

## Parent Carers Together Constitution

Parent Carers Together, hereafter referred to as PCT, and its money will be administered and managed in accordance with the provisions in this constitution. This constitution sets out the rules by which PCT will be governed. These are legally binding on the members.

### **The Name**

The name of the forum is Parent Carers Together (PCT).

### **Aims and Objectives**

- To raise awareness, influence change and support parent and carers to have a voice in how services for children with special educational need and disabilities (SEND) are shaped and delivered locally.
- To be the strategic consultative body within Bournemouth, Christchurch & Poole (BCP), representing families of children and young people with SEND providing a liaison point for statutory and voluntary agencies.
- To consult with and inform our membership to promote the best possible outcomes for all children and young people in BCP with SEND. These outcomes may be updated from time to time in the light of changes to Government policy.
- To work in partnership with BCP Council, Education, Health and Social Care and all other organisations in BCP. Together we will design, develop, and shape services that better meet the needs of children, young people, and their families.
- To promote and champion parent and carer participation at a local, regional, and national level.
- To share good practice, learn from one another and facilitate peer support relevant to a participation agenda.
- To develop responses and reports according to our resources regarding issues affecting parent and carers locally.
- To act on a local level to support and champion continued cultural change in statutory organisations.

### **Powers**

In furtherance of the aims and objectives the group may:

- Employ and remunerate staff.
- Raise funds by any lawful means except permanent trading.
- Apply for grants & other forms of funding from external sources.
- Accept gifts and donations for the group.
- Arrange and provide for, or join in, arranging events, courses, meetings, and training.
- Do anything else within the law which is necessary for the group to carry out their aims and objectives.

### Application of the Income

- The PCT funds shall be applied solely towards the promotion of the aims and objectives.
- Any member may be given reasonable and proper remuneration for any goods and/or services bought on behalf of or for PCT by prior arrangement and in line with PCT's *Expenses and Remuneration* policy.
- Travel costs, material costs and venue hire, may all be claimed from the funds, when they are for PCT.
- Members should give any receipts, invoices and completed expense claims to the forum Administrator for payment.
- The financial affairs of PCT will be held and managed by Rose Road Association (registered charity no. 276172) until such time as PCT are independent.
- Accurate accounts of all income and expenditure must be kept.
- If PCT is dissolved and there are funds in the bank, the law states that it should pass on any remaining assets to another charitable body. The committee members/trustees at the time will vote for the relevant local charity whose beneficiaries are children with special and/or additional needs and/or their families.

### Membership

PCT's membership will be made up of parent and carers who have children with SEND or people who have a special interest in being involved in this area. We will continue to make our membership and representation as diverse as possible from all backgrounds and sectors of the community.

- Membership is free and open to family members and carers of any child or young adult with special and/or additional needs, up to the age of 25 years and who live in or receive services from BCP Council. Once a member's young person reaches the age of 26 years, they will have the option to remain as an associate member but will no longer have a vote.
- There will also be an associate membership for anybody else including practitioners, both within the Voluntary and Statutory sectors. This membership will have **no** voting rights but will be kept up to date with PCT's newsletter and will be able to attend open meetings and events. Professionals and service providers will be invited to attend and participate in meetings as appropriate to facilitate efficient collaborative working for the benefit of local families and service development. Associate members may be co-opted onto the Steering Group as and when the Steering Group members feel this would be beneficial to PCT.
- Membership is not transferable.
- If a member no longer wishes to receive our email communication, they can contact PCT by email- [info@parentcarerstogether.org.uk](mailto:info@parentcarerstogether.org.uk) Members can also click the unsubscribe button at the bottom of our email communications. This would also remove them from our active membership list.



- Members may represent PCT at strategic meetings and/or working groups as a Parent Representative. Members sitting on such working groups will provide feedback to the Steering Group as detailed in the *Parent Rep Agreement*.
- If the Steering Group considers that any member’s conduct is in any way harmful to the aims and objectives of PCT the steering group reserves the right to terminate membership.

**Steering Group Responsibilities**

The role of a PCT steering group member is to participate to the best of their ability at meetings, to aid PCT as and where they are able, to represent PCT in a positive manner at all times and to facilitate family’s voices to be heard as appropriate.

- PCT will be managed by a Steering Group of no more than 15.
- PCT must keep a register of members, either in written form or held on a computer, and will ensure compliance with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
- The Steering Group may appoint people to carry out specific tasks and delegate specific powers as necessary. They must report back to the Steering Group for ratification of any decisions.
- The Steering Group may have no more than 5 co-opted members who will not be entitled to vote.
- The Steering Group recognises that there will be differences of opinion between members. Decisions will be made by consensus where possible, or where not possible by a majority. A quorum of one-half majority + 1 of the Steering Group will be needed to approve decisions. Decisions can be taken formally in a steering group meeting or via email and our Steering Group Facebook page. Proxies can be nominated in advance of the meeting. Each member has one vote. The Steering Group must meet at least four times a year.
- Steering Group members will be required to meet the obligations and expectations set out in the *Code of Conduct*. Any member not fulfilling their obligations or meeting the expectations as set out in the Code of Conduct will be asked to stand down from the Steering Group.
- Members can resign from the Steering Group by giving written notice as outlined in our PCT *Leavers* policy. The notice or a summary of the notice will be read out at the next Steering Group meeting and formally accepted for the purpose of the minutes.

Policy Adopted on	25 <sup>th</sup> July 2019
Reviewed on	23 <sup>rd</sup> June 2020 25 <sup>th</sup> July 2022
Next Review Date	July 2023