1. To remember that members are representing forum name for all parent-carers of disabled children 0-25 years.
2. forum name members should not refer to or seek to promote their own child or young person, personal aims, or own organisation when representing the forum.
3. Listen and respect other opinions and ensure a shared decision.
4. Give everyone a chance to speak to ensure quiet members are not ignored but encouraged to participate.
5. Give everyone a chance to write down their opinions if necessary or preferred.
6. Respect member’s cultures.
7. Be punctual. The meeting will start on time. Apologies for not attending need to be given.
8. Apologies need to be given as soon as possible if not attending steering group meetings so an alternative representative can be found. If absent from 3 or 4 meeting you forfeit your right to be an elected member of the steering group
9. Have designated group members to support individual parents who may need it rather than individual problems dominating the meeting.
10. Find what works for all the group re dates and times of meeting.
11. Develop a culture of Democracy within the group.
12. Ensure fairness and equality of representation to ensure forum name is represented in the best way by the most appropriate forum member. Develop a criteria to determine the best representative.
13. If a parent representative wants to contact a professional or the Local Authority (LA) outside of a meeting, this must first be sent to forum email for approval, who will then send the email on the reps behalf (while copying them in). If this is breached, a discussion will first take place with the forum name Manager and a warning/dismissal will follow for further breaches
14. Minutes from forum name meetings will go to all forum name steering group members
15. Members representing forum name at any external meeting are always to be respectful and professional even if disagreeing with information at the meetings.
16. Two parents can attend meetings to support each other and ensure that all information is understood.
17. Information from any meeting is to be reported back to the group in written format.
18. When making any challenges to the LA or any other organisation, members are to be clear they have all the necessary information and evidence necessary prior to any challenge.
19. forum name members should adhere to Chatham House Rules – keep information that is deemed confidential within the group and agree what is shared to a wider audience. <https://www.chathamhouse.org/>
20. Any conflict between individual forum name members should be addressed at a group meeting not externally.
21. Any forum name member not adhering to the code of conduct can be asked to leave by a majority vote.

**Criteria for Representing the Forum**

* Willing and confident to represent, once given the appropriate training.
* Commitment to attend forum name meetings regularly.
* Knowledge and understanding of the agenda
* Willing to gather information about topic from others.
* Able to feed back to the group.
* Honest and shares own experience of the agenda with the group.
* Able to communicate in a professional and non-aggressive manner.

**Dissolution**

forum name may be wound up at any time, if agreed by two thirds of those members present and voting at any general meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another group with a similar aim.

I……………………………………… AGREE TO THE CODE OF CONDUCT FOR forum name AND UNDERSTAND THAT IF I BREACH IN ANY WAY I RISK NOT BEING A MEMBER OF THE GROUP.

Date……………………………………

Signed………………………………....

**Parent Carer Representative**

Date……………………………………

Signed………………………………....

forum name **Manager/director/chair/Trustee**

Approved: Insert date

Responsibility of: Steering Group/Directors/Trustees

Next review date: Insert date