# **Background:**

Insert name of forum aims to be a voice to inform service providers of the needs of disabled children, young people and their families in insert area, by listening to what they have to say. The forum is led and run by parent carers.

Insert name of forum believes that by working cooperatively with local

service providers, parents can contribute to improvements in the services delivered

for children and young people aged 0-25 years with special educational needs

and/or disabilities.

It will facilitate communication between parent carers and services used by children,

young people with special educational needs and disabilities and their families in

insert area. The forum will work to provide feedback on services, offer constructive

challenge to current services and input into decision making and planning for future

service provision.

\* Through regular communication with parent carers’, ensuring they are able to

decide whether to be involved in a piece of work/consultation.

\* Encouraging engagement with the whole SEND community and representing the

diverse views from children and young people with special educational needs and

disabilities and parent carers from all backgrounds and sectors of the community.

\* Promoting the reputation and image of the Insert name of forum

which reflects its aims, mission and values.

\* Although we are unable to offer a one-to-one support or advocacy service to

parent carers and their families on an individual basis, we will endeavour to signpost

them to the appropriate agencies that could offer them one to one support and

guidance that they may require.

2

# **Insert area SEND community/membership** *(the term you use depends on your structure)*

The SEND community/membership is made up of:

• residents of insert area who are parents carers of a child or a young person,

with special educational needs and disabilities, aged 0 to 25.

• extended family members (i.e. grandparent)

• bereaved parents for the following 3 years.

• practitioners, both within the voluntary and statutory sector.

# **Steering Group:**

**Role of the steering group:** The day-to-day business of the Insert name of forum will be managed by the steering group/directors/management committee*(delete as appropriate)*. The steering group will provide guidance on the forums’ aims and priorities. The steering group will provide constructive challenge to ensure the effective management of the forum.

**Steering group structure:** The Steering Group Committee comprises no more than

x people in total, with no less than x% being parent carers. There should be an associate member place on the parent forum steering committee for specialist workers representing small community groups for example Travellers,

Elective Home Education Community. This specialist worker/s will have been

nominated by each particular group of parents. *These decisions will need to be made by the forum.*

**Steering group decision making powers:** Each member of the steering group will

have one vote each. The steering committee recognises that there will be differences

of opinion and priority between members. Decisions will be made by consensus

where possible, or where not possible, by majority. The chair has the casting vote if a majority is not reached. There should be a quorum of no less than 1/3 of steering group members present for a decision to be made.

In the event of any disagreement which cannot be reconciled or in the event of any

concerns about the behaviour of a steering group member the Code of Conduct will

be followed. If disagreements still cannot be resolved the steering group will seek

outside impartial support. Where there is an alleged breach of the Code of Conduct,

the complaints procedure may be followed.

Carer Forum CIC

The directors of insert name of forum retain the right to veto a decision

in the exceptional circumstance where it could bring the company into disrepute, is

illegal or is deemed to carry an unacceptable level of risk. *You may wish to add this statement in if you are a CIC*

**Frequency of meetings:** Insert name of forum steering group meetings will be held at least every half term. Meetings will predominately take place between the hours of 10-2, although this will be reviewed at least annually to ensure

access to a wide range of people.

Notification of meetings will be at least **2 weeks in advance**, and every effort will be

made to arrange a time which is convenient to the majority of the steering group.

**Agenda items:** Any Parent Carer of a child or young person with special educational

needs and disabilities living in insert area can put an item on the agenda by contacting the steering group at insert email address.

Agendas will be posted on the forum website at least 7 days in advance. Information

to be presented at the meeting must be circulated in good time prior to the meeting

in order that members have timely access to information.

Information for members will be provided in a range of ways and formats to support.

the engagement of a wide number of parents carers. Our website:

insert website address will provide instant access to the forum’s current projects and emails of the events and information will be sent out as appropriate.

Insert name of forum recognises that not every member will have access

to on-line information and hard copies will be posted out accordingly if requested,

so please ask. This will be facilitated by keeping an up-to-date contact list on the

forum database, a copy of these forms will be held in a locked filing cabinet in the

office. This will comply with the Data Protection Act and the Forum’s Data Protection

Policy.

**Steering group membership requirements:** All members of the steering group

must be a member of the insert area SEND community as described above. Each

member will be responsible for representing the views of a wider group of parents.

Therefore, each member should have a system of networking and disseminating

information to other parents.

All members of the steering group may be required to obtain a DBS check due to

having oversight on how insert name of forum uses public money and

having oversight of the data collection of member details.

All steering group members will be required to sign the code of conduct for

insert name of forum and adhere to the organisations policies.

To ensure the coherent running of insert name of forum steering group members need to attend meetings consistently where possible. If a member has not attended three meetings consecutively without giving apologies they will be asked to stand down.

Members will be entitled to claim reasonable expenses for travel and childcare

incurred to attend the steering group meetings, though an attendance fee is not

paid.

Carer Forum CIC5

**How to apply:** An application to join the steering must be sent to the chair via email at insert email address or by post insert address.

Steering group members will be elected via a unanimous vote at a steering group meeting. All applications will be managed under insert name of forum data protection policy which can be found on our website.

**How to resign:** A member can resign from the insert name of forum

steering group at any time, by putting this in writing to the chair of the steering group.

Approved X 2025

Responsibility of: Steering Group

Next review date X 2026