



## Parent Representative Agreement and Code of Conduct

### Aim:

The aim of Brighton and Hove Parent Carer Council (PaCC) is:

- To give a voice to parents and carers of disabled children and young people in Brighton & Hove
- To work together in partnership to influence and contribute to the development of services
- To be the contact point for Local Authority and Health requests for consultation, parental involvement or participation in any work streams

### Parent/carer representatives must meet the following criteria:

- Experience of being a parent or carer of a child or young person with a disability or special educational needs (SEN)
- Experience of accessing services for children with disabilities/SEN in Brighton and Hove
- An ability to maintain confidentiality
- Time to attend meetings and submit feedback in the required format to the PACC steering group
- An ability to work as a team player and listen to others and express views in a constructive and positive manner
- A basic understanding of the issues to be discussed by the group, and knowledge about how PACC operates
- An ability to represent the views of a wide range of parents in meetings

The steering group will be made up of a variety of members to reflect the diversity of families within the city. New members will be prioritised if clear gaps in representation exist.

### What parent/carer representatives can expect from the PACC

As a parent/carer representative, you can expect to:

- Be able to attend an induction session, and have a PACC badge, and information pack about the PACC
- Be accompanied to meetings by another parent/carer representative and/or a member of staff when appropriate

*Parent Carers' Council (PaCC), Community Base, 113 Queens Road, Brighton BN1 3XG*  
• Tel: 01273 234 862 • email: [admin@paccbrighton.org.uk](mailto:admin@paccbrighton.org.uk) • [www.paccbrighton.org.uk](http://www.paccbrighton.org.uk)

- Be able to have pre meets and debriefs to always take place unless mutually agreed as unnecessary
- A PaCC Buddy/Mentor scheme is operational
- Information about the group you have been asked to join, e.g. membership, terms of reference, frequency of meetings will be made available to all members
- Information about relevant research carried out by Brighton and Hove will be made available to all members.
- Information updates on relevant national and local policy changes will be made available to all members
- Training and support to enable you to fulfil your role to the best of your ability will be made available to all members.
- Receive any relevant papers (agendas, briefing notes, etc.) at least five working days before a meeting (if available)
- Be reimbursed for your time and expenses in accordance with our financial arrangements for parent/carer participation

### **What the PACC expects from parent/carer representatives:**

As a parent/carer representative for the PACC, you are expected to:

- Attend regular meetings of the group you have joined as a parent/carer representative and effectively contribute the wider parental views, feeding back any changes made as a result of your input
- Attend meetings punctually or otherwise give apologies as soon as possible if unable to attend a meeting so that an alternative representative can be found if appropriate
- Read minutes of meetings you have been unable to attend and familiarise yourself with relevant research
- Prepare for meetings by reading any relevant papers (eg agenda, minutes of previous meetings, briefing papers)
- Raise any questions well in advance of meetings and declare any conflicts of interest fully and promptly
- Refer to personal experience only to illustrate a point, and not use meetings to solve personal issues .The channels available to all parent/carers external to PACC work must be used for personal issues
- With the support of Brighton and Hove PACC staff and volunteers, gather and represent the views of a wide range of parent/carers and provide written feedback on meetings attended to the PACC within two weeks of such meeting
- Maintain confidentiality at all times

## **Managing challenge:**

- Any conflict between individual Steering Group members should be addressed at a group meeting not externally
- Any group member not adhering to this code of conduct will be supported through one mediation session
- If they subsequently still do not adhere to this code of conduct, they may be asked to leave the steering group by a majority vote

## **STATEMENT OF RESPONSIBILITY**

As a representative of PACC I agree that:

- I will represent the PACC and work in solution focussed, constructive manner both with PACC colleagues and in partnership and co-production when working with professionals
- I agree to abide by the terms of reference and policies and procedures of PACC
- I will not use PACC to represent my own view to the exclusion of the views of other parent/carers .I will seek to include the widest range of views possible
- I will hold in confidence all matters that come to my attention as a member of PACC, including information about any person or organisation, except in those circumstances where there is permission to share information or where there are child protection issues
- I will respect the privacy of other members of PACC
- I will carry out the responsibilities listed above to the best of my ability
- I am responsible for my own safety whilst going about PACC business
- I am responsible for myself, my passengers and other road users whilst using my car on PACC business, and in the event of an accident I confirm I would be able to claim on my personal car insurance
- I will claim reimbursement for my time and expenses in accordance with the financial arrangements for parent/carer participation

I understand that if my attendance or conduct falls outside this agreement and steps have been taken by the PaCC to manage conflict as referred to in this document, I may be asked to step down by a process of a majority vote of the steering group.

I agree to sign all of PaCC's documents contained in the induction pack.

PaCC Steering Group member's name:

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Signed: .....

Date:

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PACC Chair

PaCC Chair name:

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Signed: .....

Date:

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**The Parent Carers' Council (PaCC)** is a parent-led forum which represents parent carers with children and young people with any kind of physical disability, learning disability, complex or long-term medical/health condition, or special educational need. The group was formed to enable parent carers to work closely together to help improve services and support. It aims to help parents get more directly involved in the strategic delivery of services for disabled children in Brighton & Hove and now has about 250 signed up members.