rights of the Child (UNCRC)
- The Children Act 1989 and the Children Act 2004
- Children (Leaving Care) 2000
- Care Matters: Time for Change White Paper 2007 and Children and Young Person's Act 2008
- The Children Act 1989 Guidance and Regulations Volume 2: Care Planning, Placement and Case Review
- The Children Act 1989 guidance and regulations volume 3: planning transitions to adulthood for care leavers
- Care leaver strategy:
- Children and Families Act 2014
- Care leaver strategy: A cross departmental strategy for young people leaving care
- Children Act 1989 guidance and regulations – volume 5: children's homes: statutory guidance for local authorities
- IRO handbook: statutory guidance for independent reviewing officers and local authorities on their functions in relation to case management and review for looked after children
- Promoting the education of looked after children: statutory guidance for local authorities.
- 2016 Children's Commissioner for England five-year plan, *Ambitious for Children (Priority 2: Ambitious for Children in Care)*
- *Putting children first: Delivering our vision for excellent children's social care* (July 2016) published by the Department for Education

Appendix two

The following provides an outline of the current consultation forums for children looked after and care leavers at a national and/or regional level.

| Name | Function | Geographical area | Location and Frequency | Who is involved? | Organiser/ Facilitator |
|---|---|---|--|---|--|
| All-party Associate Parliamentary Group | <ul style="list-style-type: none"> - Ensures the voices of young people with experience of public care are heard by central government. - Ensures that legislation addresses the particular needs of children and young people in and leaving care and to debate key policy and practice issues. - Liaison at parliamentary level with organisations working with children and young people in and leaving care. | England wide, held in London | London, Houses of Parliament 5 times/year | Current or former CLA and CLs, professionals and members of the House of Commons and the House of Lords | Who Cares? Trust Emily Michelis The Who Cares? Trust T: 020 7017 8906 (direct) |
| London Care Consortium | <ul style="list-style-type: none"> - Acts as a sub-group to the Mayor of London's Young London Participation Network - Organisations share information on the different projects and programmes they are running with looked after children and care leavers - An opportunity to hear from young people in care. | London-wide | GLA building Bi-monthly (6 times/ year) | Children looked after and care leavers, professionals and voluntary sector organisations | Greater London Authority (GLA) Rebecca Palmer mailto:Rebecca.Palmer@london.gov.uk |
| Regional CiCC Meet Ups Children's Commissioner | <ul style="list-style-type: none"> - Amplify the voice of Children in Care Councils by arranging regional CiCC Meet-Ups across England. - CiCC Meet-Ups will give children with care experience the chance to exchange ideas, innovate and make a real difference in their local area. - The meet ups are also a chance for Children's Commissioner, Anne Longfield to hear directly from children and young people about the issues that matter to them. - You can follow all of the CiCC Meet-Ups on social media at #CiCCMeetup - CiCC Meet-Up events will run annually but aspiration is for local regions to meet up regularly in between these events. | Regional meetings London meetings: | One-off events, annually | Children in Care Councils | Office of the Children's Commissioner Chris Dossett, Participation Officer for children living away from home and receiving social care services Email: chris.dossett@childrenscommissioner.gsi.gov.uk Phone: 020 7783 8130 |

Appendix three

This section sets out the proposed terms of reference for a regional London Children in Care Council (CiCC) and addresses the critical success factors above.

London Children in Care Council Draft Terms of reference

1. Aim

The London Children in Care Council (CiCC) is a group of young people from each of the 33 Children in Care Councils across London, representing the voice of looked after children and care leavers across the Wider-London region.

Regional meetings are an opportunity to provide a formal consultation and participation mechanism for London CiCC groups to meet and discuss current issues affecting children and young people looked after and care leavers and to identify common themes and issues that require regional support.

2. Objectives

The London regional Children in Care Council exists to facilitate the involvement of children and young people looked after and care leavers to:

- contribute their views and ideas as care experienced young people to regional policy development.
- meet on a regular basis to discuss care related issues of common importance in London and help shape regional decision-making
- provide an opportunity for CiCC group representatives from across London to share common interests; good practice, and develop community partnerships.
- develop the skills and confidence of the young people involved.

3. Values

The London Children in Care Council will act as:

A **champion and advocate** for children and young people in care and leaving care, to influence changes in policy, services, support and entitlements of children and young people in care and leaving care in London.

A **consultation group** to support senior managers and policy-makers in the design, delivery and evaluation of projects and services that affect children looked after and care leavers in London.

A **campaigning group** to raise awareness of the rights of children and young people in care and leaving care, and of what it's like growing up in the care system in London.

A **forum** for developing ideas and projects that aim to improve the lives of children and young people in care and leaving care in London.

A **forum for feeding back** to the Association of London Directors of Children's Services, the Children's Social Care Network and other regional and national bodies as required.

4. Membership

The group will be comprised of up to 33 young people - one representative from each of the 32 London boroughs and the City of London Corporation aged between 12 and 25 years. Each young person is encouraged to commit to attending for a full one-year term.

The London CiCC will hold elections every twelve months to elect officers for the group – including, but not limited to: Chair, Deputy Chair and Minute-taker.

