



## **Blackburn with Darwen Parents In Partnership**

### ***Empowering Parent Carers through Information Sharing***

#### **Constitution**

1. **Title**: The organisation shall be called **Blackburn with Darwen Parents in Partnership**; hereafter referred to as **BwD PIP**
2. **The area**: This constitution covers Blackburn with Darwen
3. **Our aims**: The strong voice of parents and carers at the Heart of Blackburn with Darwen's delivery of services for children, young people 0-25 years with disabilities and additional needs and their families.
  - a. We will be a forum for the views of parents and carers of children and young people with special educational needs and disabilities on Blackburn with Darwen's SEND service provision.
  - b. We will ask parents and carers of children and young people with special educational needs and disabilities for their opinions. We will speak with a single voice for them.
  - c. We will make parents and carers more confident as representatives, enabling them to go on to then improve Blackburn with Darwen's services for children and young people with special educational needs and disabilities.
  - d. We will work in partnership with Blackburn with Darwen Education, Health, Social Care and all other organisations in Blackburn with Darwen. Together we will design, develop and shape services which better meet the needs of children, young people and families better.
  - e. We will provide information to parents and carers of children and young people 0 - 25 years with special educational needs disabilities and additional needs. This information will empower parent carers and help them to make better use of Blackburn with Darwen's services.
4. **Objectives**:
  - a. To promote and champion parent carer participation at a local level, regional and national level.
  - b. To provide a direct link between BwD PIP and local, private, voluntary and independent organisations and services that work with children and young people with special educational needs and disabilities.
  - c. To share good practice, to learn from one another and to facilitate peer support relevant to the participation agenda.

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- d. To develop responses and reports according to our resources to issues affecting parent carers locally
- e. To act on a local level to support and champion continued cultural change in statutory organisations.

#### **5. Powers:**

In furtherance of our remit of “Empowering Parent Carers Through Information Sharing”, the BwD PIP steering group may decide to:

- a. Employ and remunerate staff;
- b. Accept gifts and donations for the group;
- c. Arrange and provide for or join in arranging or providing events, courses, meetings and training;
- d. Produce information in support of our remit;
- e. Do anything else within the law which is necessary for the group to carry out their aims and objectives.

#### **6. Application of the income:**

- a. BwD PIP’s funds shall be applied solely towards the remit of “Empowering Parents and Carers Through Information Sharing”
- b. The finances of BwD PIP shall be managed in accordance with the current issue of the BwD PIP Financial Control Policy.
  - c. If BwD PIP is dissolved and there are funds in the bank, the law states that it should pass on any remaining assets to another charitable body and any remaining funds returned to the grant providers.
- d. The steering group at the time will vote for the relevant charity whose beneficiaries are children with disabilities and/or additional needs and/or their families.
- e. Any member may be given reasonable and proper remuneration for any goods and/or services bought on behalf of or for BwD PIP.
- f. Travel costs, material costs and venue hire, may all be claimed from the funds, when they are for BwD PIP.
- g. Members shall give receipts and invoices to the treasurer, for payment.
- h. Cheques must be signed by two of the nominated signatories.
- i. Accurate accounts of all income and expenditure must be kept for presentation at the Annual General Meeting (AGM).

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#### **7. Structure:**

- a. The Chair shall be elected to their position from within the Steering Group, their tenure shall end when they are voted out at the AGM, or the young person they are the parent carer of becomes 25 during their tenure.
- b. BwD PIP will be managed by a Steering Group. This will comprise a minimum of 4 and a maximum of 8 members. This will include a Chair, a Treasurer, a Secretary and an Information Officer. These roles may at the discretion of the Steering Group be shared between members. Other roles within the Steering Group will be appointed as and when required.
- c. The Chair will recommend at the General Meeting or the AGM the number of members to be elected to the Steering Group.
- d. Steering Group members shall elect officers at their first meeting following the General Meeting or AGM. Any member wishing to be elected as a steering group officer will need to seek nomination by members of the PIPS Steering Group and have been a parent carer representative for BwD PIP for a minimum of six months
- e. All members wishing to stand as Steering Group members shall complete and hand to the BwD PIP Secretary a Declaration of Interest form at least 10 days before their election.
- f. The Steering Group shall confirm before the election whether such declarations render them ineligible to stand for election.
- g. Each Steering Group member has one vote. In the event of a tied vote, the Chair will have the casting vote.
- h. The Steering Group may have no more than four co-opted members. Co-opted members will not be entitled to vote in meetings.
- i. A General Meeting can be called by at least 3 members of the Steering Group when some special or urgent business has to be considered. Such meetings will be called in writing at least 21 days in advance.
- j. A quorum for such meetings shall consist of a minimum of 4 Members or 5% of the membership. The same rules shall apply to Annual General Meetings.
- k. Steering Group members must keep a register of members, either in a written form or held on computer, and will ensure compliance with Data Protection Act 1988.
- l. Any member may request to be removed from the register at any time and no longer receive information from BwD PIP.

