Parent carer participation grant application 2025/26

Is another organisation going to hold your forum's grant (host organisation)?

No

Applicant details and contact information

2.1 Provide details of the grant applicant -

As grant applicant, will your salary or fee be paid via the DfE grant in the 2025/26 financial year

Yes

Has the fee/salary amount been agreed by the forum's committee/trustees/directors

Yes

Is the Grant Applicant a Parent Carer?   Yes

Section 3 – Information about the forum

3.1 The forum is a/an:

Independent parent carer led organisation

3.2 The forum's status is:

Constituted group

3.1 Parent carer involvement
Indicate the approximate number of parent carers who:

Are forum members: 180

Are actively involved in the running of the forum, e.g. on the management or steering group: 4

Are representing the forum on local service working, planning, steering or task groups: 14

Have contributed their experiences of services to the forum during the year e.g. via drop in sessions, surveys, or consultations: 85

3.2 Did the forum receive funding to support parent carer participation in 2024/25 (other than the DfE grant)?

Yes

If yes, how much did you receive? (Don't include additional funding for service delivery such as short breaks, face to face support, or running parent support groups)

2000.00

Who provided this additional funding?

Health only

Are parent carers remunerated by a third party for sitting on strategic decision-making boards or committees?

No

Section 4 - Summary Budget

Budget description 1

Event

Budget amount 1

718.00

Budget breakdown 1

Monthly Focus group / Coffee morning £330
Annual Inclusion Summit coproduced with LA £288
AGM £100

Budget description 2

Meetings

Budget amount 2

50.00

Budget breakdown 2

Regular Forum / Committee Meetings £50

Budget description 3

Training

Budget amount 3

88.00

Budget breakdown 3

DBS checks for reps £88

Budget description 4

Infrastructure

Budget amount 4

3679.00

Budget breakdown 4

Office 365 £860
Anti-virus software £120
Zoom £156
Stationary £245

Budget description 5

Develop info & resources

Budget amount 5

405.00

Budget breakdown 5

Policy Review, Posters, Leaflets for coffee mornings £405

Budget description 6

Staffing costs

Budget amount 6

7565.00

Budget breakdown 6

Admin (plan for 46 weeks /6 hours per week @ £15 per hour) £4,140
Planning and supervision of events i.e. coffee morning, inclusion summit, IAS coffee mornings
£ 2,025
Administrative work associated with attending strategic meetings - pre and post meeting

Budget description 7

Parent carer expenses

Budget amount 7

300.00

Budget breakdown 7

Mileage, car parking, taxis etc. £300

Budget description 8

Parent carer remuneration

Budget amount 8

4200.00

Budget breakdown 8

Remuneration for parent carer reps to attend strategic steering groups and boards @ £15/hour £4,200

Budget description 9

Seldom heard/Outreach/Diversity and inclusion

Budget amount 9

195.00

Budget breakdown 9

Steering Group targeting events and activities £195

Budget description 10

Other

Budget amount 10

300.00

Budget breakdown 10

Regional Cluster Group kitty £300

Total Grant claim: 17500.00

Section 5 – Intended outputs and outcomes for 2025/26

5.1 –Activities (outputs)

EVENTS
We plan to continue to host a variety of events and attend events organised by local organisations and/or strategic partners:
• Annually
  * Inclusion Summit – large event coproduced with the many strategic partners – contribution toward venue cost/refreshments/printing of presentations and marketing materials
  * AGM
• Monthly
  * In-person focus groups / coffee mornings – refreshments/printing of promotional materials. Combination of focus groups exploring a specific theme /service where parent carers can give direct feedback to strategic partners to feed directly into live workstreams and informal coffee mornings

MEETINGS
We plan for a small number of in-person committee meetings to facilitate relationship and confidence building.

TRAINING
We will continue to ensure all new members complete DBS checks.

INFRASTRUCTURE
Forum day-to-day running costs
• Office 365
  * to allow us to work smarter and data/emails are secure.
  * to ensure the database of our growing membership is GDPR compliant.
  * to enable regular forum reps (mainly those on the steering committee, administration support and regular forum reps) have their own forum email separate to their personal email
• Zoom

5.2- Outcomes

STRENGTHENING THE FORUM
Strengthen the steering committee - succession planning, cohesion, capacity building

•Arrange a small number of f2f steering committee meetings or a social event with families to strengthen the relationships between steerco members - cohesion
•Strengthen our relationships with forum reps with the aim of co-opt 1-2 members to the steering committee – succession planning, cohesion and capacity building.
•Develop formal process to joining the steering committee and leaving - capacity building.
•Growing the number of forum reps; branch out to other avenues to reach parent carers other than through schools communications - capacity building.
•Ensure all members of the committee receive EDI training on unconscious bias – training.
•Investigate alternative options to the structure of the forum i.e CIC or

charitystatus - planning Strengthening relationships with our representatives –

cohesion, furthering participation

•Detailed briefing with reps as part of the onboarding process to set expectations; talk through key points in policy documents.
•Check-in with all our reps periodically or offer check-in sessions
•Offer appropriate training or support e.g. CIC Wellbeing. with any issues arising.
•Team-building

FURTHERING PARTICIPATION

Strengthening relationships with our strategic partners

•Ensuring regular attendance at strategic meetings with several forum reps in attendance to maintain continuity and sustainable working relationships.
•Ensuring forum reps are fully prepared for meetings and conduct themselves according to the forum's Code of Conduct.
•Quarterly reviews with the Executive Director Children's Services and Education, Deputy Director of Education & Associate Director of SEND to maintain a positive working relationship with the local authority with honesty and transparency.
•Monthly Keeping in Touch meetings with our ICB's Designated Clinical Officer

and the other local parent carer forums in our ICB footprint to enable us to better informed and work more strategically with Health.

