



Shaping SEND Services with Bury Families

CONSTITUTION - of BURY2GETHER Parent/Carer Forum

DEFINED TERMS

With this Constitution, unless the context requires otherwise, the following terms are defined as follows:

ADMINISTRATION TEAM - The paid administrators that support the forum and any other aspects of the company.

ARTICLES OF ASSOCIATION - Written rules about running the company agreed by the Directors.

BURY - This is the township identified by the Department for Education and it is the administrative centre of The Metropolitan Borough of Bury. The Metropolitan Borough of Bury consists of 6 towns: Bury, Ramsbottom, Tottington, Radcliffe, Prestwich and Whitefield.

BURY COUNCIL - This is the administrative body of The Metropolitan Borough of Bury and is also referred to as the LOCAL AUTHORITY or LA.

BURY2GETHER - Is a Community Interest Company that hosts the Bury Parent/Carer Forum, constituted by this Constitution.

BURY2GETHER is a Community Interest Company (CIC) that improves the lives of parent/carers who have children with SEND. This is achieved through service improvements via the parent/carers forum and by providing wellbeing and educational support to parent/carers.

BURY2GETHER is a 'Not for Profit' organisation.

BURY2GETHER will be governed firstly by its Articles of Association and secondly by this Constitution.

BURY2GETHER will operate solely within the scope of its aims, as stated in paragraphs 1 and 2. The Directors have the authority to set goals and objectives for BURY2GETHER and direct and control its activities, (including the raising and spending of income), provided this is within the primary and secondary aims as stated in paragraphs 1 and 2.

BURY2GETHER CONTACT DETAILS –

Website: www.bury2gether.co.uk

Facebook: www.facebook.com/BURY2GETHER

Facebook Parent/Carer Support Group: www.facebook.com/groups/Bury2Gether

Twitter: @BURY2GETHER

THE CHAIR - This is the person who facilitates parent/carers forum discussion and decision making. The Chair presides over meetings and any events carried out under the name BURY2GETHER parent/carers forum.

COMMITTEE GROUP - The Committee group for BURY2GETHER parent/carers forum includes the Directors, the Chair/s, the Secretary, and the Engagement Officer.

THE CONSTITUTION - Means the Constitution of BURY2GETHER parent/carers forum as set out in this document and as amended from time to time (as set out in the document).

EGM - Extraordinary/Emergency General Meeting - This is a meeting that will be held for any matters arising to deal with any emergency/urgent matters arising regarding BURY2GETHER parent/carers forum.

ELECTED FORUM GROUP - An elected group of parent/carers including Steering Group members, with voting rights, and parent/carers representatives without voting rights. As well as, by default, Committee members and Directors.

ELECTED FORUM GROUP MEETING (FORUM MEETING) - This meeting is to discuss strategic direction for the forum and propose actions going forward. To discuss current boards.

UK GDPR - United Kingdom General Data Protection Regulation - The UK GDPR forms part of the data protection regime in the UK, and sits alongside the Data Protection Act 2018 (DPA 2018).



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HONORARY MEMBER - An ex Steering Group member or parent/carer rep, that can be brought in to represent on a short term basis, to help represent a specific issue that they may have specific expertise in.

INDEMNITY - Means security against loss or other financial burden. This includes, but is not limited to BURY2GETHER's Public Liability Insurance, Buildings and Contents Insurance and GDPR insurance.

ICP – The Integrated Care Partnership replaces the Clinical Commissioning Group (CCG) for Health. In Bury it is called the GM ICP.

The **LOCAL AUTHORITY or LA** - Means the Administrative body in local government and is also referred to as BURY COUNCIL.

MEMBER - As referred to in this Constitution, is a person who has joined BURY2GETHER's parent/carer forum Membership.

PARENT/CARER REPRESENTATIVE MEMBER - An elected volunteer parent/carer who represents wider parent/carers views at boards and groups. They do not have voting rights.

POLICIES AND PROCEDURES - These are the documents that outline BURY2GETHER's procedures, to ensure that uniformity in our decision making, and that our expected standards are met, maintained and delivered.

PUBLIC LIABILITY INSURANCE - Provides cover for any incidents that may arise. For example, (And not by any means an exhaustive list): Relating to personal injury or property damage, including legal costs arising from such incidents. Full details can be obtained from a Director of BURY2GETHER.

THE SECRETARY - Means the person elected with responsibility for keeping records, arranging meetings, circulating meeting agendas and minutes and any other tasks as required to assist in the running of BURY2GETHER parent/carer forum.

SEND - Means 'Special Educational Needs and Disabilities' for children and young people aged 0-25 years.

SERVICES - Means those government or other institutional services specifically provided to enable people who have SEND to participate in society and community life.

THE STEERING GROUP - Is an elected group of volunteer members of BURY2GETHER parent/carer forum, who decide on the priorities, order of business and matters arising for BURY2GETHER's parent/carer forum. They have voting rights.

