



Birmingham Parent Carer Forum CIC (BPCF)

Terms of Reference

OUR VISION

Birmingham is a place where every SEND child & adult is heard & valued, where services are timely & accessible, and where parents & carers work together with professionals to provide positive opportunities for all.

OUR PURPOSE

The purpose of BPCF is to be a bridge between services & families and a collective voice representing all members and all disabilities.

OUR AIMS

Our aims are to:

- Improve outcomes for SEND children by embedding co-production in all services
- Be transparent, clear, approachable, accessible and accountable to our members
- Provide 2-way feedback between and parent/carers and services

MEMBERSHIP OF BIRMINGHAM PARENT CARER FORUM

The membership will be made up of residents of Birmingham who are parents or carers of a person with a disability, aged 0-25 using services. The membership also includes 'out of borough families utilising Birmingham schools and/or services.

MEMBERSHIP EVENTS

Membership events will be held at least twice a year. Any member can request to include an item on the agenda by contacting the Management Committee.

Information will be provided to members 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.

Members may be nominated to sit on working groups or project teams alongside strategic partners. Members sitting on such working groups will feedback information to meetings of

the Management Committee or full membership. All members taking on a representative role will abide by the BPCF Code of Conduct.

MANAGEMENT COMMITTEE

The business of the BPCF will be led by the Management Committee which shall number no more than 12 and no less than 4 members. The Management Committee will be nominated and voted for by the membership annually.

A Chair, Treasurer and Secretary will be elected from the Management Committee.

A Management Committee member can resign from the Management Committee at any time, by putting this in writing to the Chair. A member who has not attended three meetings consecutively or six meetings within a six month period without apologies will be asked to stand down.

All members of the Management Committee will agree to these Terms of Reference and the BPCF Code of Conduct

MANAGEMENT COMMITTEE MEETINGS

The Management Committee will meet on a regular basis at least 6 times per year. Venues and meeting times will be arranged for the convenience of all members.

The Management Committee recognises that there will be differences of opinion and priority between members and will use the Code of Conduct to conduct their communications and meetings. Decisions will be made by consensus where possible, or where not possible, by majority vote. The Chair will not take part in a vote except in the event of a 50-50 split in the Management Committee in which case the Chair will cast a deciding vote.

There should be a quorum present for a vote to take place. The quorum shall be no less than one third of the membership, or 3 people, if this is larger.

In the event of disagreement which cannot be reconciled by reviewing the Code of Conduct, the Management Committee will seek outside support e.g. advice, impartial meeting facilitation (for the whole team) or mediation (between individuals). Where Management Committee members feel unable to reach agreement, or allege a breach of the Code of Conduct by another Management Committee Member they may use the Complaints Procedure to highlight misconduct.

The Management Committee will be entitled to claim reasonable expenses for travel, child care and refreshments incurred to attend meetings, where there are sufficient funds available for this purpose.

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 Management Committee will provide feedback to the membership through regular communications using variety of means.