

Terms of Reference

Purpose

Parent Carer Forum Devon is for ALL families of children and young people with additional needs and disabilities who live or access services in Devon

We aim:

To **connect** with

- families and carers
- parent carer support groups
- neighbouring and national Parent Carer Forums
- Devon Information, Advice and Support (DIAS)
- Service providers (the Local Authority, NHS and other professionals)

To **empower** through signposting, access to training and networking

To **influence** policies, decisions and services through co-production

Parent Carer Forum Devon (PCFD) Terms of Reference

Membership

Parent Carer Forum Devon membership will be made up of family members and carers of children and young people with additional needs and/or disabilities (aged 0-25 years) who live in Devon or access services in Devon.

This will include:

- Residents of Devon who are parents/carers of a child or young person with additional needs and/or disabilities, aged 0-25
- Parents/carers of a child or young person with additional needs and/or disabilities who accesses services within Devon
- Extended family members (e.g. grandparent)
- Bereaved parents/carers for the following three years

Meetings

Parent Carer Forum Devon meetings will be held every academic term once launched.

Any family member or carer of a child with additional needs or a disability living in or accessing services in Devon can put an item on the agenda by contacting the steering group by emailing admin@parentcarerforumdevon.org

Service providers or professionals will be invited to attend Parent Carer Forum Devon meetings as appropriate.

Information should be provided in a range of ways and formats to support the engagement of a wide number of parents and carers.

Words and terminology used in documents that are circulated at meetings, presentations and discussion should be free of jargon and abbreviations so that no one is excluded from participating.

Members may be nominated as a Parent Carer Representative to sit on working groups set up by service providers. All members taking on a Parent Carer Representative role will sign the Code of Conduct. Parent Carer Representatives sitting on such working groups will feedback information to the main Parent Carer Forum Devon Steering Group meetings.

Parent Carer Representative names and details of areas of expertise represented will be publicised so parents know who is representing them.

Members will be entitled to claim reasonable expenses for travel and childcare incurred to attend particular meetings.

Parent Carer Forum Devon Steering Group Terms of Reference

The business of Parent Carer Forum Devon will be managed by the Steering Group.

Membership

Ideally the Steering Group members shall number no more than 12 and no less than 6.

At least 80% of the Steering Group shall be parent carers.

After one year, Steering Group members will stand for election annually.

Identified leadership roles will be elected from Parent Carer Forum Devon Steering Group's membership. These roles will include but are not limited to Chair, Treasurer and Secretary.

A member can resign from Parent Carer Forum Devon Steering Group at any time, by putting this in writing to the co-chairs.

A Steering Group member who has not attended three meetings consecutively without giving apologies will be asked to stand down.

Each Steering Group member will be responsible for representing the views of a wider group of parents. Thus, each Steering Group member should have a system of networking and disseminating information to other parents.

A parent or carer wishing to be a member of the Parent Carer Forum Devon Steering Group will produce a personal statement detailing how they would be representative of other parents.

Steering Group members will complete training relevant to their role.

All members of the Parent Carer Forum Devon Steering Group will agree to and sign these Terms of Reference.

All members of the Parent Carer Forum Devon Steering Group will sign the Code of Conduct. If the Steering Group considers that any member's conduct is in any way Harmful to PCFDs Aims, Purpose and Values, PCFD will reserve the right to request the individual to leave. A private conversation will be held with the individual in the hope of mediating the situation. If a consensus cannot be reached, the individual will no longer be invited to PCFD meetings and an explanation will be provided to the individual concerned.

Meetings

The Steering Group will meet on a regular basis usually every half term - at least three times per year. This can be changed if there is a need to meet more often.

Venues and meeting times will be arranged for the convenience of parent carers. Meetings will be during term time and within school hours where possible.

There should be a quorum of no less than 3 members or one third of members whichever is greater including a co-chair present for a decision to be made.

The Steering Group recognises that there will be differences of opinion and priority between members. Decisions will be made by consensus where possible, or where not possible, by majority.

Members will be entitled to claim reasonable expenses for travel and childcare incurred to attend particular meetings.

Information to be presented at Steering Group meetings must be circulated in good time prior to the meeting in order that members have timely access to information.

Feedback

The Parent Carer Forum Devon Steering Group will provide feedback to its membership through regular newsletters and via social media. This will include outcomes from consultations and participation work undertaken, and in particular the effect on future service provision.

Review

Terms of reference will be reviewed annually by the Steering Group

Agreed:

11th November 2020

Agreed by:

Julia Bonell

Victoria Mitchell

Linda Taylor Cantrill

Claire Thorne

Gemma Cook

Hannah Fujita

Jane Ring

Julia Sanchez

Nina Weyman

Ursula Easton-Pool

Next review:

March 2022