


OUR VOICE (ENFIELD PARENTS' FORUM) MANAGEMENT COMMITTEE
Note Our Voice (Enfield Parents' Forum) is hereafter referred to as 'Our Voice'

TERMS of REFERENCE

Purpose of the group	To manage and administer the work of Our Voice, in order to achieve the mission and aims of Our Voice.
Mission	<p>As the borough's recognised Parent Forum, we aim to support families with children and young people who have Special Educational needs and/or disabilities, to maximise their life choices. We plan to do this by not only working closely with families in Enfield but also all our key partners in the voluntary sector, and the local area, in the spirit of co-production.</p> <p>As well as working locally we also contribute to discussions nationally as part of the National Network of Parent Carer Forums (NNPCF) and regionally as part of the NNPCF London Region.</p>
Intended outcomes from the group's work	<p>Our Voice aims to:</p> <ul style="list-style-type: none"> ▪ Work to shape and influence and contribute to the decision making process for the designing of services in Enfield for children and young people with disabilities and/or special educational needs (hereafter referred to as SEND), and their families. ▪ provide a network of support for families of children and young people with SEND. ▪ make the local community more inclusive. ▪ give confidence and opportunity to those who want it through providing relevant information. ▪ give a voice to those who have lost theirs or don't have one. ▪ support families to develop the right skills to: <ul style="list-style-type: none"> ▪ improve the quality of life of their children and young people, ▪ get the support and services they need for their children and young people, and, where appropriate, to challenge service providers in a constructive way, ▪ champion the cause of disability rights. ▪
Membership	<p>Members of the Management Committee are volunteers drawn from the membership of Our Voice, or paid contractors, chosen by the Management Committee.</p> <p>The Management Committee has at least 5 members and a maximum of 15 members, of whom at least 80% must be parents of a child or young person with SEND.</p> <p>New members will be appointed following an appropriate recruitment process and agreed by the Management Committee.</p> <p>Members are usually only eligible to become members of the Management Committee if they are the parents or family carers of a child or young person with SEND, or a bereaved parent/carer within 3 years of the bereavement.</p> <p>Exceptions may occasionally be made to this, either in the case of a paid contractor/worker (following an appropriate recruitment process) or where it is agreed that the individual has specific expertise that will be of benefit to the work of Our Voice.</p>
Officers	<p>The officers are:</p> <ul style="list-style-type: none"> ▪ Chair and / or Deputy (where there is one). ▪ Treasurer ▪ Co-ordinators
Chair	In addition to the responsibilities set out in the Management Committee Roles and Responsibilities, the Chair and Deputy (if there is one) facilitate meetings of

	<p>the committee. They do this in such a way as to ensure that sufficient time is allowed for discussion and all members have the opportunity to express their views.</p>
Meetings	<p>The committee meets on a monthly basis (either in person or online) during term time on dates agreed by the committee members. Dates will be circulated to all members of the committee. All members are expected to try to attend all management meetings unless urgent personal circumstances arise, and as a minimum at least 75%.</p>
Decisions	<p>Decisions of the management committee are made by consensus wherever possible. For a meeting to be considered quorate, and able to make binding decisions, at least 4 members of the management committee must be present. Where consensus cannot be reached, decisions must be agreed by at least 60% of those present at the meeting.</p> <p>Decisions are made by the Management Committee of Our Voice regarding:</p> <ul style="list-style-type: none"> ▪ the strategic objectives of Our Voice, and the strategic plan, ▪ election of committee members, ▪ changes to the constitution of Our Voice, ▪ changes to the terms of reference of the management committee. <p>Where appropriate, members' views will be sought by the Management Committee at meetings and/or online.</p>
Expectations	<p>All Committee members are expected to make a meaningful contribution to the work of the team for example by joining a working group, attending LA/Health meetings, taking responsibility for at least one workstream, providing feedback on documentation from the LA/Health, or to undertake a specific role as an officer within the committee e.g. Chair or Treasurer.</p>
Conduct	<p>Committee members agree to have regard to the National Network of Parent/Carer Forums' Code of Conduct, as well as the Our Voice code of conduct set out in the constitution. In particular, they agree to:</p> <ul style="list-style-type: none"> ▪ listen, and respect the views of others at meetings of Our Voice and in all media including digital formats and social media, ▪ allow other members of the forum to express their views in meetings without interruption, ▪ seek positive and constructive resolution to any issues where differences of opinion exist, ▪ respect the office of the Executive Officer, to ensure the orderly conduct of meetings, ▪ have read and be willing to abide by Our Voice's safeguarding policy, ▪ respect diversity and different cultures and values. ▪ draw on their experience, but not advocate for their own child, when representing Our Voice. ▪ treat all stakeholders with courtesy and respect when representing Our Voice. ▪ never share information about children or families with anyone outside the management committee without the consent of those families. ▪ declare any issues that might create conflicts of interest when representing Our Voice and ensure that they do not influence judgement or practice.
Accountability	<p>The management committee is accountable to the members of Our Voice and reports on its work using appropriate mechanisms.</p>
Expected duration of the group	<p>It is intended that the Our Voice Management Committee will operate under the current arrangements until further notice. Its activities and impact will be reviewed periodically as part of the overall review of Our Voice, and as a minimum, at the end of each term. One term is considered to be 4 years, and the membership of each individual should be reviewed after each term of office. If</p>

	the individual wishes to continue for an additional term of office, this decision should be agreed by the Management committee and a record made of this.
Review	<p>The effectiveness of the committee will be judged by:</p> <ul style="list-style-type: none">▪ increase in the number of families on our database and /or receiving our updates.▪ increase in the number of families attending network meetings and events.▪ Involvement in decision making by Local Authority services regarding issues relating to provision of services for children and young people with SEND.▪ Endorsement by the Local Authority.▪ Evaluations and feedback from training sessions and other events.▪ Endorsement and feedback from NNPCF and Contact.

Date: May 22	Signature of Seema Islam, Our Voice Chair 
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