



*“All together better
and stronger”*



Parents in Partnership Stockport Parent Carer Volunteer Representative Application Form Achieving Wider Representation for Parents in Partnership Stockport.

Stockport MBC are in a process of reforms to services and policies to ensure they are able to meet the requirements of the Children and Families Act and the Special Educational Needs and Disabilities Code of Practice through the 0-25 Transformation Programme. Stockport MBC and PIPS are committed to the principles of Co-Production which are embedded throughout the 0-25 Transformation Programme as well as wider representation across Education, Health and Social Care.

Description of Role of Parent Carer Volunteer Representatives representing PIPS at meetings, consultation events etc in respect to Stockport MBC's 0 – 25 transformation programme.

As PIPS are going from strength to strength there are now numerous requests for parent carer involvement, which extend beyond the capacity of PIPS steering group. The steering group are also aware that there are many very capable parent carer volunteer representatives willing to help represent the views of PIPS.

It is vital that any parent carer who does provide representation on behalf of PIPS meets some core requirements which demonstrate their ability to be able to represent the views of a wide range of families in Stockport. The expectations of parent representatives are that they do not represent the needs, wishes and views of their own family and should not refer to or seek to promote their own child or young person, personal, religious or political aims or own organisation. PIPS members represent the organisation and they are accountable to the PIPS Steering Group for their actions. Due to tight schedules that the programme and other projects has to meet it is essential that clear lines of communications are necessary between all parties.

Confidentiality Statement

Any information must be afforded a level of protection commensurate with its protective marking and its contents must not be disclosed outside official channels or discussed with those who do not have a need to know and take on confidentiality at all times.

As such there are some key requirements which may include:

- ❖ Representatives are active members of Parents in Partnership Stockport.
- ❖ To confirm dates of meetings and the purpose of the meeting.
- ❖ If a parent representative is unable to attend the meeting they should immediately inform other representatives on that particular work stream and the PIPS secretary to ensure that there is PIPS representation at the meeting.
- ❖ Ensure that the project leads take minutes of the key decisions and issues at the meeting.
- ❖ That they are parent carers with specific skills or experience that lend themselves to the task at hand.
- ❖ They are parent carers who are willing to work with PIPS, SMBC and other parent carer forums representatives.
- ❖ That they are willing to report back to PIPS using the agreed template reporting back document.
- ❖ Complete the meeting feedback form and return it within 14 days of the meeting. Feedback forms to be emailed to the PIPS secretary. If a parent representative is struggling to produce a written report, a verbal report to the PIPS secretary within the same deadline will be acceptable.
- ❖ If there are communications to be given from the work streams you are involved in to a wider audience (children and young people, families, professionals or others), please ensure that the draft communication is as soon as practicably possible forwarded on to the Steering Group members responsible for PIPS Social Media sites and website or other agreed strands of communication. You will need a positive response from them before agreeing the communication can be sent out.
- ❖ If you have any major concerns about the way the 0-25 programme is being run, then please contact the Chair immediately stating your concerns so we can raise them at the next appropriate Governance meeting.
- ❖ It has been agreed that every decision will be co-produced with families and it will be signed off by PIPS and SMBC. We expect you will be asked by the project lead of your work stream to sign off each decision. Before you sign, please be sure the work has been genuinely co-produced (planning, design, delivery and where relevant review). When you sign you are saying the decision has been fully co-produced. If you come under undue pressure to sign or are asked to sign hastily, then do tell us.

This enables individuals to demonstrate that they hear the voices of many parent carers and families across Stockport on a range of issues, and as well as having perhaps in-depth knowledge of their own area of expertise.