STEERING GROUP MEMBER - An elected member of the Steering Group.

SUSPENDED - The term suspended would mean that BURY2GETHER parent/carer forum would not continue to operate until the minimum number of Steering Group or Committee members are elected.

PARENT/CARER FORUM - A group of Parents/Carers who have a child/young person (aged 0-25) with SEND (Special Educational Needs and Disabilities), who work with local authorities, education settings, health/social care providers and other providers, to make sure the services they plan and deliver, meet the NEEDS of children and young people with SEND and their families.

1. Primary Aims - Parent/Carer Forum

BURY2GETHER's aim is to ensure that Services in Bury meet the needs of children with SEND and their families. In order to achieve this, BURY2GETHER's primary aims are to :

- Grow a representative membership of all Bury families, diversities and needs.
- Empower and upskill Parent/Carer's to facilitate Participation and Engagement in Bury.
- Gather the views of Bury families of children and young people with SEND in Bury.



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- Deliver and faithfully represent the views of our members, through representation at a Strategic Board level.
- Work with the Local Authority, Education Settings, Health Providers and other providers in Bury, to highlight where Services are working well and provide constructive challenge when changes or improvements are required.
- Co-produce Services with the Local Authority, Education Settings, Health Providers and other providers, to meet the needs of children and young people with SEND and their families in Bury.

2. Secondary Aims - Wellbeing and Education of Parent/Carers

In addition, BURY2GETHER's secondary aims include:

- To facilitate/co-ordinate/inform Parents/Carers of social opportunities and events in the Bury area.
- Empower and up-skill Parents/Carers and facilitate a wider and richer network around them.
- Enable Parents/Carers to share good practice and learn from one another through peer to peer support.

3. Governance

3.1) BURY2GETHER parent/carer forum will be governed by the Committee and the Steering Group as set out below. The Directors have overall responsibility to ensure the parent/carer forum meets its function.

4. Board of Directors

Conduct

4.1.1) The Directors will act in accordance with the Constitution and all adopted policies and procedures of BURY2GETHER and BURY2GETHER's parent/carer forum at all times when representing BURY2GETHER and its members.

4.1.2) The Directors will do nothing to bring BURY2GETHER or its name into disrepute at any time.

4.1.3) The Directors are a representative voice of BURY2GETHER, and as such, will abide by the terms agreed in the separate Code of Conduct. All information will be treated confidentially and all members will maintain BURY2GETHER's high professional standards.

Articles Of Association

4.2.1) The Directors are governed by the full Articles of Association, submitted to Companies House.

Amendments

4.3.1) The Constitution and any additional policies, can be amended at any time, but must have the agreement of a 75% majority Director vote.

5. Committee

Conduct

5.1.1) The Committee will act in accordance with the Constitution and all adopted policies and procedures of BURY2GETHER and BURY2GETHER's parent/carer forum at all times when representing BURY2GETHER and its members.

5.1.2) The Committee will do nothing to bring BURY2GETHER or its name into disrepute at any time.



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5.1.3) The Committee is a representative voice of BURY2GETHER's parent/carer forum and as such will abide by the terms agreed in the separate Code of Conduct. All information will be treated confidentially and all members will maintain BURY2GETHER's high professional standards.

Membership

5.2.1) The Committee will have, at any particular time, a minimum of two members (including the Chair and one other member). If, due to resignations or for any other reason, the Committee does not have the minimum membership, BURY2GETHER's parent/carer forum will be suspended until the minimum Committee membership is achieved. In this instance, there will be a permanent advertised recruitment drive, in order to ensure continuance as soon as possible.

5.2.2) The Chair/s is responsible for convening and chairing meetings for the Committee and retains overall responsibility for the control and organisation of BURY2GETHER parent/carer forum (with the exception of financial control), (see full job profile).

5.2.3) The Secretary is responsible for the organisation of forum meetings including record keeping (see full job profile).

5.2.4) The Engagement Officer is responsible for coordinating information between the forum and wider parent/carer members and the forum and professionals, (see full job profile).

Appointment

5.3.1) Any member of the BURY2GETHER parent/carer forum, can apply to the Chair in writing and submit a video, to become a member of the Committee. Although, it would be preferable that applications for the Committee came from existing Steering Group Members.

5.3.2) There will be an annual re-election of Committee members each February, by way of our defined voting method.

5.3.3) The Directors have the power to implement an interim Committee position at any time following a resignation.

5.3.4) The Committee is required to submit their membership for re-election annually, the Secretary will advertise the vacancy at the next meeting of the Steering Group within 2 weeks of the vacancy arising, together with brief details of the process and timeframes of application.

