



National Network of Parent Carer Forums
'Our Strength Is Our Shared Experience'

INFORMATION FOR PARENT CARER FORUMS

Information sheet about the selection for NNPCF Regional Representatives

As you may have been aware the NNPCF Steering Group have been working towards developing a process to ensure the democratic selection of Regional Representatives, and now have a timetable in place to select regional representatives to sit on the Steering Group.

As the work and demands of the Steering Group has become clearer over the last year, it has been with some consideration that the group have considered how to ensure that this process is undertaken in the most helpful way to enable potential candidates to be clear about the demands and requirements of the position, and the process by which the region can select the candidate they want, based on a fair and transparent selection process.

A role description and competency framework has been developed for the role of regional representative, and prospective candidates need to consider whether they meet this role profile, or are willing to work towards developing the skills that are part of this. We would welcome parent carers from diverse backgrounds and minority groups to consider their potential for nomination, as we want to ensure that the NNPCF steering group is as representative as possible.

Consideration also needs to be given to the time commitment for reps. As we are now clear what our funding over the next financial year is the minimum requirement will be for parent carers to be able to commit to at least 23 days per year of active involvement, but there is often additional work in terms of reading, communication, and liaison.

There is an honorarium associated with the role, in the amount of £4,000 per annum. Individuals are responsible for considering this likely impact this may have on their other income (e.g. if in receipt of benefits / for tax purposes) 80% attendance is expected for the remuneration.

To ensure the stability of the group whilst it undergoes change, and with so many potential changes likely, we need to plan this carefully to enable the NNPCF to continue to function whilst the selection process take place. we have considered carefully the timetable for these selection processes,

Therefore we could not potentially hold all of the selections in the same time period as we need to ensure we maintain some stability within the group for the work we need to undertake.

We propose that the process for selection will be as below:

Regional areas to be notified of their likely selection “slot” (time period over the next 18 months)

Local Forums consider if they have a parent carer they could like to support the nomination of.

Interested individuals to submit their letter of interest demonstrating how they meet the role profile, and ensure that as per the protocol, they meet the standard criteria (i.e. are active members of their own forums and have links with other parent carer forums) and can demonstrate the support of their forum for their application. Each Local Parent Carer Forum to only nominate one individual. The letter of interest should be submitted to the NNPCF Director of Operations.

Two other forums within the region who do not have nominated individuals from their forum to nominate parent carers to be part of the selection panel, alongside the NNPCF Director of Operations, or agreed nominated Steering Group Representative.

Discussion will be held with the region if all local forums nominate reps, which would challenge this process, about the most appropriate way forward,

Shortlisted candidates to be invited to a selection interview, and the candidate who most successfully meets the criteria to be invited to become the regional representative.

SUMMARY - Election of NNPCF Regional Representative

1. Local Forums invite members to put in expression of interest
2. Local Forums shortlist own members to 1 candidate through internal process
3. Individual will submit their letter of interest within the timescale agreed, endorsed by their local forum
4. Nominees will be shortlisted by the selection panel to 3.

The selection panel will consist of 2 parent carers from parent forums who have not nominated a rep along with the NNPCF manager or agreed Steering Group Representative and interview against the person spec and competency framework

We appreciate that individuals may have some views about this process, and feel a voting system may have been a preferred method. However in the search for a consistent process across this regions, the Steering Group believe this is an equitable and fair process and that this method ensures that the selection process remains firmly embedded within the region, and that individuals are very clear what they are committing to, and that the Steering Group Representatives are able to meet the likely demands that will be placed on them.

ROLE DESCRIPTION AND COMPETENCIES FRAMEWORK

ROLE DESCRIPTION

The Regional rep will demonstrate the ability to:

- Promote and support the work of the NNPCF within the framework provided by the Network's vision and objectives.
- Work collaboratively with colleagues across the regions, building positive working relationships in a constructive and consultative environment, looking for and acknowledging the contribution of others and valuing the contribution of the team .
- Collaborate with colleagues to define and articulate strategies to achieve the vision of the NNPCF.
- Influence stakeholders positively, in order to achieve results that are in the best interest of the NNPCF.

Main Responsibilities:

- Contributing to the delivery of associated performance targets / KPI's
- Upholding the values and principles of the NNPCF
- Maintaining a solutions-focussed approach to work at all levels
- Representing parent carers at a range of stakeholder events both regionally and nationally
- Working proactively with a diverse range of stakeholders from across all sectors to support the delivery of NNPCF priorities
- Supporting NNPCF's commitment to drive the areas of equality and diversity

Working with National Steering Group

- Attending National Network meetings (10 per year)
- Working closely with the Co Chairs and the NNPCF Reps in identifying opportunities and instigating new proposals to support and enable the NNPCF to raise its profile and effectiveness in its leading role in achieving the continuing improvement of policies and services affecting disabled children, young people and their families.
- Working closely with the co Chairs and Reps of the NNPCF to develop and maintain best practice across the organisation promoting a culture of continuous improvement
- Providing feedback to the Steering Group about regional developments and challenges.
- Being willing to represent the NNPCF at national events, and steering groups, and meetings.

