



SNAP PARENT CARER FORUM
CENTRAL BEDFORDSHIRE

Terms of Reference SNAP PCF Steering Group

Purpose

- to achieve the purpose of the organisation and pursue its objects.
- to give strategic direction to the organisation, setting overall policy.
- to ensure that the organisation, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's Articles of Association, policies and procedures, company law and any other relevant legislation or regulations.
- to plan the annual cycle of and set the agendas for Steering Group meetings.
- to approve the organisation's annual report.
- to take appropriate professional advice in all matters where there may be a material risk to the organisation, or where steering group members may be in breach of their duties.
- to determine the overall direction and development of the organisation through good governance and clear strategic planning.
- to avoid any personal conflict of interest and to register any that arise to be noted in the minutes at a Steering Group Meeting.
- To bring impartiality and objectivity to decision-making.
- to act in the best interests of the organisation, beneficiaries and future beneficiaries at all times.
- To actively seek and represent the views of the parent carer community in Central Bedfordshire.
- To work with the local authority, health and other providers to co-produce the services families access.

Decision making

The Steering Group will decide on strategic decisions of the Forum.

The Steering Group will review the terms of reference and the annual report.

If a vote is required decisions can only be made if the Steering Group meeting is quorate. Quorum is achieved when 50%+1 of the current full members are in attendance.

Accountability

The Steering Group is accountable to Contact (CaF) who administer the grants on behalf of central government and to Companies House.

We will also aim to represent the views of all families who have children and young people with SEND (0-25) in Central Bedfordshire.

Boundaries

It is expected that all members will adhere to strict confidentiality to allow for honest and open discussion.

All members will be required to sign an agreement.

Members should not pursue their 'own agenda' at meetings but make representations, as advised by the forum in advance.

Membership

Individuals will be invited to join the Steering Group, following a written request to join the steering group and being voted by the members.

If a member fails to attend three consecutive meetings without giving apologies to the Participation Manager or Director they may be contacted by the Director to discuss the situation. The Director stands for re-election every year in readiness for the 1st of April. The member stands for re-election every two years in readiness for the 1st of April.

Meeting Arrangements

a. The Director will:

Prepare the agenda in conjunction with the Participation Manager

Ensure the boundaries above are adhered to.

Endeavour to keep the meeting to time.

Be re-elected every year.

b. Minutes

It is the responsibility of the Business Support Administrator to take, prepare and disseminate minutes. The Business Support Administrator will ensure the Participation Manager has verified the minutes before dissemination to group members.

c. Agenda

The Participation Manager will prepare the agenda in consultation with the Director.

All members are encouraged to submit agenda items to the Participation Manager at least 10 days prior to the meeting. The Business Support Administrator will disseminate supporting papers.

d. Structure of meetings

In order for meetings to be a productive use of members' time, the meeting structure will be:

1. Welcome and apologies
2. Minutes of last meeting & matters arising
3. Reports from the Participation Manager
4. Agenda items

5. A.O.B

e. Frequency and venue of meetings

The Steering Group will meet every half term, or as often as is necessary.
Dates and times will be circulated by the Business Support Administrator.