



## Parent carer participation grant monitoring 2019-20 – guidance notes

As the recipient of the parent carer participation grant in 2019-20, you must submit evidence about how the grant was spent and demonstrate that:

- it met the conditions of grant that you signed up to
- it was spent in line with your approved 2019-20 grant application
- the forum achieved positive outcomes which developed or enhanced parent carer participation in your local area

You will need to provide brief details of:

- how the grant money was spent
- the activities you undertook during the financial year, and
- what outcomes/differences were achieved.

You must have spent your grant on goods, activities, or services which occurred by **31<sup>st</sup> March 2020**. You **must complete the monitoring form**, and submit the relevant receipts, invoices, and if possible, a spreadsheet detailing your financial breakdown, by **Wednesday 29<sup>th</sup> April 2020**. We provide information about acceptable formats for your Proofs of Expenditure in a separate document which will be emailed to you.

If you have any questions about the monitoring process, or if you have difficulty with the online form, contact the Parent Carer Participation Advisor for your area, or Ben Bennett our Grants Programme Officer (details below).

If you wish to work collaboratively with forum colleagues on the form or know in advance what information you will need to hand to complete the form, you can download a PDF version of the form, [here](#). PLEASE NOTE: the monitoring form will still need to be completed online. **PDF submissions will not be accepted.**

**\*Exceptional circumstances: due to the Covid-19 outbreak both Contact and the DfE understand that forums may experience additional challenges in meeting the grant deadlines this year. Contact your Advisor or a member of the grants team if you will struggle to meet the deadline, or to get POEs to us (we will be unable to accept hard-copy POEs by post this year). We will work something out with you.**

### Why is grant monitoring important?

The information that forums provide with the Grant monitoring enables Contact to evidence to the DfE, NHS England and other Government departments the value and impact of providing the parent carer participation grant to parent carer forums at local, regional and national level. Hearing about forums influencing decision makers, reversing decisions about cuts, or being an integral part of local boards or the SEND area inspection, highlights the continued importance of funding to the DfE. The grant monitoring



process also enables Contact to conduct due diligence checks to assess and minimise risks and to protect against fraud or misuse of the grant. If significant risks or concerns are identified, we may hold the grant on the forum's behalf until we are satisfied that the grant will be managed competently. If serious malpractice is identified at any stage, the DfE may take steps to recover the grant.

**You should ensure that you read this grant monitoring guidance thoroughly before completing the grant monitoring form.** It will also pop up on screen when completing the form.

### **What you need to be aware of:**

Where the grant applicant is different from the grant holding organisation, they **must** work together and in conjunction with the main forum decision making group, or committee, to ensure that the information required for the monitoring form is collated and submitted on time.

The grant applicant/holder are responsible for:

- meeting the submission date of Wednesday 29<sup>h</sup> April 2020
- ensuring that the grant money has been spent in line with the approved 2019 –20 application
- checking with the regional advisor that any variations to the forum's approved activity meet the conditions of grant **before** going ahead
- ensuring best value
- ensuring that all invoices, expense claims and other proofs of expenditure are collated and presented in the acceptable format (outlined in accompanying document)
- providing information that demonstrates how the grant money has strengthened parent carer participation
- notifying Contact of any issues in meeting the monitoring deadlines e.g. delays, missing proofs of expenditure, or issues with the form
- alerting Action Fraud (<http://www.actionfraud.police.uk/> or call 0300 123 2040) and Contact to any suspected fraud or deception, or other issues which may affect our decision to award future grants.
- the person/organisation who signed the Conditions of Grant in the 2019-20 application remains accountable for the grant until the monitoring has been signed off. In the event of any queries, we expect this person or their nominated representative to co-operate with Contact until we are able to sign off the monitoring form.
- We have a new webpage with useful tips and resources on fraud for forums:  
<https://contact.org.uk/get-involved/parent-carer-participation/fraud-advice-for-parent-carer-forums/>



## Opening the online grant monitoring form

In order to complete the grant monitoring form, you will need to create an account via the form's link: [https://fs29.formsite.com/o32c2G/juu7e2jrfg/form\\_login.html](https://fs29.formsite.com/o32c2G/juu7e2jrfg/form_login.html) When you follow the link to the form, read this guidance, the instructions and contents page carefully before progressing. The guidance notes also pop up on screen if you click on (?). Click 'next' to proceed.

## Section 1 – Area

Enter the local authority area in which the forum operates. If you are working in more than one local authority area, separate monitoring returns must be completed for each area. Choose your Parent Carer Participation Advisor from the drop-down list.

## Section 2 – Organisational and contact information

**2.1 Grant applicant** –The grant applicant is the person or organisation named as the applicant in the grant application (usually the chair or officer of the forum). If the same organisation holds the grant, this should be the same person who signed the Conditions of Grant in the 2019-20 grant application.