Working with local forums and regional partners

- Building positive relationships with Parent Forums across the relevant region, and acting as a link to promote shared learning and good practice.
- Supporting the opportunities for Regional forums to meet termly. This could be carried out through informal meetings, training events or more formal conferences. and/or study days in partnership with the organisation supporting parent participation
- Distribution via email of communications sent by the NNPCF Communication Group, including alerting members to the minutes of the National meetings (on the website) and requests for information.
- Providing regular regional updates which highlight key issues for local areas which could be shared with the Department for Education to ensure they remain alert to key issues and concerns
- Collating regional responses to feedback to the NNPCF to inform a national response to a range of requests including consultation, existing and emerging policy and feeding back resulting outcomes.

Competencies Framework for National Network Representatives

1. Personal Experience

Knowledge and Understanding of issues and experiences relating to parenting disabled children and young people and the services that affects them.

- 1.1 Personal experience of parenting or caring for a disabled child as the primary carer
- 1.2 Strong and proven understanding of a range of parent carer experiences
- 1.3 Ability to discuss complex issues relating to disabled children and their families and how these impact on the relevant services.
- 1.4 Ability to use examples from own experience in a balanced and constructive way.
- 1.5 Ability to bring detailed examples of parental experience from local regions.
- 1.6 Ability to positively engage with parent carers, service providers and decision makers from both statutory and voluntary sector organisations, and be able to evidence and demonstrate a track record of working in partnership with key agencies.

2. Participatory and Decision-Making Skills

Ability to contribute to the development of the Network in a focused and professional manner.

- 2.1 Have a clear understanding of the agreed outcomes sought by the NNPCF as informed by local forums and families.
- 2.2 Demonstrate constructive influencing and negotiation skills.
- 2.3 Welcome a team approach and contribute to a positive working relationships with both colleagues and partners from across all sectors.
- 2.4 Actively and constructively participate in decision making and accept shared responsibility for decisions reached.

3. Collaborative and Effective Communication Skills

The ability to communicate effectively with a range of partners.

- 3.1 Build the trust and confidence of all parties involved with the work of the NNPCF and external partners
- 3.2 Ability to express themselves clearly and succinctly, to all parties
- 3.3 Ability and willingness to listen to all contributors.

- 3.4 Ability to engage with partners from a range of backgrounds.
- 3.5 Ability to contribute to a solutions focussed approach to discussion and decision making.

4. Integrity and Valuing Diversity

The ability to behave in a fair, balanced and non-discriminatory manner which recognises and accepts difference and diversity; demonstrating a calm and non-confrontational manner and respect for the confidential and sensitive nature of information discussed.

- 4.1 Treating all people with equal respect, irrespective of ethnicity, gender, disability, age, sexual orientation, religion or belief
- 4.2 Upholding confidentiality at all times
- 4.3 Demonstrating a calm and non-confrontational manner at all times
- 4.4 Giving and receiving constructive feedback
- 4.5 Demonstrating at all times a level of sensitivity and empathy reflective of the nature of issue being discussed.
- 4.5 Listening to and working collaboratively with colleagues and partners.
- 4.7 Acknowledging that all NNPCF members have diverse but equal contributions to make.

Roles

The current vision is that there will be a total of 12 representatives on the group and an Operations Manager

The representatives will have specific roles to ensure the continued and positive development of the Network.

Nine of the reps will have regional roles which will focus on their engagement and communication across their agreed area.

We have identified the need for 3 non regional reps to undertake some of the development work to further the development of the NNPCF. It is envisaged that this will focus on developing infrastructure, documenting evidence and supporting the regional reps in feeding back any relevant changes or issues to local areas.

Attending National Meetings

It is agreed that opportunities to attend meeting at a National Level will be offered to all Reps on a fair and equitable basis. When identifying the most suitable individual to attend consideration will be given to the following:

- Areas of particular expertise or interest as indicated on reps individual audits.
- Previous or existing relationships with the said sector.

- Availability
- Availability and capacity to commit if part of an going working group.

Whenever possible the NNPCF will provide two reps to attend National meetings.

Agreed reasons to promote this model

1. it follows good practice, as can enable range of different experiences/ages/diagnoses to be represented.
2. it acknowledges the nature of our carer roles, and guarantees that at least one parent will attend despite family dramas.
3. It ensures that examples and experience from more than one region is offered, demonstrating our 'national' capacity.
4. it recognises difference in personality and styles and therefore having two demonstrates a range of responses and views as found in all forums.
5. Helps to have two people listening to what is said, two contributing and joint feedback so that we can have confidence that considered responses made and feedback, and not personal agendas forwarded. We all have personal upset triggers or interests and this approach brings in systemic balance which builds NNPCF credibility

The Reps would both attend the meeting but one rep would be appointed as the lead and would agree to undertake some additional responsibilities both prior to and following the meeting. These may include:

- To collate and review relevant material prior to meeting and where possible gain views from colleagues or forums – providing examples and details from regions other than own.
- To support co rep to enable them to contribute positively and constructively to meeting.
- To provide consistent timely and accurate joint feedback about meetings and delegated work agreed with whole group to NNPCF and local groups as necessary. Responsibility to deliver joint feedback on time.