



Central Bedfordshire Council and the BMLK NHS ICB has a commitment to coproduce with us, we must be treated as an equal partner any concerns please contact the Director of SNAP PCF

As a SNAP Parent Representative, you agree to:

- Represent SNAP PCF and the collective views of parent carers on one or more specific projects or workstreams
- Refrain from focusing on, or directly discussing, your own children or personal situation.
- Act in a professional manner at all times when attending meetings. All virtual meetings require attendance from home/work building where privacy is maintained and you are able to fully participate. You must be visibly present at all times with your camera turned on. A neutral backdrop should be used wherever possible with your microphone left on silent unless you are speaking. If you experience connection issues this should be explained by adding a comment using the chat box function.
- Keep all information and discussions completely confidential, sharing feedback only as described below
- Contact the SNAP PCF Director and email participation@snappcf.org.uk as soon as possible if you are no longer able to attend a meeting so that a replacement can be found
- Understand and comply with the Parent Representative agreement and any SNAP PCF policies and/or protocols
- Log all meetings directly onto the work calendar or email participation@snappcf.org.uk to request meeting information to be logged onto the calendar for you. All calendar entries must use the correct colour code, and must show the Teams link for all remote meetings. The calendar must be updated as soon as possible if meetings are cancelled
- Email timely and relevant feedback to participation@snappcf.org.uk after each meeting attended. This should be sent within one week and should be a brief overview of what was discussed at the meeting, the main outcomes, and any follow up actions required by SNAP PCF
- Receive payment for hours worked only after submitting a feedback report as described above.
- Respond to requests for feedback and consultations, seeking views from a wider audience wherever possible
- Raise any issues or concerns with the SNAP PCF Director for consideration and discussion.
- Undertake training as required to improve your skills and abilities as a parent representative
- Understand and be familiar with our [Partnership Agreement](#)

To contribute meaningfully, parent representatives need to be given the same information as other professionals within the working group, so that they can fully understand the purpose and nature of the group and the topics being discussed.

Local Authority and BMLK ICB workstream chairs agree to:

- Provide good quality information about the committee/group in advance including, for example, one-page summaries of key legislation, policies or background information and briefings on how the group works. This information should be provided in an appropriate format and in good time, with opportunities for pre-meetings being offered where appropriate.

- Ensure that agendas and minutes are emailed in good time, to allow parent representatives to have sufficient time to prepare or to take issues back to the Forum, as necessary.
- Ensure that parent representatives are kept fully informed and given feedback. Provide Parent Representatives with the same access to information as the professional members of the committee/group and be treated as equal partners. Professionals will use plain and clear language and avoid the use of jargon or acronyms.
- Endeavour to ensure that plenty of notice is given for changes to dates, timings, or venues for meetings, recognising that parent representatives may well have to rearrange childcare.
- Contact the Director of SNAP PCF if there are any concerns relating to a parent representative.