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#### **8. Rules for Steering Group members and Parent Carer Representatives:**

- a. The Chair 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 and family members locally.
- 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 meeting.
- d. If BwD PIP 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 and parent representatives undertake representative roles on other steering groups, committees or external meetings related to the objectives of the BwD PIP, they must ensure that they share information and feedback to BwD PIP within 14 days of attending such meetings in line with the agreed process.
- f. If any Steering Group member or parent representative 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 BwD PIP Steering Group of such. That Steering Group member and parent representative may in such circumstances lose their right to participate and vote on that particular matter.
- g. Steering Group members and Parent Carer Representatives are:
  - To abide by the Constitution and all other PIPS Governance Policies and Procedures at all times.
  - To actively contribute to the work of PIPS as delegated to them under the terms of the membership policy.
  - To consult with and inform the membership of any relevant issues arising locally.
  - To gather views and opinions from members and bring them to PIPS to inform discussion and decision making.
  - To champion issues relevant to families and children with special educational needs and disabilities up to 25 years.

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#### **9. Membership**

a. Membership is open to family members and carers who are over 18 years who have children or young people with any additional need, special educational needs and disabilities up to the age of 25 years and who live in or receive services from Blackburn with Darwen. Bereaved members are able to continue to be members for up to 5 years.

b. Associate membership is open to those with an interest in additional needs, special educational needs and disabilities in Blackburn with Darwen. These may be individuals, or practitioners from statutory, voluntary, private or independent organisations and groups within Blackburn with Darwen. Associate members will have no voting rights, but will be able to attend open and general meetings by invitation and receive news of BwD PIP's activities.

c. Membership is not transferable.

d. Each member is entitled to one vote.

e. Members will abide by this Constitution and all other BwD PIP governance policies and procedures at all times. If the Steering Group considers that any member's conduct has infringed the Code of Conduct or is in any way harmful to the vision of BwD PIP, the Steering Group will reserve the right to terminate membership, provided that the member concerned shall have the right to be heard by the Steering Group, accompanied by a supporter, before a final decision is made.

f. Actively contribute to the work of BwD PIP as delegated to them under the terms of the membership policy.

g. Members feed in their views and opinions to the BwD PIP steering group as and when required.

h. BwD PIP will not discriminate on the basis of race, sex, disability, sexuality, age or on the basis of political, religious or other opinions. All activities and actions undertaken by BwD PIP shall be in accordance with the principles of equity and equal opportunities.

#### **10. Steering Group Meeting Arrangements:**

a. Visitors, speakers and other attendees:

These are to attend by invitation only and after majority agreement from the PIPS Steering Group either at a steering group meeting or otherwise at a general correspondence.

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- b. Minutes: These are to be circulated to the steering group within 14 days after a BwD PIP meeting.
- c. Frequency of Meetings: To meet a minimum of 4 meetings a year as well as the Annual General Meeting.
- d. Structure of Meetings: A draft agenda to be circulated prior to the BwD PIP meeting.
- e. Times, dates and venues: These are to be agreed by the BwD PIP Steering Group. A schedule of BwD PIP 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. A quorum of at least one half of the Steering Group will be needed to hold a meeting. h. Dates of meetings shall be advertised to members at least 7 days before the meeting. i. A Steering Group member who has not attended two meetings consecutively without giving reasonable apologies may be asked to stand down.
- h. Any member may put an item on the Steering Group agenda by contacting the Secretary in advance of any meeting.
- i. The Steering Group may appoint sub-committees to carry out specific tasks and delegate specific powers as necessary. Sub-committees must report back to the Steering Group for ratification of any recommendations they may make.

#### **11. Changes to the Constitution:**

- a. This document may be amended at a General Meeting or an Annual General Meeting.
- b. This Constitution is agreed by BwD PIP.
- c. It can be amended as required only with the majority agreement of BwD PIP Steering Group.
- d. It will be reviewed annually to ensure they still meet the requirements of PIPS.

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**12. Annual General Meeting (AGM)**

- a. The AGM is to take place during each financial year.
- b. At the AGM an annual report from the Steering Group and the Chair will be published to be circulated together with achievements and activities carried out by BwD PIP.

**Adoption of the Constitution**

This constitution was adopted on 25<sup>th</sup> October 2016 and reviewed on: 29th October 2017

**Signed Agreement**

As a steering group member of BwD PIP listed below I am in agreement to this Constitution dated 15th April 2016

Christina Cramsie..... Name  
Co-Chair..... Role  
C.Cramsie..... Signed

Janet Harrison..... Name  
Co-Chair..... Role  
J.Harrison..... Signed

Isma Sajid..... Name  
Membership Secretary..... Role  
I.Sajid..... Signed

Diana Lillystone..... Name  
Steering Group..... Role  
D.Lillystone..... Signed

**Witnesses signatures:**

Rehana Dekla..... Name  
Parent Carer..... Role  
R.Dekla..... Signed

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