

## **PARENT CARERS TOGETHER**



**Bournemouth Christchurch Poole**

the voice of parent carers of young people with  
special educational needs and disabilities

## **Steering Group Role Description**

### **Introduction**

Parent Carers Together (PCT) comprise of a steering group who plan and lead the direction of the forum.

This role description will outline the responsibilities of the steering group members within the forum.

Steering group members are expected to attend and contribute to monthly forum meetings and there will be a further opportunity for them to represent PCT at external meetings with BCP Council, NHS Dorset (formally known as Dorset Clinical Commissioning Group) and other partner agencies in a parent rep capacity.

In return, members of the steering group will be eligible to claim remuneration for attending external meetings but not for training or inhouse related meetings (refer to our 'expenses and remuneration' policy for further guidance). Members will also be eligible to claim expenses as deemed appropriate. For example, traveling to and from a face-to-face meeting on the forum's behalf.

Whilst an active member of the forum, they will be offered a PCT email address to communicate with professional agencies and will have access to our Microsoft Team's account.

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Members will be offered regular reviews to discuss any issues or training required. Further training will be offered to those interested and individual training on particular tasks can also be requested at any time.

### **General Responsibilities**

- Be professional and always represent the forum whilst engaging in PCT related activities.
- Adhere to confidentiality and data protection regulations.
- Respect PCT is not a campaigning organisation and will not engage in campaigning related activities.
- Ensure the relevant forum policies have been read and are adhered to.
- Complete PCT's participation training and the starter paperwork.
- Complete the necessary training as requested by either the forum or the local authority e.g., safeguarding and data protection.
- Inform the PCT Chair if further support or training is required to assist you in this role.

### **Specific Responsibilities**

Steering Group members are to:

- Attend monthly steering group meetings (if unable to attend, apologies must be given via the forum Admin).
- Members are encouraged to contribute items for the steering group agenda and present said items on the day of the meeting.

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- Actively participate in planning and decision-making, both in steering group meetings and between meetings, to further the growth of PCT.
- Work collaboratively with one another for the benefit of the forum.
- Make decisions for the forum as relevant (only voting members can cast a valid vote).
- Ensure the forum Admin has the necessary information to compile quarterly monitoring reports as requested by the local authority.
- Ensure the forum works in coproduction with BCP Council, NHS Dorset and other local stakeholders by contributing to strategic meetings on behalf of the forum and writing feedback reports to the other members of the steering group via email (feedback template available if required).
- Provide information to parents and carers, signposting where necessary but **NEVER** offering advice.
- Ensure they do not engage in campaigning activities when representing the forum.
- Ensure via the forum, they give parents and carers of SEND children and young people living in Bournemouth, Christchurch, and Poole a voice, seeking feedback through social media (refer to our 'social media' policy), face to face consultations and surveys.
- Encourage SEND parents and carers of Bournemouth, Christchurch, and Poole to join our free membership and our social media pages.
- Actively engage in PCT communication via email and our closed steering group/parent rep Facebook group (if member is on Facebook).

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Amended March 2023