



Herts Parent Carer Involvement Constitution

Adopted at HPCI Board Meeting 6th March 2012

Herts Parent Carer Involvement and its money will be administered and managed in accordance with the provisions in this constitution. Adoption of this constitution is as of the date it is signed. This constitution sets out the rules by which Herts Parent Carer Involvement will be governed. These are legally binding on the members.

The Name

The name of the group is Herts Parent Carers Involvement (HPCI) incorporating Herts Parent Carer Involvement Network (HPCIN), Herts Parent Carer Involvement Board (HPCIB), Herts Parent Carers (HPC) and Parent Carer Involvement Board (PCIB).

Our Vision

Services for children and young people with additional needs and their families are improved to enable them reach their full potential and experience the same life choices as their peers.

Mission Statement

We are a parent carer led organisation which represents the views and experiences of families in order to influence the improvement of services for children and young people with Special Educational Needs and Disabilities (and their families) in Hertfordshire

Aims

- To be the strategic body for parent carer involvement across health, education and social care in Hertfordshire.
- To encourage and support carers to become actively involved.
- To improve the impact of involvement and endeavour to make a positive difference to services provided to children with Special Educational Needs and Disabilities and their families.



- To be representative of parent carers covering all Special Educational Needs and Disabilities and localities in Hertfordshire.
- To promote effective two way communication and partnership working between parent carers and professionals.
- To develop links with other parent carer networks locally, regionally and nationally, in order to share good practice.

Objectives

- To set up and maintain a structure for parent carer involvement consisting of a Parent Carer Involvement Board acting as a County-wide steering group underpinned by a Parent Carer Involvement Network of interested parent carers and support groups, open to all parent carers living in Hertfordshire.
- To engage with the local authority, NHS Hertfordshire, other statutory and voluntary agencies at a strategic level to influence decision making relating to services for children with special Educational Needs and Disabilities and their families.
- To signpost parent carers to appropriate organisations and groups for information and support.

Powers

In furtherance of the aims and objectives the group may:

- Employ and remunerate staff, on either an employed or freelance basis
- Raise funds by any lawful means except permanent trading.
- Accept gifts and donations for the group.
- Do anything else within the law which is necessary for the group to carry out their aims and objectives.
- Recompense parent and carer representatives appropriately for any work they undertake in furthering the aims and objectives of the organisation

Application of the income

1. The Herts Parent Carer Involvement funds shall be applied solely towards the promotion of the aims and objectives.



2. Any member may be given reasonable and proper remuneration for any goods and/or services bought on behalf of or for Herts Parent Carer Involvement. Reasonable expenses will be paid to members, as covered by the expenses policy in the Herts Parent Carer Involvement Board handbook, for agreed activities on behalf of Herts Parent Carer Involvement.
3. To reimburse travel costs, material costs and venue hire necessary to the work of Herts Parent Carer Involvement.
4. Members should give receipts or invoices to the treasurer for payment.
5. A bank account will be opened and run by the treasurer. Cheques must be signed by any two of the nominated signatories.
6. Accurate accounts of all income and expenditure must be kept for presentation at the Annual General Meeting (AGM).
7. If Herts Parent Carer Involvement is dissolved and there are residual funds in the bank, any remaining assets should pass to another charitable body. The board members/trustees at the time will vote for the relevant charity whose beneficiaries are children with SEND and/or their families.

Membership

1. Membership is open to family members and/or the main adult carer of any child or young adult with SEND, up to the age of 25 years and who live in or receive services from the county of Hertfordshire. Membership is also open to any family member who, within the last 5 years, has been in receipt of the above services.
2. There will also be an associate membership for practitioners, both within the Voluntary and Statutory sectors. This membership will have no voting rights, but will be kept up to date with relevant HPCI information and will be able to attend Open Meetings.
3. Membership is not transferable.
4. The steering group also (known as PCIB) is responsible for keeping a register of members, either in a written form or held on computer and will ensure compliance with Data Protection Act 1988.
5. Each member is entitled to one vote.
6. Any member may request to be removed from the membership list at any time and will no longer receive communications from HPCI as a result.



7. If the steering group (PCIB) considers that any member's conduct is in any way harmful to the aims and objectives of Herts Parent Carer Involvement then the steering group (PCIB) will reserve the right to terminate membership – in particular as per the code of conduct or the safeguarding and whistle blowing policy.

Management/Meetings

1. Herts Parent Carer Involvement will be managed by a steering group, known as the Parent Carer Involvement Board (PCIB). This will comprise of a minimum of 5 and a maximum of 12 members. This will include a Chair and Treasurer. Other roles within the PCIB will be appointed as and when required.
2. PCIB members will be elected at the Annual General Meeting from the full members of Herts Parent Carer Involvement. PCIB members will serve a four year term and will be bound by the terms of the PCIB Handbook. Officers of the PCIB will be elected at the first Board meeting following the AGM.
3. The PCIB may appoint sub-committees to carry out specific tasks and delegate specific powers as necessary. Sub-committees must report back to PCIB for ratification of any decisions.
4. The PCIB may have no more than two co-opted members who will not be entitled to vote.
5. A quorum of four members of the PCIB will be needed to hold a meeting.
6. Each member has one vote. Chair of the PCIB has the casting vote.
7. The Parent Carer Involvement Board must meet at least six times a year.
8. A General Meeting must be held within 1 year from the adoption of this constitution. This meeting will be notified in writing 21 days in advance. A general meeting can be called by at least 4 members of the PCIB when some special or urgent business has to be considered. Such meetings will be called in writing 21 days in advance. A quorum for such meetings shall consist of a minimum of 8 Members or 5% of the membership. The same rules shall apply to Annual General Meetings.

Amendment to the Constitution

This document may only be amended by a resolution passed at a General Meeting