Sefton Parent Carer Forum Steering Group - Terms of Reference (TOR)

TOR Agreed – May 2024

TOR Review – May 2025

Purpose

- Act on behalf of Sefton PCF CIO Trustees through delegated power.

- To steer and support the activity of Sefton PCF CIO

- Raise money and keep financial accounts.

- Open bank accounts.

- Acquire and run buildings.

- Take out insurance.

- Employ and supervise staff.

- Organise courses and events.

- Work with similar Groups and exchange information and advice with them.

- Develop an annual action and financial plan.

- Report to partner agencies and funders annually on membership numbers, equality, diversity & inclusion information, geography and outcomes, if requested and within GDPR rules.

- Do anything that is lawful which will help Sefton PCF CIO to fulfil its aims and further its purposes.

Aims

- To work with commissioners, service providers and families to enable services to be delivered in a personalised way, based on the principle of early intervention.

- To build skills, confidence and teamwork by individual parent carers and between parent carer groups so that together we raise awareness of our children's needs and recognition of our role as parent carers in true participation to achieve a coproduction model with partner agencies.

- To be representative and to engage with as many parent carers as possible, including seldom heard groups of parent carers.

- To develop and build good practice mechanisms to improve engagement with parent carers.

Membership

Membership of the Steering Group is open to *any parent carer aged over 18 years, of a child or young person aged 0-25 years, resident in Sefton or receiving Sefton services, without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:

- Interested in helping the Steering Group to achieve its purpose and aims

- Willing to work within the specific role requirements and uphold the policies and processes of the Steering Group and Sefton PCF CIO and its Constitution

*Anyone wishing to become a Steering Group Member will need to express their interest in writing stating how they will meet the requirements of the role description and will first be required to become a 'Parent Carer Representative' for a period of no less than six months. This will enable all to decide whether joining the Steering Group is mutually beneficial to all and in line with the aims of the forum. Anyone joining as a 'Parent Carer Representative' may decide to resign that role at any time but will not then be eligible to become a Steering Group member.

The Steering Group will have a Chairperson, a Treasurer and a Secretary. Other Steering Group members will have lead responsibility areas, for example in Education, Health or any other roles necessary to ensure the group runs efficiently. There will be a maximum number of 12 Steering Group members.

The Steering Group may co-opt onto the group, individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the group.

Steering Group Member Roles

- **Chair** – Chair meetings of the Steering Group, represent the Steering Group and/or Sefton PCF CIO at functions/meetings and act as the spokesperson of the Steering Group and/or Sefton PCF CIO when necessary.

- **Secretary** – Keep a membership database, prepare in consultation with the Chair agenda for Steering Group and Sefton PCF CIO meetings, take and keep minutes of all meetings, collect and circulate any relevant information within the Steering Group.

- **Treasurer** – Supervise the financial affairs of the Steering Group and Sefton PCF CIO, keep proper accounts that show all monies received and paid out by Sefton PCF CIO adhere to the Financial Control Policy.

- **Steering Members with lead responsibilities** – To attend meetings of the Steering Group and Sefton PCF CIO AGM. To represent the Steering Group and Sefton PCF CIO at strategic meetings and report back. Contribute to the strategic direction and action plan of Sefton PCF CIO, uphold the purpose and aims of the Steering Group.

Accountability

- The Steering Group reports to Sefton PCF CIO Trustees.

Review

- The Steering Group will review its work and TOR annually.

Ways of working

- The Steering Group will approach their work using the four cornerstones of co-production by – '*Making the commitment to welcome and care, value and include, communicate and work in partnership'.*

- The Steering Group will fill a vacancy by advertising the role to the membership who can apply (if they have been in a rep role for a minimum of 6 months) by expressing their interest showing how they will meet the skills and attributes in the role description.

- Any declarations of interest will be shared by Steering Group members at the start of each meeting, if deemed a conflict of interest (with reference to SPCF Conflict of Interest Policy) the Steering Group Members will discuss and take advice, if necessary, from partner agencies, in order to decide whether the conflict can be managed or if the Steering Group Member needs to stand down.

- The Steering Group shall have the power to remove any member of the Steering Group for good and proper reason, as set out in the Code of Conduct.

Meetings

- A minimum of 6 meetings will be held each year (virtual and face to face)

- Steering Group meetings shall be quorate if at least three people are present.

- Voting at Steering Group meetings shall be by a show of hands. If there is a tied vote, then the Chair of the meeting shall have a second vote.

- The Secretary will organise the meetings in partnership with the Chair. Any Steering Group Member can chair a Steering Group meeting as delegated by the Chair.

- Meeting agenda will include updates from strategic meetings, parent carer feedback, event planning and financial updates.

- Papers and information for meetings will be circulated via email at least 5 days in advance.

- Meeting minutes will be taken by the Secretary or delegated forum member.

- Steering Group members must provide reasons for non-attendance at meetings, apologies for non-attendance must be accepted by the Steering Group.

- Any Steering Group member who is absent from three consecutive meetings may be asked to resign if appropriate to do so.

- Additional workstream meetings will be convened as necessary.

Definition of terms

- 'Parent' is defined broadly as anyone who has caring responsibilities for a child or young person.