There will be one designated Participation Officer employed/commissioned to support the facilitation of the group and manage the practical arrangements. An additional three to five adults will attend to support the session and meet minimum requirements for adult to child ratio.

5. Frequency

The group will meet a minimum of quarterly, with meetings being held during school holiday periods. Sessions will be a half day with lunch provided e.g. 10:00am to 3:00pm, allowing adequate time to arrive at the venue and to return home before it is too late in the day.

The meeting dates will be agreed in advance and will be set out in an annual forward plan.

6. Location and venue

It is proposed that the City of London Corporation will host the meetings in one of its conference rooms at the Guildhall as these are ideally located in the centre of London with good transport links to mainline stations, underground stations and bus lines.

7. Group meeting format and facilitation

Meetings will be facilitated by a qualified and experienced participation lead. The chair should be held jointly between the Participation lead and one nominated young person from the group, to be voted on by the group and reviewed annually.

A work plan and agenda will be in place to give the group a structure and clear purpose for each meeting. It is recommended that each meeting has a theme for the group to explore in detail. The initial meeting of the CiCC could be used to agree these themes with the young people. The themes should be drawn up into an annual forward plan/work plan by the Participation Lead.

The sessions will be delivered in a fun, creative way to maximise engagement and give young people adequate air-time to express their ideas, views and ideas. The sessions will be solution-focussed, encouraged to develop their ideas for improvement to take forward to senior managers.

8. Governance arrangements

The regional CiCC will be sponsored by the Association of London Directors of Children's Services, in particular its sub group, the Assistant Directors of Social Care network group (ADSC). These groups have a responsibility to consider care-related issues across London; and are ideally placed to support and hear from the London CiCC group, and consult with them regularly.

A lead senior manager from the ADSC group will be the main point of contact for the regional London CiCC group, providing advice, support and guidance to the group and facilitator, and helping to facilitate a two-way dialogue between the ADSC and CiCC group.

Consideration needs to be given as to whether the ADSC lead should attend all London regional CiCC meetings, or every other meeting.

The CiCC will have a standing agenda item at each ADSC Network meeting where the ADSC lead will provide an update to senior managers.

CiCC group representatives will attend the ALDCS at least once a year to present an annual report, and likewise, a representative of the ALDCS will attend a regional CiCC group meeting at least once/year.

The regional CiCC group members will need to know their work makes a difference, and the regional bodies should develop a mechanism to feedback how the work of the regional CiCC has fed into any decisions they've made.

9. Communication

CiCC members will be expected to communicate discussions, messages and projects that take place at regional meetings to their peers in their local Children in Care Council groups and to their Participation Officers.

Communication lines should be established with the Greater London Authority and Children's Commissioner for England, to ensure the messages from CLA and CLs across London are communicated within wider regional and national decision-making forums.

For the CiCC group to be successful it needs to be given an opportunity to influence policy decisions and improve services. Communication will therefore be a two-way process between the CiCC and the ADSC. The CiCC group will raise common issues, themes and ideas through summary reports, minutes and face to face contact; and the ADSC and ALDCS will also be encouraged to attend regional CiCC meetings (planned in advance) to consult on relevant policy and/or service developments. A 'we said, you did' record will be kept by the group to evidence the impact of their work and keep track of decisions and actions.

A website will be set up to communicate updates from the group so that all London CiCC groups can stay up to date on issues being discussed and any policy developments.

Using technology can help engagement, for example, by setting up a closed Facebook group will allow young people to converse in between regional CiCC meetings.

10. Travel arrangements

It is recognised that many of the CiCC group representatives will need support to travel to and from the venue. Each borough is responsible for ensuring adequate arrangements are in place for each young person travelling to and from the regional meetings, including funding any travel costs.

11. Rewards and incentives

It is appropriate that young people should be rewarded for their involvement in the regional Children in Care Council meetings. Some local authorities provide gift vouchers, outings or accreditation for attending meetings.

It is proposed that young people attending the regional CiCC meetings receive Time Credits for their participation. This will give each young person one-hour credit for every hour of time they give to the group. Young people are able to spend their Time Credits on a range of

positive activities in London. <http://www.justaddspice.org/wp-content/uploads/2015/02/Issue-1-2015-London-Spend-Brochure.pdf>

It is suggested a social event is organised in the first year to support group forming, and that from the second year, an end of year outing is organised for the group to celebrate their work and successes.

12. Support to members of the CiCC

CiCC members will:

- Be offered relevant and appropriate training and formal accreditation through the Spice Time credits scheme.
- Receive regular notice and communication about meetings, events and the group agenda and work plans.
- Be invited to attend relevant regional and national events and activities.
- Be supported with their own personal and skills development.
- Get refreshments at every CiCC meeting.

13. Meeting agendas

Each meeting agenda will include introductions and check in from each member, an overview of the theme for the meeting, consultation activities based on small group and whole group discussions/activities, problem-solving/solution focused/ideas generating activities based on the theme and finally, key messages should be agreed towards the end of each meeting, to be fed back to ADCS.

The agenda will include opportunities for group members to share what's going well for CLA in their area, any concerns or issues for CLA in their area and their ideas for CLA and CLs in London, to ensure new issues and themes are picked up and good practice is shared.