

Terms of reference for Barnet Parent Carer Forum (BPCF) and the Steering Group

Purpose of the BPCF

The BPCF is the principal consultative body to inform LB Barnet and service providers of the needs of disabled children and young people and of their families.

It facilitates communication between parent carers, LB Barnet and service providers used by disabled children, young people and their families in the borough. The BPCF works to:

- provide feedback on services
- offer constructive challenge to LB Barnet and current service providers
- input into decision making and planning for future service provision.

The BPCF believes that by working co-operatively with LB Barnet and local service providers, parents/carers can contribute to improvements in the services delivered for disabled children and young people.

- Through regular communication with parent/carers
- Ensuring a diverse forum membership and representation of diverse views from disabled children and young people and parent/carers from all backgrounds and sectors of the community
- Promoting a reputation and image of the parent forum which reflects its aims and objectives

Barnet Parent Carer Forum terms of reference

Membership

BPCF's membership will be made up of residents of Barnet who are parents/carers of a child or young person with a disability, aged 0 to 25.

Meetings

BPCF meetings will be held at least annually.

Any member can request an item for the agenda by contacting the secretary of the steering group at email/phone/website at least 14 days before the meeting.

Service providers will be invited to attend BPCF meetings as appropriate.

Information will be provided in a range of formats to support the engagement of a wide number of members.

Words and terminology used in documents that are circulated at meetings, presentations and discussions will be free of jargon and abbreviations so that no one feels excluded from participating.

Members may be requested to represent the BPCF at working groups set up by LB Barnet and service providers. Members sitting on such working groups will feedback information to the Steering Group. All members will abide by the Code of Conduct.

The BPCF will maintain a register of working groups and their BPCF representatives on its website.

Steering Group terms of reference

The business of the BPCF will be managed by the Steering Group.

Membership

Ideally the members shall number no more than 15 and no less than 8.

Members will stand for election annually at the AGM.

A chair, vice chair, secretary and treasurer will be elected from the BPCF steering group's membership at the first meeting after the AGM.

A member can resign from the BPCF steering group at any time, by putting this in writing to the chair.

A member who has not attended three meetings consecutively without giving apologies may be asked to stand down.

All members of the BPCF steering group must agree to these Terms of Reference.

Meetings and feedback

The BPCF steering group will meet on a regular basis – at least four times a year.

Venues and meeting times will be arranged for the convenience of members of the Steering Group.

There should be a quorum of no less than 4 members present for a decision to be made.

The steering group 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.

Members will be entitled to claim reasonable expenses for travel and costs incurred to attend particular meetings.

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.

The Steering Group will provide feedback to its membership through regular communication, including social media and reports. This will include outcomes from consultations and participation work undertaken, and in particular the effect on future service provision.

Terms of reference will be reviewed once a year – next review *June 2015*.

Date: February 2015