Table of Contents

[Purpose 2](#_Toc193640921)

[X (host organisation) 2](#_Toc193640922)

[X Parent Carer Forum 2](#_Toc193640923)

[Objectives 2](#_Toc193640924)

[Partnership Values 2](#_Toc193640925)

[Role of X (host organisation) 2](#_Toc193640926)

[Below are examples you can adapt to your circumstances. 2](#_Toc193640927)

[Finance – 2](#_Toc193640928)

[Development and growth 3](#_Toc193640929)

[Infrastructure 3](#_Toc193640930)

[X Parent Carer Forum (hosted group) 3](#_Toc193640931)

[Finance 3](#_Toc193640932)

[Development and growth 4](#_Toc193640933)

[Infrastructure 4](#_Toc193640934)

[Confidentiality 4](#_Toc193640935)

[Management of Data 4](#_Toc193640936)

[Variations in MOU 5](#_Toc193640937)

[Disagreements 5](#_Toc193640938)

[Disclaimer 5](#_Toc193640939)

# **Purpose**

This document is a written understanding between X Parent Carer Forum and X setting out how they will work together to support parent carer participation in Insert Area to improve outcomes for children and young people with Special Educational Needs and/or Disabilities (0-25).

# **X (host organisation)**

**X offers – Include a brief overview of the host organisation**

# **X Parent Carer Forum**

X Parent Carer Forum is the strategic voice for parent carers in insert area, funded through a participation grant from the Department for Education. The parent carer forum is run by parents and carers of disabled children. Their aim is to make sure that services in the area meet the needs of disabled children and their families.

They do this by gathering the views of local families and then working in partnership with local authorities, education settings, health providers and other providers to highlight where local services, processes and commissioners are working well, or challenge when changes or improvements need to be made.

# **Objectives**

# **Partnership Values**

# **Role of X (host organisation)**

Forum host organisations provide an essential service to support the development of parent carer forums where to forums who or want operational support including management of the DFE grant.

## **Below are examples you can adapt to your circumstances.**

X will:

## **Finance –**

* Support X Parent Carer Forum to apply for the DfE participation grant
* Work with the forum steering group to set an action plan and budget every year and incorporate this into the DfE grant application
* Support the steering group with the grant monitoring form for the DfE grant
* X will hold the DFE participation grant in their own bank account on behalf of the forum and help them manage the money, approve payments and keep a record of all transactions supported by evidence
* Provide the forum steering group with financial updates at each half termly steering group meeting
* Host will have open conversations about any opportunities for additional funding to develop coproduction

## **Development and growth**

* Support the forum steering group to develop governance including planning and working out roles and responsibilities
* Support the forum to develop different ways to reach out to parents and carers in the area to help the forum be fully inclusive and representative
* Support the forum to develop effective communication with all families of children and young people with SEND aged 0-25 years.
* Support the new steering group to hold an AGM within 18 months of forming.

## **Infrastructure**

* Provide office and infrastructure support such as printing, posting and stationery.
* Will respond to the forum with the agreed time scales (see appendix a)
* Recruit and manage a worker to carry out administrative work and outreach on behalf of the forum. This includes ongoing HR and management support, expenses and employee on costs such as national insurance and pensions.
* Ensure that any worker is carrying out the wishes of the forum steering group.
* Ensure insurance is in place to cover forum activity.

# **X Parent Carer Forum (hosted group)**

## **Finance**

* Steering group will work with the host to complete the grant application and monitoring form.
* The forum steering group will approve spend and keep up to date about the grant spend against the budget and amount remaining.
* The steering group will ensure they adhere to good financial practice including submitting claims and supporting receipts monthly.
* Steering group will have open conversations with the host about any opportunities for additional funding to develop coproduction.

## **Development and growth**

* The steering group will meet at least once every half term to ensure good governance.
* The Steering group will work with the host to develop a work plan including:
  + developing priorities,
  + defining roles and responsibilities
  + looking at how the forum will work
  + set a budget for the DfE grant and any other funding
* The steering group will represent the forum and wider parents at different strategic groups.
* The steering group will decide on who their representatives are – who should attend which meeting.
* The steering group will actively encourage new parent carers to join the group either as a steering group member, parent representative or member.
* Work with the host to hold an AGM within 18 months of forming.

# **Infrastructure**

* Provide a laptop for the worker employed by X
* Ensure the steering group and parent representatives adhere to the established policies and procedures.
* Will contact the host organisation during the agreed time.

# **Confidentiality**

X Parent Carer Forum steering group and volunteers and X (host organisation) staff will on occasion be aware of confidential information. This could for example be in relation to the commissioning of services, information in relation to interview processes or other sensitive information.

9.1 All X Parent Carer Forum steering group members and volunteers, and X (host organisation) staff will always uphold confidentiality and not share information that is confidential in any format.

9.2 All X Parent Carer Forum steering group members and volunteers and X (host organisation) staff will ensure confidential information is always stored securely and is destroyed once no longer required.

# **Management of Data**

You will need to include a statement regard data including ownership and how it will be manged.

X Parent Carer Forum steering group and volunteers and X (host organisation) staff will ensure they uphold the policies and procedures outlined in x policy (host or forum).

The membership data for X Parent Carer Forum will be stored on insert name of database/software and securely at (location if hard copies). The membership data belongs to X Parent Carer Forum and this data will transfer to them when the hosting agreement ends.

All data will be stored and processed in line with X Parent Carer Forum data policy.

# **Variations in MOU**

Either the host or forum may propose a variation in the MOU.  Either the host or forum will make the other aware of the need or desire for any forthcoming changes to the scope of services at the earliest opportunity.

Both Parties should where possible seek to identify innovations and different ways of working particularly where this improves the experience or gives better outcomes for children, young people and their families. Any significant changes to the services made will be documented and communicated to all parties.  See appendix b.

# **Disagreements**

In the event of any disagreement both the host and steering group will meet to endeavour to find a way forward. In the event that a disagreement is related to concerns about the behaviour of a steering group member or a member of the host company, the Code of Conduct/relevant policies will be implemented.

If disagreements still cannot be resolved the steering group and host will seek outside impartial support such as the Contact adviser for the area. See also appendix c.

# **Disclaimer**

By signing this document or by participating in the MOU the partners are not committing to legally binding obligations. It is intended that the partners remain independent of each other and that their collaboration and use of the term ‘partner’ does not constitute the creation of a legal entity, nor authorise the entry into a commitment for or on behalf of each other.

**Signed on behalf of** **X (host organisation)**

Name………………………………………………………………….

Role…………………………………………………………………...

Date…………………………………………………………………...

**Signed on behalf of** **X Parent Carer Forum (hosted group)**

Name………………………………………………………………….

Role…………………………………………………………………...

Date…………………………………………………………………...

**Appendix a – Communication**

**Emails**

The host X will respond to emails with X working days.

The steering group will respond to emails within 1 week.

The admin@ email will be used for meeting requested by partners. This address will be monitored by X.

**Phone**

The host X will respond to phone calls between x and x on x and x days.

The steering group will contact the host via phone during the hours above unless an emergency.

**Appendix B- Record of Variations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Original Text** | **Variation Text** | **Date Agreed** | **Comments** |
| ​​ |  | ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ |
| ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ |
| ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ |

**Appendix C – Dispute resolution record**

|  |  |  |
| --- | --- | --- |
| **Summary of the Dispute** | **Date Resolved** | **Details of the Resolution** |
| ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ |
| ​​​Click or tap here to enter text.​​ | ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ |
| ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ | ​​Click or tap here to enter text.​ |