



Purpose:

Solihull Parent Carer Voice (SPCV) aims to be a voice to inform service providers of the needs of disabled children, young people and their families in Solihull, by listening to what they have to say. The Forum is led and run by Parent Carers.

The Parent Carer Forum believes that by working co-operatively 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 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 Solihull. 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 Solihull Parent Carer Voice which reflects its aims, missions 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.

The SEND community is made up of

- residents of Solihull 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.



Information for members will be provided in a range of ways and formats to support the engagement of a wide number of parents and carers. Our website: will provide instant access to the forums current projects and also emails of the events and information will be sent out as appropriate. We will also use the Forum's Facebook page to post events as and when appropriate. The SPCV 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. This will comply with the Data Protection Act 2018 and the Forum's Data Protection Policy.

Meetings

Solihull Parent Carer Voice steering group meetings will be held every half term.

Any Parent Carer of a child or young person with special educational needs and disabilities living in the Solihull area can put an item on the agenda by contacting the steering committee at [XXXXXXXXX](#):

Information should be provided in a range of ways and formats to support the engagement of a wide number of Parents and Carers.

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

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.

If the Forum's steering group considers that any member's conduct is in any way harmful to the Forum's Aims, Missions and Values, the Forum will reserve the right to request the individual to leave. A private conversation will be held with the individual in the hope of mediating the situation. If a consensus cannot be reached the individual will no longer be invited to the public forum and an explanation will be provided to the individual concerned.



The Steering Group Committee comprises no more than 13 people in total, with no less than 80% being parent carers.

The business of the Solihull Parent Carer Voice will be managed by the steering group, consisting of a chair, finance officer and secretary. The steering group will provide guidance to the forum on aims and priorities. Application to join the steering must be made to the chair in writing. Steering group members will be elected via a unanimous vote at a steering group meeting.

A member can resign from the Solihull Parent Carer Voice Steering Group Committee at any time, by putting this in writing to the Chair.

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

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.

There should be a place on the parent forum steering committee for specialist workers representing small community groups e.g. Travellers, Elective Home Education Community. This specialist worker/s will have been nominated by each particular group of parents.

There should be a quorum of no less than 1/3 of Steering Group Committee members present for a decision to be made.

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.

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.

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, ideally 2 weeks in advance.

Agreed by the interim steering group on 26th June 2020.

Review Date April 2021