**2.2 Grant holder** (if different) - this section is only completed if **a different organisation held the grant on behalf of the forum**. Enter the name and details of the organisation which is holding the grant money: this is the same organisation (and person, if available) that signed the Conditions of Grant as part of the 2019-20 grant application. If this person is no longer in post, you must notify the grants team who will advise you on what you must do.

Provide contact details for at least one person who can be contacted about the grant monitoring over the summer holidays. You must have their written consent to provide this information.

## Section 3 – Declarations

This is a declaration regarding the use of the grant and the information submitted as part of the monitoring return. The grant applicant named in 2.1 needs to read this carefully and check the box to say that they agree to these terms. If there is a grant holder, named in 2.2, they will also need to indicate that they agree to the terms. Take notice of the information about **General Data Protection Regulations (GDPR)** and confirm that you understand the linked **privacy notice** and the lawful basis under which data is collected and processed by Contact as the DfE's contracted partner administering the grant to parent carer forums. We also explain who your forum's monitoring data is shared with. Please be aware that in some circumstances, proofs of expenditure will be shared with relevant members of the forum to confirm their legitimacy and accuracy. We may also be required to share data and proofs of expenditure with local authorities or other funding bodies for fraud prevention purposes, if fraud is suspected or investigated.

## Section 4 – Parent carer involvement

Enter the number of parent carers who are involved in different aspects of the forum and its work, and the approximate total number of people that follow the forum on social media across all platforms.



## Section 5 – Use of the Grant

5.1 Indicate whether you used a professional service to help you produce the financial information for the forum, e.g. an accountant or auditor.

### 5.2 Financial Breakdown

5.2 Details what information we require for the grant return including information about paid work, remuneration, and expenses paid to parent carers. The form explains that we need a total figure of spend for your main grant and any discretionary grants received. You will have received a reminder letter from the grants team if you received discretionary grants that need to be included in the return. If you are unsure of the total amount you need to account for, please contact [pcfgrants@contact.org.uk](mailto:pcfgrants@contact.org.uk).

**Staffing costs declaration:** If your forum did not pay an employee, contracted, self-employed or commissioned worker to run the forum, or do admin or development work, indicate “no” in the drop-down menu.

If the forum paid a self-employed worker, enter the contract value/fee. If your forum employed a worker, enter the hourly rate and approximately how many hours per week they worked. For information on employment status see: <https://www.gov.uk/guidance/check-employment-status-for-tax>.

You will also need to confirm that the information is correct and that any decision to pay the worker was recorded in the forum’s official minutes. Note – this is not payment to parent carers for sitting on strategic work streams or boards, or other ad hoc forum activities which would be classed as remuneration.

### 5.3 – Total expenditure for all 2019/20 grant

For this section you will need to refer to your approved 2019-20 grant application (and any discretionary or regional discretionary grant applications) to provide a summary of your grant expenditure in 2019-20. Fill in what you spent for each “area of spend” from your application – put in the **actual amount** that you spent and not the projected amount. If an activity did not happen for any reason and there was a nil spend, please put a ‘0’ amount in the box. It is helpful to indicate on the form which proofs of expenditure relate to each area of spend. Remember to include a row for your discretionary grant if you had one.



	Category of spend	Amount spent	Reference info
1	Event	2145	E1, E2, E3, E4, E5, E6   ×
2			
3			

You'll need to enter your total grant spend figure in the box at the bottom of the page. If your forum has a spreadsheet detailing your full expenditure, it can be uploaded at this point. **Note: if you are providing a financial spreadsheet, there is no need to fully complete the budget table, but you do need to provide the total grant spend for 2019-20 in the total box.**

There is some guidance on **proofs of expenditure** which can be found on the grants page of Contact's website and in the '**Managing your Grant**' document. This explains the requirements around acceptable proofs and expense/remuneration claims that have to be included with the grant monitoring return. Copies of all proofs of expenditure documents (invoices, receipts, signed expenses claim forms etc.) must be included and clearly referenced. Proofs can be sent by email, [Dropbox](#) and ideally cross-referenced with your financial spreadsheet.

### Section 6 – Outputs and outcomes (for main and discretionary grants)

We want to know what your forum achieved as a result of receiving the DfE grant. Refer to the outputs and outcomes you described in your main 2019-20 grant application, and tell us what actually happened, or changed as a result of how your forum spent their grant.

Please **do not** include activities in the monitoring form which are solely funded by other grant giving bodies. **Do** include activity which is funded by the parent carer participation grant, even if part funded through other sources.

