



Solihull Parent Carer Forum

Terms of Reference

OUR VISION

Solihull is a borough where we, the parents and carers of **children and young people with disabilities and additional needs**, work together with professionals and have a strong voice to influence the strategic development of the way services are provided.

OUR PURPOSE

To work co-operatively with local commissioners, service providers and parents to contribute towards the strategic continual improvement of services delivered. To make this happen will:

- Establish and maintain a **diverse** forum membership to ensure representation of views from parent and carers
- Facilitate regular **communication** with parent and carers so that they are able to decide how best to be involved in a piece of work/consultation.
- Build and promote a **reputation** and image of our forum which reflects our Vision and Aims

OUR AIMS

1. To grow and maintain a wide **membership**
2. To collect and collate the **views and opinions** of parents and carers
3. To be the **voice** that informs commissioners and service providers about the needs of disabled children and their families
4. To take part in **dialogue** with service providers and feedback to parents and carers
5. To offer **constructive challenge** about current services and input to the planning of future service provision.

MEMBERSHIP OF SOLIHULL PARENT CARER FORUM (“THE GROUP”)

The Group membership will be made up of parents or carers of a child or young person (aged 0-25) with special needs who reside in Solihull Borough and/or whose child uses Solihull Education, Health or Social Care Services.

GROUP MEETINGS

Group meetings will be held at least 3 times per year and based around current themes.

Any can put an item on the agenda by contacting the Management Committee

The Group will work closely with commissioners and service providers to ensure that meetings are themed appropriately.

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 to sit on working groups set up by commissioners and service providers. Members sitting on such working groups will feedback information to meetings of the steering group or full SPCF. All members taking on a ‘representative’ role will abide by the SPCF Code of Conduct. Group representatives will provide details of the area of expertise they represent so everyone knows who they are.

MANAGEMENT COMMITTEE OF THE GROUP

The business of the JSPCF will be managed by the Management Committee.

MANAGEMENT COMMITTEE MEMBERSHIP

Ideally the Management Committee shall number no more than 12 and no less than 4 members of the wider Group.

The Management Committee will be nominated and voted for by Group members annually.

A Chair, Treasurer and Secretary will be elected from the Management Committee.

A member can resign from the Management Committee at any time, by putting this in writing to the Chair.

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

All members of the Management Committee will agree to and sign these Terms of Reference and the Code of Conduct

MANAGEMENT COMMITTEE MEETINGS

The Management Committee will meet on a regular basis at least 6 times per year.

Venues and meeting times will be arranged for the convenience of all members.

The Management Committee recognises that there will be differences of opinion and priority between members and will use the Code of Conduct to conduct their communications and meetings. Decisions will be made by consensus where possible, or where not possible, by majority vote.

There should be a quorum present for a vote to take place. The quorum shall be no less than one third of the membership, or 3 people, if this is larger.

The Management Committee will be entitled to claim reasonable expenses for travel and child care incurred to attend particular meetings, where there are sufficient funds available for this purpose.

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

The Management Committee will make arrangements to provide feedback to wider Group membership through regular communications using variety of means. This will include outcomes from consultations and participation work undertaken, and in particular the effect on future service provision.

REVIEW

Agreed by Interim Steering Group members: Jat Mann, Julia Mann, Linda Gifford, Bernie Dornan

These Terms of Reference will be reviewed once a year – next review **July 2018**