We would expect individuals to commit to upholding the core values of PIPS which are:

About the parent carer voice

- ❖ Actively promotes PIPS being peer led
- ❖ Demonstrates and promotes parent carers' voice by parent carers at all levels
- ❖ Acknowledges that parent carers have an independent and unique voice
- ❖ Models and promotes recognition of skills and experience of parent carers
- ❖ Ensures that their input into meetings is based on a representational model of involvement, and not purely based on personal experience

Process

If individuals felt that they were able to do this, and would be willing to represent PIPS locally or at regional or national events, then we would encourage parent carers to submit a letter of interest to PIPS which outlines their skills, knowledge and experience, and particular areas of interest to enable appropriate matching of people with particular knowledge in particular areas.

We would also ask that the steering group endorse their letter of interest to confirm their support and to confirm that the individual is an able representative.

We would hope that this may also serve as an opportunity to individuals to begin to develop their skills, and to experience what part of the role of PIPS representatives may include so that they can consider for the future if they may wish to stand as a PIPS representative.

Once you become a representative

PIPS protocol supports the policy that wherever possible two parent carer reps attend an event, or representation, and we would ensure that new reps would initially partner with an existing PIPS representative to ensure they are supported and assisted on the first occasions of them taking on this role.

Remuneration

Any costs for attending, including travel and childcare would be covered by PIPS. Parent carers will be informed as to whether this is available before they undertake the activity.

Pro Forma letter of interest – Representing PIPS

Name	
Address	
Telephone	
Email	

Have you ever been a parent representative previously? Yes/No

If so, who was it for?

Please detail how you feel you meet the requirements that enable you to be an effective representative for PIPS: When completing this section, please review the requirements and provide information about how you feel you meet these.

Please confirm that you agree to feed back about any activities, meetings or events and take on confidentiality at all times that you attend on behalf of PIPS

Signed Date

Parents in Partnership Stockport – Parent Carer Volunteer Representative Information

Name	
Address	
Email	
Home telephone number	
Mobile number	

Do you work?	Yes/No
If yes, are they fixed days?	

Does/did your child/young person(s) attend a mainstream school, specialist school or college?	
What are the special educational needs and disabilities/additional needs of your child/young person(s)? (0-25 years)	
Which services do you currently use e.g. speech and language therapy, short breaks, wheelchairs, hospice etc?	
Which services have you previously used e.g. speech and language therapy, short breaks, wheelchairs, hospice etc?	

Areas of expertise	Areas of particular interest	Areas that I would not feel confident to be involved with	Areas where I feel I may have a personal or professional conflict which needs to be declared

I would be interested in attending meetings to represent PIPS as the lead	I would be interested in attending meetings to represent PIPS as a second rep	I could commit to feeding back on a regular basis	Minimum notice required to attend any meetings	Other things I would need to have considered if I were to attend meetings/steering group meetings on behalf of PIPS (e.g. childcare/travel time/honorariums etc)

Parents in Partnership Stockport – Parent Carer Volunteer Representation Feedback Form

Please return this form or feed back to the PIPS Steering Group and also Parent Representatives. Where appropriate, information from it may be relayed anonymously to the wider membership.

Name of meeting	
Date	
Purpose of meeting	
Attendees	
Venue	

Key issues/discussions
Outcomes/Decisions
Actions agreed by the representatives
Proposals on which you need a PIPS steering group view. Please also indicate when you need this view.
Further information available (e.g. presentations/documents/minutes)

Parents in Partnership Stockport – Parent Carer Volunteer Representation Agreement Form

I agree to:

1. Act as a PIPS representative in meetings and events about services and support for families with children or young people with disabilities or additional needs in Stockport.
2. represent families and the PIPS organisation and abide by the PIPS vision when carrying out this role.
3. Represent PIPS in a courteous manner at all times and to abide by the PIPS Code of Conduct. I have completed and agreed to update each year a Declaration of Interest form. I will declare any potential conflict of interest at the start of meetings.
4. Provide feedback from any event or meeting I attend in this role, either in writing or verbally. Feedback will cover the topics on the feedback form.
5. I understand that I am entitled to reasonable expenses for being a PIPS representative.

Name

Signed

Dated