

CONSTITUTION OF:



1. Name

Warwickshire Children in Care Council (**CiCC**)

Context: The White Paper "Care Matters Time for Change" requires every Local Authority to set up a **CiCC** with direct links to the Director of Children's Services and the Lead Member. The Council is expected to give children in care, and care leavers, a platform to express their views and influence the services and support they receive. In this document "children in care" refers to children who are looked after without a court order in place as well as those subject to care orders. "Young people" refers to young people to whom the County has duties as care leavers under the Children Act 1989.

2. Purpose of the CiCC

- a) Reflect the views of all Children & Young People Looked After in care and care leavers (**C&YPLA**) in Warwickshire.
- b) Work towards achieving positive change and better outcomes for all C&YPLA by working in partnership with Warwickshire County Council (**WCC**) and other organisations.
- c) Forward the views, ideas and recommendations of C&YPLA to the Corporate Parenting Panel.
- d) Help C&YPLA to have the best possible opportunities in their lives
- e) Monitor the Care Leavers Charter and WCC Pledge to C&YPLA.

3. How will the "Purpose of the CiCC" be carried out

The group will fulfil the purpose by:

- a) Meeting with key decision-makers i.e. the Head of Safeguarding (or his/her representative), Lead Councillor, Corporate Parenting Panel, etc.

- b) Creating working links with key WCC sections, i.e. Fostering, IRO's, Virtual School, Communication Services, Business Intelligence, Fostering, WSCB, Care Leaving Teams, Children's Teams, etc.
- c) Holding surveys (and where appropriate meetings) with Warwickshire C&YPLA living within and outside of the local area.
- d) Looking at statistics of C&YPLA twice a year i.e. things like placement stability and educational achievement, etc.
- e) Asking WCC to carry out regular checks to make sure legal entitlements/duties of C&YPLA are being met.
- f) Getting involved in checking and monitoring WCC's services for C&YPLA.
- g) Formulating a rolling 18 month work programme.
- h) Getting involved in the recruitment of WCC staff.
- i) Attending relevant regional and national events.
- j) Representing views of C&YPLA in consultations, conferences, workshops, focus groups, etc.
- k) Using the CiCC budget to consult C&YPLA, raise the profile of CiCC, hold CiCC meetings and deliver the CiCC work programme.
- l) Using the CiCC website to update C&YPLA on CiCC developments
- m) Holding activity days for C&YPLA.
- n) Getting involved in delivering training for Foster Carers, WCC staff, Councillors, other agencies, etc.
- o) Working in partnership through discussion and negotiation with the Practice Leader - Participation (WCC Employee).

4. Membership

- a) Membership of the CiCC will be drawn from C&YPLA (between the ages of 11 to 21) who are interested in helping the group to achieve its aims and will abide by the Constitution and rules of the group. This will be done through an election process.
- b) Any member of the CiCC may resign his/her membership by giving to the Co-ordinator written notice (i.e. text, email, etc.) to that effect.
- c) The "CiCC's Way of Sorting Out Concerns About Behaviour" procedure when invoked may suspend or terminate the membership of any CiCC member, if his/her conduct is deemed to be damaging to the interests of the CiCC.
- d) The Practice Leader-Participation will advise, assist and support on the membership of the CiCC.

5. Composition

- a) There will be a total of 12 members on the CiCC.
- b) The 12 will be decided by an election process.
- c) The 12 members will take part as volunteers.

6. Election

- a) Every 18 months, 6 CiCC will retire and 6 new members will be chosen democratically via an election process (The initial year is the only exception when 12 members will be chosen).
- b) The 6 vacancies will come about as follows. The Co-ordinator will retire and the Back Up Co-ordinator will assume the role of Co-ordinator (1 vacancy). 5 further vacancies from the remaining 10 members through resignations, exceeding the age criteria or a fair process agreed by the group.
- c) To stand for election candidates must be over the age of 11 and below the age of 21. (It is the responsibility of the CiCC members to ensure the voice of those children below 11 and those adults above 21 and below 25 are included).
- d) C&YPLA between the ages of 8-25 may vote as part of the election.
- e) The Election will be co-ordinated by the Practice Leader - Participation. A detailed process is outlined in a separate document.
- f) If a tie exists to determine the 6 elected candidates the Practice Leader Participation will be entitled a vote, by secret ballot, breaking the tie.

7. Position & Roles

- a) The Co-ordinator and Back Up Co-ordinator roles will be decided by the 12 members voted onto the CiCC, by secret ballot. The remaining roles can be agreed by the CiCC through discussion and negotiation,
 - i. **The Co-ordinator (1)**
 - ii. **The Back Up Co-ordinator (1)**
 - iii. The Record Keeper (1)
 - iv. Trainers (min of 1)
 - v. Researchers (min of 1)
 - vi. Campaigners (min of 1)
 - vii. Inspectors (min of 1)
 - viii. and other voluntary roles the CiCC may deem necessary.
- b) With the exception of the Co-ordinator and Back Up Co-ordinator the voluntary roles can be rotated.
- c) If there is a tie in the vote for Co-ordinator and Back Up Co-ordinator roles the group must vote again.

