



Partnership Agreement

Updated May'15

This document seeks to set out the relationship between Parent Carers' Council (PaCC) and its host partner Amaze.

Key role/purpose of PaCC

The Parent Carers' Council (PaCC) is the forum representing parent carers of children or young people with any special educational need or disability (SEND) including learning disabilities, mental health need, physical disabilities, complex health needs or other additional needs] across Brighton and Hove.

PaCC aims to maximise our children and young people's opportunities to flourish by working with all organisations to establish equality and raise standards of services and support for carer families. We believe services for disabled children can be improved if their parent carers are involved more in their design, development, delivery and evaluation. We call this co-production.

PaCC is made up of a membership of the wider community of SEND parent carers in the city, plus an elected steering group reflective of our partner groups in the city: Barnardos Link Plus, Extratime, Kaleidoscope, mASCot, Pebbles, Sweet Peas and T21.

Key role/purpose of Amaze

Amaze is a charity that provides information, advice and support services to parents and carers of children and young people with special educational needs and disabilities (SEND). We also support young people with SEND up to 25. Most of our services are for families in Brighton and Hove but we also offer Independent Support services to both parent carers and young people up to 25 in West Sussex.

Amaze's history and beginnings are founded in parent support groups coming together and identifying the need to provide independent, impartial and professional support services to local families with disabled children. Listening to the voice of parent carers has been at the heart of Amaze's work since its inception and through its work Amaze hears current issues of relevance and seeks to raise these strategically where possible.

Hosting

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

As such there is a natural alignment between the work of Amaze and PaCC and Amaze helped formalise the 'parent carer voice' through the establishment of PaCC. Now PaCC is well established Amaze seeks to offer a more formal hosting arrangement setting out what it can offer and what PaCC's responsibilities are in return.

PaCC's role

- PaCC will seek to work collaboratively in 'co-production' with key partners, developing positive working relationships with key personnel
- PaCC will lead on gathering the views of parent carers about key issues/topics of concern and where possible generate PaCC position statements which represent their membership
- PaCC will provide high quality parent participation at key strategic groups and committees by recruiting, training and supporting a team of PaCC Parent Reps to attend key meetings (<http://paccbrighton.org.uk/what-we-do/representing-parent-carers/>) and sharing feedback with Amaze
- PaCC will seek to maximise its membership
- PaCC Chair will attend regional National Network Parent Carers Forums (NNPCF) meetings and other key regional meetings to ensure a positive profile of PaCC and Amaze is developed and good practice is shared and learned from others
- PaCC Chair (or Vice Chair if the former is not able to) will attend regular meetings with senior management in the Local Authority and Councillors, highlighting issues of the wider SEND community and to convey key PaCC positions
- PaCC steering group will seek to be representative of the key areas of SEND, school type and 0 to 25 age and where membership is low in particular neighbourhoods or diversity profiles, they will seek to outreach to further engage with under-represented groups
- Host PaCC Connect (focus group) events with parents, inviting key service managers to attend to hear feedback and action plan improvement
- PaCC provides the content for key PaCC publications including the newsletter and e-bulletin (PaCChat) – meeting tight copy deadlines as required by Amaze
- PaCC will also run their own social media via a Facebook page
- PaCC will be responsible for meeting the requirements set out in the funding contracts with key funders in particular:
 - The Clinical Commissioning Group (CCG): producing 4 in depth research and analysis reports on the views of families with children with SEND per year

- The Department for Education (DfE)/Contact a Family (CAF): writing funding applications to retain the core DfE grant for parent forums and then producing an annual report on the work performed in that year
- The Brighton & Hove City Council (B&HCC): maintaining momentum on the Partnership Charter – **delivering 8 (??)** Partnership Charter audits per year, meeting with managers to assess progress in work plans

Amaze's role

- Amaze is a constituted charity and company limited by guarantee and has an established Board of Trustees overseeing the strategic direction of the charity and who ensure that the work of Amaze and PaCC is compliant with charitable and company law
- Amaze has a Finance Officer, Business Support Manager, CEO and Treasurer who provide PaCC with a financial structure and systems to allow payment of PaCC Parent Reps and payment of the core PaCC staff through their payroll
- Amaze CEO and PaCC Chair negotiate core funding from B&HCC. Amaze CEO and the Parent Participation worker submit grant applications for core funding from the CCG via annual reporting
- Amaze HR policies and procedures will provide core PaCC staff with clear management systems and protocols including support and supervision meetings, personal development opportunities, paid annual leave, holiday and other leave entitlements etc. PaCC's core staff will be PaCC Chair, PaCC Vice Chair, PaCC Admin, PaCC Participation/Outreach worker
- Amaze manages the City's Disability Register – the Compass – holding detailed records of over 1800 children and young people in the city with SEND. Through the Compass PaCC can email details of their events to the wider population and also do very targeted mailings of PaCC membership or to very targeted sub-sets of the city's population
- Amaze provides technical support and a platform for PaCC newsletter and website
- Amaze offers a wide range of services to families and identifies issues of concern with families and can provide PaCC with aggregated reports on the current trends of issues facing them to use in planning PaCC's influencing/lobbying work
- Amaze's CEO is well connected within the city and attends many meetings with councillors and senior managers and will support PaCC in raising awareness of the PaCC and will report and highlight PaCC position statements if PaCC agree delegate is not in attendance
- Amaze staff and PaCC Reps will attend pre-meets and debriefs when both Amaze and PaCC Reps attend the same meeting so can avoid duplication and plan input/next steps. Amaze staff are available to support PaCC Reps at meetings where support is necessary/required

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