•Continue to sit on the Communications and Co-production working group with the local authority to promote good practice across other workstream. This includes a Working Well Charter / Co-production charter so that everyone is aligned on aims (this was put on hold last year due to DBV & PINS).

Increase membership and reach

•Create a feedback process to ensure we regularly feedback our strategic work through the website (when this is launched), social media and newsletter to strengthen our relationship and confidence with parent carers.
•Explore how we can encourage engagement with parent carers.
•Increase diversity of our membership
•Explore different avenues to reach more / different parent carers e.g. through doctors' surgeries, pharmacies
•Continue to develop a forum school rep role to help raise awareness of the forum and our activities in schools across the borough.

POSITIVE OUTCOMES FOR SERVICE DEVELOPMENT BOARDS AND MEETINGS
This year we aim to:
•Improve the empathy and understanding of our strategic partners around the lived experience of parent carers of children e.g. at the forthcoming Emotionally Related School Avoidance (ERSA) multi-agency Community of Practice and at the ICB's Neurodiversity Programme Workshop
•Improve usability of the Local Offer through our role as a secret shopper
•Input in the development of the CAMHS transformation plan and ensure that project leads hear from parent carers of their experiences of CAMHS
•Continue our work inputting in the area SEF
•Support raising the profile of the Disability Register so that parent carers can gain information about support, services, activities and events through this service.
•Develop our engagement with schools to participate in improving SEND provision.

OUTCOMES FOR PARENTS
•Events - increase parent carers' practical knowledge to navigate SEND, reduce isolation, parent carers can meet other parent carers (e.g. through workshops at the Inclusion summit / our coffee mornings / working with IASS.
•Forum work offers parent carers employment, flexible working hours,

confidence building (for parent carers who have been out of the workplace), building positive sense of identity, reduce isolation, enables parent carers to do something for themselves to improve self-esteem.
•Raise awareness of wider support services parent carers can access e.g. after school and holiday clubs (e.g. through a larger marketplace at the Inclusion Summit)

5.3 - Staffing

If the forum pays anyone as an administrator or participation/development worker to help run the forum either as an employee, self-employed, or contracted worker, indicate how many hours they work, and their approximate hourly rate. To ensure that there is no duplication of funding, we need to know if any posts are funded solely through the DfE grant or are part- funded via another source. If applicable, indicate who the other funder is, and the proportion of the split between the DfE grant and the other funding below.

Up to 75% of the total DfE grant awarded, including any priority grant payments, may be used on salaries.

We also recommend that you complete the HMRC employment status tool for all paid workers and remunerated representatives.

Can you confirm that the forum has used the HMRC Employment Status tool to ensure that all payments to parents/members (including remuneration) are being made correctly.

Yes

Does the forum pay anyone either as an employee, self-employed, or contracted worker? This is relating to budget items classed as 'staffing costs' rather than 'remuneration to attend strategic meetings'?

Yes

Are staff employed or self-employed

Self employed

What is the total fee for this self-employed work (claimed via the DfE grant)

7565

Comments - be sure to give details on the proportion of any split between the DfE grant and the other funding below.

This grant will enable us to pay an administrator 6 hours a week for 46 weeks @ £15 per hour, totalling £4140. The cost of this will be covered entirely by the DfE grant.

Further administrative work will be shared between other forum representatives to enable us to pay for:
1.Events planning and supervision. Total £2025
2.Preparation for strategic meetings and debriefing. Total £1400.
Again, these costs will be covered entirely by the DfE grant

What tasks will the DfE grant funded worker carry out?

General administration for the forum which includes:
Emails, membership database, committee meeting agendas & minutes, arranging meetings, social media management and membership newsletter.
Co-ordinating forum reps to attend strategic meetings, following up with reps, HR, collating parent carer expenses, financial administration, reviewing policy documents, networking, updating annual survey, collating responses, report writing, participation.

5.4 List the local workstreams that your forum currently has representatives on:

- Neurodiversity Steering Group
- CYP SEND Steering Group
- Reimagining Community CAMHS

5.5 List the local groups and organisations the forum has links to or works in partnership with, including those working with underrepresented communities.

Services

- Achieving for Children
- CYPIT
- CYPDS
- CAMHS
- Educational Psychology Service

- IASS
- Kooth
- Family Hub Service
- Libraries
- ICB

Charities

- The Autism Group
- Stand Out for Autism
- Parenting Special Children
- Barnardo's
- Parallel
- Family Action
- Brighter Futures CIC

Schools

- [12 listed on application]

Other

- Centre for Autism

5.1 List which health partners e.g. Child and Adolescent Mental Health Services (CAMHS), GPs, Integrated Care Boards (ICB) the forum works with below:

CAMHS
[Local] ICB
[Local] Keyworker Service