#### 6.1 Outputs

- In your 2019-20 grant application, you detailed your forum's intended budget spend on activities (outputs). Please provide a brief summary of the work that the forum **actually** carried out using the main or any discretionary grants in the box provided. There is a guide word limit of 750 words, to help you to be succinct, but if you struggle to meet the word limit, the form will not prevent you from entering text.

'Outputs' are usually things you can count – they are activities you have organised, events or meetings you have run, services, equipment or facilities you have purchased using the PCP grant. If possible, give some examples and approximate numbers of parent carers who attended/participated.



## 6.1 – Activities (outputs)

Summarise the activities you carried out using the 2019-20 Parent Carer Participation grant funding – i.e. Large event or conference, Open day, Parent Training Programme, Staffing costs for running the forum, parent carer expenses, remuneration for attending strategic meetings, day to day running costs, purchase of equipment etc. (Maximum 750 words)

Please give some examples and approximate numbers of people who attended/participated if possible."



Office rental, office equipment and day to day infrastructure costs including stationery, printing and postage.

2 events: transition consultation in conjunction with the LA; School transport focus group and survey to feed into LA report.

Annual conference: aid parents/LA/health networking and relationships, workshops on hot topics, updates on co-production charter, future planning - room hire, catering speaker costs, parents' expenses, publicity.

Forum steering group meetings - room hire for 8 meetings plus basic refreshments,.

Parent Carer expenses for attending meetings and work streams .

## 6.2 Outcomes

'Outcomes' are the changes or differences that your activities or purchases (outputs) have made, either to services, provision, or to the development of parent participation in your area. Tell us what you achieved as a result of spending the grant money. Again, there is a guide word limit of 750 words, to help you to be succinct, but if you struggle to meet the word limit, the form will not prevent you from entering text. We **do not** need to know the outcome of renting your office or of purchasing ink cartridges, as they are self-explanatory, but you could tell us about the outcome of sending out your termly newsletter which drew in 100 new parents to the forum, for example.



## 6.2 – Outcomes

Tell us what your forum achieved by using the grant money in this way (Maximum 750 words). What difference did it make in your local area? Consider the following:

- Strengthening the forum - strengthening the committee or steering group; capacity building; training; cohesion
- Furthering participation - increased membership; promotion; greater influence; website and social media reach; responses to consultations
- Positive outcomes for service development - boards and meetings you have reps on; changes made as a direct result of the forum's involvement or influence; reports submitted as evidence
- Outcomes for parent carers - increase in knowledge, confidence, skills, resilience, reduction of isolation; inclusion of seldom heard groups or families



Events- our events enabled us to consult parents on a large scale and to inform the LA's consultation on School Transport. We had so many parents respond that we were able to produce a report with stats and case studies which we present to the Director of Children's Services. The outcome of this was that the planned changes were amended to include families wishes. By listening to us, the LA was able to make the cost savings that they needed to make but in a way that did not adversely impact families in our area.

**6.3** Answer the questions to let us know if changes in structure have affected the forum's work or progress during the year. Your regional advisor will be able to see what issues you are having and to offer support.

**6.4** Comment on what you think your forum's greatest achievements, and greatest challenges, have been in 2019-20.

### 6.5 Ofsted and CQC SEND local area inspections

If your local area has been inspected or re-visited during the 2019-20 financial year, tell us about your forum's involvement in the process pre, during and post-inspection and how this impacted on your forum's capacity and finances, as well as on local relationships. If your area has not yet been inspected, how has your forum been involved in preparations, and what was the impact on the forum (as above)? If your area received a Written Statement of Action (WSOA) following the inspection, what were the demands on the forum to contribute to this, and to prepare for the re-visit? The form also asked how your forum has coped with the additional workload associated with the inspection process. If your forum is new and you have not been involved in the inspection process, there is a 'cannot comment' option. If your area was inspected previously and did not receive a WSOA, you will not need to answer further questions in this section.

### 6.6 - Relationships

We ask the questions in this section to help you to assess how your forum is working with services (Education, Social Care and Health) in your area – think about specific examples where having a parent rep on a work stream lead to a positive outcome. These answers can help to identify progress or deterioration





in relationships since the last grant monitoring and assist forums with prioritising areas of work for the year.

Assess your working relationship in relation to education by clicking an option from the drop-down box.

Education

Choose an item that best describes your relationship with education

Please choose an option

- Please choose an option
- Co-Production
- Participation
- Consultation
- Information
- No working relationship
- Other

Example/further details as to where it is working well with Education

In the text box, describe who in **education** you are working with, and provide **at least one example** of how the forum has impacted on a decision, policy or procedure, and/or what the challenges have been. Please try to keep to 250 words.

As above for **social care**.

As above for **health**.