- d) If a tie exists after the first round of votes the Practice Leader Participation will be entitled to vote in the second round of votes, by secret ballot. This vote will only be taken into account to break the tie, if there is one in the second round of votes.

8. Co-option

- a) If a member leaves then the CiCC may co-opt a member to make up the 12, as long as they meet all CiCC requirements under section 4 and 8.
- b) Any co-opted members will give up his/her role just before the next election and the position will become vacant.

9. Management

- a) The work of the CiCC will be managed by the Co-ordinator and Back Up Co-ordinator and not more than 10 other members.
- b) The Co-ordinator and Back Up Co-ordinator shall meet at least 12 times a year with the Practice Leader-Participation to plan the detailed work of the CiCC.
- c) If the Co-ordinator is unable to attend meetings the Deputy Co-ordinator may act up for a maximum period of 6 months.
- d) If the absences continue beyond a 6 month period (without a valid reason) the Co-ordinator position will lapse and then be re-elected by the group by secret ballot by the CiCC members.

The Practice Leader-Participation will advise, assist and support with both, the election and management of the CiCC.

10. Resources & Support

- (a) WCC will manage the CiCC resource allocated for the purposes of the CiCC.
- (b) Any other resources raised by the CiCC will be used only to meet the purposes for which the CiCC has been set up.
- (c) The Co-ordinator along with the Practice Leader-Participation will ensure that any activities or projects planned are affordable and does not exceed the resource available.
- (d) The Practice Leader-Participation is a key resource and source of support to the CiCC.

11. CiCC Meetings

- (a) The CiCC shall meet at least 9 times each year.

- (b) The quorum for a meeting shall be five 5.
- (c) The Co-ordinator and Back Up Co-ordinator shall be accountable to the members at all times.
- (d) Voting on issues at CiCC meetings shall be by show of hands on a majority basis (on sensitive issue by secret ballot). If there is a tied vote then the Co-ordinator shall have a second vote.
- (e) The CiCC will have power to set up sub-groups and working parties as deemed necessary. Any sub-group shall be accountable to the CiCC.
- (f) The WCC Lead Member or a representative of Corporate Parenting Panel and the Head of Social Care & Safeguarding or a representative will attend CiCC meetings regularly.
- (g) All meetings must be minuted and available to any interested party.
- (h) All CiCC members shall be given at least 5 days' notice of a meeting unless it is deemed to be an emergency meeting.
- (i) The Practice Leader-Participation will advise, assist and support in the preparation, planning and running of the CiCC meetings.

12. CiCC 18 Month Review Meeting

- (a) The CiCC shall call at least 1 review meeting every 18months, the purpose of this meeting is for the CiCC to report its progress and celebrate its achievements.
- (b) The Co-ordinator of the group shall normally chair these meetings.
- (c) The meeting will be open to all C&YPLA and those with responsibility for Corporate Parenting.
- (d) At least 28 days' notice of such a meeting must be given.
- (e) Review Meetings, must be minuted and available to any interested party.
- (f) The quorum for a Review Meeting is 12 Warwickshire C&YPLA.
- (g) The Practice Leader Participation will support the CiCC Co-ordinator to plan and facilitate the Review Meeting.

13. CiCC 18 Month Report

- (a) The CiCC Co-ordinator and Back Up Co-ordinator will write a CiCC Report at no more than 18 month intervals.
- (b) Members shall be notified personally, the report will be widely circulated.
- (c) The CiCC Report shall include:
 - i. the group's activities over the previous 18 months.
 - ii. a proposal for the next 18 months.
 - iii. any other matters as may be appropriate at such a meeting.

- (d) The Practice Leader Participation will support the Co-ordinator to produce and circulate the Report.

14. Alteration of the Constitution

- (a) Proposals for changes to this constitution must be delivered to the Co-ordinator and Practice Leader Participation in writing.
- (b) The Co-ordinator together with the Back Up Co-ordinator shall then take this proposal to the next CiCC meeting, giving at least 28 days clear notice.
- (c) Any changes to this constitution must be agreed by at least 8 of the CiCC members and WCC.

15. Review of the Constitution

- (a) The constitution will be reviewed by the CiCC and WCC after every 3rd election of the CiCC from the date below of this constitution.

Adoption of the Constitution

This constitution was adopted on MONDAY 27TH JUNE 2016

CiCC Co-ordinator:

Sign:  Print Name: Amelia Westbury

Lead Member:

Sign:  Print Name: An Hayfield

Head of Social Care & Safeguarding:

Sign:  Print Name: BEATE WAGNER

Lead Practitioner Participation:

Sign:  Print Name: S. BHARGAL

