



Parent Engagement Partnership (PEP)

Terms of Reference

The Parent Engagement Partnership (PEP) is a mechanism to provide a way of consultation with parents across the City.

Aims and Objectives

Aims:

- Provide a way of consulting with Parents across the city
- To represent parent views from Children Centres, Parent Groups, Organisations and Parent forums City wide
- To provide a welcoming, safe, supportive environment for parents to share
- To offer support and respect for all group members
- To support the Parenting Implementing Change Group and development of processes

Objectives:

- To support Parents to attend the Parenting Implementing Change Group and voice their views
- Build an effective and representational process to make sure that Parents are heard on matters that are important to them, their young people and the future of the City
- To have representation on the PEP from all active parent groups City wide especially vulnerable groups
- An excellent dissemination structure in place to ensure that information is reaching all groups and fed back into the PEP

- To influence local issues that will bring benefit to parents young people and the community
- To keep members informed of developments within the city that may impact on them/their young people
- Support parents to engage with/understand the Children and Young People's Trust agenda

Membership:

Parents of children/young people in Stoke on Trent who have been elected by the group that they represent to be their voice with an emphasis on vulnerable groups

Beneficiaries:

Parenting Implementing Change Group, organisations working with parents/children and young people, and parent groups within the communities and neighbourhoods of Stoke on Trent.

Scope:

Ongoing service facilitated by Voluntary Action Children and Families team. Meetings are monthly on a Friday 10.00 – 12.00pm, plus 4 additional meetings quarterly to facilitate, discuss and influence the Parenting Implementing Change Group.

Budget:

None identified. We endeavour to ensure childcare and transport costs are met to enable parents to engage with the PEP

Timescales and Milestones:

Annual programme. In the first year we aim to set up the communication process, work in partnership with Children's Centres, Cluster Groups, vulnerable groups (including BME/Faith groups) and voluntary/community groups.

Risks and Assumptions:

- Absence of funding for room hire, travel expenses and childcare. We are aiming to acquire funding from sources and organisations city wide.
- Sustaining interest of membership. We are tackling this by ensuring that meetings are structured with clear outcomes and communication is parent friendly/parent led.
- Parents not being able to attend due to unforeseen circumstances. The PEP dates are always parent led and are flexible to change to ensure that parents can make meetings. Parents are always sent the minutes of the meeting and a copy

of the next agenda to ensure that even if they are absent from a meeting they are still up to date with developments.

- Parents not wanting to be their group representative. We support parents through the PEP process and all parents have a contact within the group that they can telephone for support. We provide training for parents and the group has a facilitator that ensures that needs are met.
- Information not being disseminated effectively to the groups. By using various communication methods such as e mail, letters, telephone calls we ensure that communication needs are met, this ensures that parents find a method that is suitable/comfortable for them and training is given if a need is identified.
- Groups not feeding information back to the representative. This will be identified by the PEP and support will be given to the parent and if applicable training given to the group by the PEP on this subject.
- Services not wanting their parents to be involved/seeing the importance. We work with services to ensure that they have a proper understanding of the PEP and the facilitator will go out to services and provide training where needed.
- Services/groups not being represented. The parent locality workers are identifying gaps in representation and engaging groups into the PEP through their engagement work.
- Information being too complicated for some parents to understand. All information is in plain English and parent proofed.

Roles and Responsibilities:

- Chair Person – Chairs meetings and ensures that accurate minutes are taken, the group is keeping to time and all issues are discussed. Meets new members prior to their first meeting.
- Vice Chair – Supports the Chairperson in their role and Chairs the meetings in their absence. Is the delegated person to ensure that new members feel safe and secure in their first few meetings
- Secretary - To take accurate minutes, type them up and send them to the Chair for approval prior to the next meeting.
- Group Members – Set times, dates and venue's of meetings and set the agenda. Support services at Children and Family events using their skills to support the core team.
- Family Support Officer – To support the group where needed. Disseminate the minutes of the previous meeting with the agenda for the next meeting.