**[Insert cluster] Fostering Recruitment Hub Project Board**

**Terms of Reference**

**Accountability**

1. The Fostering Recruitment Hub Project Board is accountable to [insert structure, this could be an existing senior board].

**Purpose**

1. The purpose of the Fostering Recruitment Hub Project Board is to drive delivery of the Fostering Recruitment Hub in [insert cluster name] as part of the Department for Education’s Fostering Recruitment and Retention Programme.
2. The Fostering Recruitment Hub Project Board will commence delivery in XXX and continue until XXX.
3. The Fostering Recruitment Hub Project Board will be collectively responsible for ensuring the successful delivery of the overall project goals:
   1. **To set up a regionalise recruitment support hub:** to provide initial and ongoing support to prospective foster carers from initial enquiry through to application
   2. **To work across the cluster to standardise processes:** standardisation for preparation, assessment and approval of foster carers in individual LAs, learning from best practice
   3. **To monitor and track performance of the recruitment hub:** from initial enquiry through to application, gathering data and information on those who do not complete application
   4. **Undertake reporting to DfE:** including the development of a new/existing tool to track initial enquiries through to applications across the LA cluster
   5. **Work towards sustainability:** work towards this model becoming a long-term sustainable and viable ‘front door’ for the LA cluster group

**Membership and attendance**

1. The Fostering Recruitment Hub Project Board will compromise of the following members:
   1. Lead local authority Director of Children’s Services, [insert name and LA] who will chair the board
   2. A Director of Children’s Services from each participating local authority in the cluster [insert names and LAs]
   3. Project/programme manager in the cluster supporting implementation [insert name]
   4. Mutual Ventures Coach supporting the cluster
   5. Department for Education representative named programme officer
   6. Other attendees at invitation of the chair
2. Core members are expected to attend every monthly meeting or send a nominated deputy. All participating local authorities must nominate a deputy, such as an Assistant Director, at commencement of the board.
3. The chair of the Fostering Recruitment Hub Project Board will be the DCS for the lead local authority, in their absence a nominated chair will be agreed.

**Quorum**

1. A quorum will consist of at least 50% of members from each local authority involved in the project.

**Conduct of Business**

1. Meetings of the Fostering Recruitment Hub Project Board will be held on a monthly basis.
2. Meetings may be held by video conference or in-person.
3. The agenda will be developed by the Fostering Recruitment Hub Project Manager in consultation with the Chair. Circulation of the meeting agenda and papers via email will take place at least five working days prior to the meeting, from the Chair.
4. In the event that members wish to add an item to the agenda they must notify the Chair.
5. The minutes and actions from the Fostering Recruitment Hub Project Board will be shared within five working days of the meeting.

**Review**

1. These terms of reference will be reviewed at Go Live, in April/May 2024 or more frequently if considered appropriate.

**Reporting**

1. An update report will be provided to the [insert governance above the Project board] on a quarterly basis.

**Responsibilities**

1. Key responsibilities of the Fostering Recruitment Hub Project Board will be:
   1. **Ownership:** overall responsibility for the success of the project
   2. **Oversight:** monitoring project progress against delivery timescales and projected costs
   3. **Risk management:** monitoring project risks and identifying mitigations
   4. **Strategic support:** providing strategic guidance to the Fostering Recruitment Hub Operational Group
   5. **Unblocking issues:** resolution of disagreements about the approach to delivering a Fostering Recruitment Hub
   6. **Sign-off:** final sign-off and agreement of key decisions

Approved by:

Date approved:

Date of review: