



National Network of Parent Carer Forums

'Our Strength Is Our Shared Experience'

Constitution

1. Title:

The organisation shall be called the **National Network of Parent Carer Forums**; hereafter referred to as the NNPCF.

2. Area:

This Constitution covers the network of local Parent Carer Forums in England who meet the membership requirements of the NNPCF which are divided into Regional Areas identified by the Department for Education.

Local parent carer forums are responsible for devising their own governance arrangements and for management of the forums. See markers of good practice for guidance around this.

3. Aims of the NNPCF:

- a) The aims of the NNPCF are to ensure the voices of parent carers are heard nationally with Departmental and Strategic Partners across Education, Health and Social Care.
- b) Empower and support parent carer participation developments across England.
- c) Ensure that good practice, knowledge and shared expertise continues to grow and strengthen and to develop a cohesive and coherent structure to sustain and develop the effectiveness of Parent Carer Forums, individually or as a collective and at all times consistent with its Non Negotiable Core Values.

4. Objectives of the NNPCF:

- a) To promote and champion Parent Carer Participation at a Local, Regional and National level.
- b) To provide a direct link between Local Parent Carer Forums, the Department for Education (DfE), Department for Health (DH), other relevant Government departments and Voluntary Sector Partners.
- c) To share good practice, to learn from one another and to facilitate peer support relevant to the participation agenda.
- d) To develop responses and reports according to our resources to issues affecting Parent



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Carers.

- e) To act on a national regional and local level to support and champion continued cultural change in statutory organisations.

5. Structure:

- a) Local Parent Carer Forums shall become members of the NNPCF as long as they satisfy the minimum entry requirements of the prevailing NNPCF membership criteria.
- b) There will be a termly regional network meeting for all local forums in the region to have the opportunity to meet, and ensure that the opportunity for information to be shared, on a local, regional and national level. (see membership document) The NNPCF regional representative will attend every meeting to ensure the opportunity to feedback
- c) The membership of the National Network Steering Group shall comprise of such parent carer representatives as required from each Regional Parent Carer Network as identified in 'Section 2 Area'. Representatives attending a National Network Steering Group Meeting will have equal voting rights.
- d) The Regional Representatives shall endeavour to attend every meeting of the NNPCF Steering Group and will update and advise their Regional Networks of activities related to their Region. The NNPCF Steering Group shall feedback information and issues to the Regional Representatives to inform and influence representation of the NNPCF. The NNPCF Regional Representative is a member of the Regional Network, and has a remit to fulfil the role described in the governance document Regional Representatives Selection Process.
- e) The Regional Representatives will be selected from each of the Regional areas and selection of Non Regional Representatives will occur following the procedures outlined in the governance document Regional Representatives Selection Process and will hold office for three years subject to their remaining in compliance of the Regional Representative Selection criteria and all other Governance.
- f) Co-Chairs shall be elected to their positions from within the Steering Group and may hold that office for a maximum of 3 years before requiring re-election or their tenure shall end when the young person they are the parent carer of becomes 25 during their tenure.
- g) The maximum term for membership of the steering group for any individual, in whatever role they hold should be for no longer than 6 consecutive years.



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6. Rules for Steering Group members and Attendees:

- a) The Chairs will be responsible for managing the agenda and ensuring that all members have the opportunity to be heard.
- b) The agenda should be driven by issues affecting Parent Carers of each Regional and Local Parent Carer Forum and of the NNPCF.
- c) If items on the agenda require input from a representative of a statutory or voluntary body, the appropriate individual should be given adequate notice of the agenda item and invited as a guest at the NNPCF meetings.
- d) If the NNPCF agrees to delegate responsibility for specific tasks to sub-groups, these should be trusted by all Steering Group members to undertake the task in accordance with the best interests of all members represented.
- e) If Steering Group members undertake representative roles on other steering groups, committees or external meetings related to the objectives of the NNPCF, they must ensure that they share information and feedback to the NNPCF within 14 days of attending such meetings in line with the agreed process.
- f) If any Steering Group member has a conflict or duality of interest with any matters arising they will declare this at the earliest opportunity, or when that particular discussion arises and advise the NNPCF Steering Group of such. That Steering Group member may in such circumstance lose their right to participate and vote on that particular matter.
- g) Steering Group members and Attendees are:
 1. To abide by the Constitution and all other NNPCF Governance Policies and Procedures at all times.
 2. To actively contribute to the work of the NNPCF as delegated to them under the terms of the membership policy.
 3. To consult with and inform Regional and Local Parent Carer Forums of relevant issues arising from the NNPCF.
 4. To gather views and opinions from Regional and Local Parent Carer Forums and bring them to the NNPCF to inform discussion and decision making.



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5. To champion issues relevant to families and children with disabilities up to 25 years of age.

6. Steering Group Meeting Arrangements:

- a) **Visitors, speakers and other attendees:** These are to attend by invitation only and after majority agreement from the NNPCF Steering Group either at a steering group meeting or otherwise through general correspondence.
- b) **Minutes:** Are to be circulated within 14 days after an NNPCF meeting.
- c) **Frequency of Meetings:** To meet a minimum of 10 days a year including an Annual General Meeting.
- d) **Structure of Meetings:** A draft agenda to be circulated a minimum of 14 days prior to the NNPCF meeting.
- e) **Times, dates and venues:** Are to be agreed by the NNPCF Steering Group. A schedule of NNPCF meetings will be drawn up each year at the Annual General Meeting or by mutual consensus thereafter. Consideration that they are held in term times will be of primary consideration.
- f) **Accessibility and additional needs:** Where individual adjustments are required for meetings due to a disability or other needs, the person must advise the relevant officer at the earliest opportunity of their needs and all reasonable efforts will be made to meet those needs.
- g) **Quorum:** 6 Steering Group members, of which at least 6 Regional Representatives are required to attend at any given meeting for it to proceed.

8. Annual General Meeting (AGM)

The AGM is to take place in October of each year or as soon as reasonably practicable thereafter.

At the AGM, the following will take place:

- a) An annual report from the Steering Group and the Co-Chairs is to be circulated together with achievements and activities carried out by the National Network.
- b) A review of the constitution is to be made and any changes agreed upon.

9. Special General Meetings (SGM)

- a) An SGM may be called by the Co-Chairs if members from at least 51% of forums in a



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Region or 33% of the national membership of the National Network request such a meeting in writing stating the business to be considered. If the Steering Group consents to a SGM being held, the relevant officer shall call such a meeting giving at least 14 days' notice to all members. The notice shall state the business to be discussed.

- b) An SGM may be called to consider the dissolution of the organisation if members from 33% of the national membership of the National Network request such a meeting in writing. The organisation may be dissolved subsequently by agreement of two thirds of the National Networks members. Any assets remaining after the satisfaction of any proper debts and liabilities shall be returned to the grant provider or with their agreement transferred to such other charitable institution or institutions with similar aims and objectives.

10. Finance/Expenses:

The disbursement of any funds held by the NNPCF will be commensurate with the conditions of its grants.

11. Changes to the Constitution:

- This Constitution is agreed by the NNPCF.
- It can be amended as required only with the majority agreement of the NNPCF.
- It will be reviewed annually to ensure they still meet the requirements of the NNPCF.

Signed Agreement:

As a Steering group member of the NNPCF listed below I am in agreement to this Constitution.

Regional Representative:

North East

Signature Date

North West

Signature Date

Yorkshire

Signature Date

South West

Signature Date

South East



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Signature Date

West Midlands

Signature Date

East Midlands

Signature Date

East

Signature Date

London

Signature Date

London

Signature Date

Non Regional Representative

Signature Date