

Small Forums and contracts

A Contact webinar in partnership with Community Matters and
presented by John Wilson

Date 4th October 2023



Welcome!

Welcome to this Contact online learning session

If there is a technical hitch, please do bear with us.

Those of you joining by pc, laptop, tablet or smart phone should now be able to see this introduction slide.

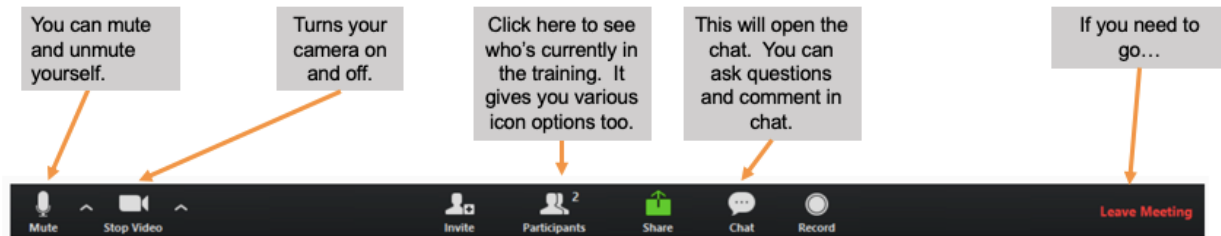


Key information

- This session will be recorded and uploaded to the parent participation you tube account. If you don't want to be on the recording please do switch off your camera.
- We have designated some time for questions and answers. However if you need to ask something at another time please do, you can ask by voice or in the chat.
- Please keep yourself muted if you aren't talking to help us minimise background noise
- At the end of the session we'll send you a link to a short feedback survey – please complete it. Your views and ideas are really important to help us improve and develop how we can support.



Tips on how to use Zoom



Picture of Zoom Menu Bar

The ^ allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings if you're having trouble.



Q & A

At the end of the session a short questionnaire will launch, please take the time to complete this as it will assist us with planning future online training events.



What is a constituted group?

- Its when a group of people get together to do good things
- Everybody is “jointly and severally liable”
- The organisation does not exist legally in its own right
- Public bodies are unlikely to offer the forum a contract as the forum does not exist legally to have a contract with.



Limiting Liability

- Remember liability doesn't just rest with the Steering Group
- All members are liable
- In reality the steering group are the first set of people “in the firing line”
- You can purchase Trustee indemnity insurance



Employing people

- As the forum doesn't exist legally, it cant employ people.
- Legally who ever signs the contract for the forum is the employer



Employing people 2

- Even if the forum cant legally employ people in its own right, you still need to develop contracts if you are planning to employ people.
- In terms of paying somebody to do work for the forum. Its probably safer to “contract” somebody who is self employed as this would be a contract for a “service” rather than employment



- You will need a contract for a “free lancer” or self employed person
- This would set out the work that needs to be completed and if there are any constraints on how it is done.
- You must ensure that anybody you engage to do the work is really self employed and ensure that you have completed the HMRC checker online.



Key things that might determine self employment or employed

- Can the person choose when and how the work is completed
- Do they have other paid employment
- Who would do the work if they were sick i.e. Could they send a replacement
- Are you covering the cost of their equipment, utilities, travel.



Any Questions



Thank you!

Thank you for attending with us today.

A short questionnaire will launch at the end of this session.

Please take the time to complete this as it will help us plan future events.

Please note we cannot answer questions via the Feedback form. Please contact your Regional Adviser or our Helpline team (see details at the end).

The recording of this session and presentation will be available on Contact's website in the next two weeks. Look out for news about this on our homepage and social media networks.

www.contact.org.uk/get-involved/parent-carer-participation/resources



Questions and Resources

If you have any other questions relating to your forum please contact your [Regional Parent Participation Adviser](#) or parent.participation@contact.org.uk

For advice on SEND issues get in touch via **Contact's free helpline** 0808 3555 (9.30 – 5pm Mon-Fri) or helpline@contact.org.uk or visit our advice pages on our website www.contact.org.uk

Online Learning session recordings and other resources can be found on our **participation pages** [https://www.contact.org.uk/get-involved/parent-carer-participation/resources-\(general\)/](https://www.contact.org.uk/get-involved/parent-carer-participation/resources-(general)/)