Indicate if you are happy to share the answers to 6.4 & 6.5 with the National Network of Parent Carer Forums (NNPCF). The information will be used to support the NNPCF's policy work and strategic engagement at a regional and national level in addition to informing the DfE, NHS England and other Government departments and ensuring that PCFs continue to inform policy and legislation.

**6.7 Children and Young People.** If you are aware of any efforts by the Local Authority, health or other service providers to support children and young people's participation/co-production at a strategic level in your area indicate that here. Provide any further details or information you can signpost to, or any other comments about children and young people's participation in your local area that you would like to be fed back to KIDS and CDC in the text box.





## Section 7 – Finance

This section asks about aspects of spend where value for money can be a particular consideration.

**7.1** Indicate if any parent carers or co-opted members of the forum were paid by the forum to undertake work in a professional capacity (i.e. not as a parent carer representative) e.g. as an administrator, web developer, accountant, etc. If so, such decisions should be minuted, and be in line with the forum's governance documentation, to ensure the forum is achieving value for money and avoids any conflicts of interest. Please provide details if this occurred.

**7.2** Asks if the forum commissioned the service(s) of a business that is owned by a forum member, or a relative of a forum member. Such decisions should have been minuted, and follow the forum's governance documentation, to ensure the forum is achieving value for money and avoids any conflicts of interest. If this did occur, provide details in the box provided.

**7.3** Asks about other funding the forum may have received to support **parent carer participation** in 2019-20. If you indicate 'yes', we ask who the funder was and how much you received. Note, this **is not** asking about additional funding for service delivery such as short breaks, face to face support, running parent support groups. This information helps us place the grant expenditure in an overall context, which helps to demonstrate value for money.

**7.4** Asks if the forum uses a petty cash system for making small payments. The grants team will take note of this when completing their financial checks.

## Section 8 – Engaging with parent carers and other groups

This section asks the forum to assess how well they are reaching all parent carers across the local area. There is a list of seldom-heard groups specified to aid this question.

**8.1** Would your forum like to share any successes they've had in reaching seldom heard groups? If you click 'yes', your Participation Carer Participation Advisor will be in touch at a later date to talk to you about this. If you'd like to share with other forums, we may be able to include this information in our joint newsletter with the NNPCF, or in our annual report. We haven't prompted you to add examples here as we want to save forums time when completing the form.

**8.2** Indicate here if your forum gathers information on seldom heard groups in your area to assess if you are reaching and representing them.

**8.3** Tell us if your forum actively includes and encourages parent carers from seldom heard groups to join your steering group/committee or parent representative pool.



**8.4** Indicate whether you record information about children/young people's conditions, **8.5** and if your forum reaches out to families with affected by all conditions. If you have comments about 8.4 or 8.5 add them in the comments box.

### Section 9 – Satisfaction levels

This section asks you about how satisfied you are with the support offered by Contact. We are keen to know what your thoughts are, and if you have any suggestions you would like to make for the coming year. Be open and honest with us as it will help us to improve our practice and will not impact on your grant. There's also a question about how you found the monitoring form, please answer as it helps us to make improvements.

### Submission

You are now ready to submit. Click 'submit' and you will see a page marked 'Success'. There are some final instructions regarding submitting your proofs of expenditure which can be sent by email to [pcfgrants@contact.org.uk](mailto:pcfgrants@contact.org.uk), via **Dropbox**. Please see our document on proofs of expenditure to help you to fulfil the requirements of the grant. There is also a link to the form if you should wish to edit it in the future. You will also receive this link by email along with a pdf copy of your submitted form.

### CONTACT – PARENT CARER PARTICIPATION TEAM

You can contact details for the parent carer participation team here:

[https://www.contact.org.uk/media/1532930/ppt\\_contacts\\_sep\\_19.pdf](https://www.contact.org.uk/media/1532930/ppt_contacts_sep_19.pdf)

**If you have any difficulty with the form, in meeting the deadline, or with obtaining proofs of expenditure, let your Parent Carer Participation Advisor or a member of the grants team know as soon as possible.**



Monitoring and reporting form and Proofs of Expenditure must be submitted by **Wednesday 29<sup>th</sup> April 2020**

### **Format accepted for Proofs of expenditure**

Proofs can be emailed to [pcfgrants@contact.org.uk](mailto:pcfgrants@contact.org.uk) or submitted via Dropbox (link on the form).

**Do not submit the original Proofs of Expenditure.** We accept photocopies or scanned copies of Proofs of Expenditure, whichever is easier for you. If you submit photocopies, it is on the understanding that you retain the originals, and that you can make these available if the Department for Education request an audit in your area.

### **Posting items**

Due to the Coronavirus outbreak, we will not be able to accept Proofs of Expenditure by post this year. This is to protect forum members from making journeys and also members of the participation team from unnecessary risk. If this presents a problem for your forum, please contact Ben Bennett to talk through the options available.