5.3.5) Any member may apply to become a member of the Committee by submitting an application in writing to the Chair. If the applicant is not already a member of the Committee/Steering Group or a parent/carer representative, a video will also be required alongside an application form. The Secretary will circulate applications to members of the Steering Group, together with a summary of the relevant voting process.

5.3.6) An appointment to the Committee, automatically positions you on the Steering Group with voting rights.

Re-election

5.4.1) Members of the Committee, including the Chair, must submit their membership and/or role for re-election every year, before February.

5.4.2) Members of the Committee Group must submit their written applications in writing or a video. An email will be sent out of the videos and/or written submissions, and a poll taken. The poll will be conducted and managed by the Directors. The voting will close on the second week of February. The Chair will contact all parties during the third week of February.

Resignation

5.5.1) Any member of the Committee can resign, at any time, by writing to the Chair or Directors. They must set a clear end date. It is permitted for Committee Members to step back from their role for a short period of time (2 months maximum), whilst retaining their role. This must be communicated to the Chair or Directors in writing with a clear end date, for consideration via the 'Farewell for now' form. Details of their access to equipment, administration for social media, email access, calendar access and whatsapp access will need to be confirmed and agreed via the 'Farewell for now' form.



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Removal

5.6.1) Any member of the Elected Forum group can make an application in writing to the Chair or Directors, to remove a member of the Committee/Steering Group/Parent/Carer Representative at any time if, and only if it can be shown, that the relevant member has not acted in accordance with the Constitution and/or any adopted policies of BURY2GETHER and BURY2GETHER's parent/carer forum.

5.6.2) Any member can call an EGM at any point, to raise any issues of concern with the Committee/Steering Group/Parent/Carer Representatives. The Steering Group can vote to remove any member of the Steering Group/Committee (excluding removal of directors) or a Parent/Carer rep at any time, without explanation.

5.6.3) The Chair or Directors will investigate any accusations and present their findings to the Steering Group who will vote on the matter. A person may be removed with a 75% vote. And the member will be given the opportunity to present any views or objections in writing to the Chair or Directors which will also be presented to the Steering Group.

Committee Meetings

5.7.1) The Committee will hold meetings as required, with a minimum of three meetings per annum. Provisional meetings will be agreed a year in advance by the Committee. A minimum of four members of the Committee is required for a quorum. If a quorum is not present, the meeting will be postponed.

5.7.2) Members of the Committee must declare any conflicts of interest during meetings.

5.7.3) The Chair will chair Committee Meetings unless a suitable delegate is agreed by the majority of the members of the Committee, present at the relevant meeting.

5.7.4) The Secretary will circulate an agenda for all Committee Meetings to all members of the Committee in advance of the relevant meeting, document discussions and decisions during Committee Meetings and retain this documentation for a minimum period of 2 years.

Delegation

5.8.1) The Committee may delegate specific responsibilities and/or duties to individual members of the Committee and/or Steering Group for specified periods of time as it sees fit.

Remuneration

5.9.1) No member of the Committee will be remunerated for their role as a member of the Committee; however, reasonable expenses (in accordance with any financial policy in force, from time to time) may be claimed. Any requests must be submitted to the Finance Officer and it is at the members discretion if they wish to claim them.

Policies and Procedures

5.10.1) The Committee is responsible for reviewing policies annually and suggesting amendments to Directors.

Voting

5.11.1) It is not permitted for any member of the Committee to transfer their vote to any other person.

5.12.2) Decisions of the Committee will be made by a majority 75%, via a show of hands at a meeting. If a majority cannot be reached, the Chair will have the casting vote.

5.12.3) Proxy votes will be available on issues that deem need a broader representation, these will be decided by the chair.

6. Steering Group Members

Conduct

6.1.1) The Steering Group of BURY2GETHER's parent/carer forum and each of its members will act in accordance with the Constitution and all adopted policies and procedures of BURY2GETHER and BURY2GETHER's parent/carer forum at all times when representing BURY2GETHER and its members.



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6.1.2) The Steering Group and each of its members will do nothing to bring BURY2GETHER or its name into disrepute at any time. Steering Group members are a representative voice of BURY2GETHER parent/carer forum and as such will abide by the terms agreed in the separate Code of Conduct, maintain high professional standards and confidentiality.

Membership

6.2.1) The Steering Group will have, at any particular time, a minimum of five members and a maximum of 25 members. If, due to resignations, or for any other reason, the Steering Group does not have the minimum membership, BURY2GETHER parent/carer forum will be suspended until the minimum membership is achieved.

Appointment

6.3.1) Any Member can apply to the Chair in writing to become a member of the Steering Group, subject to the maximum number of members of the Steering Group.

6.3.2) If at any time there are fewer than the maximum number of members of the Steering Group, as stated, or when members of the Steering Group are required to submit their membership for re-election, the Secretary will advertise the vacancy on the website of BURY2GETHER within 2 weeks of the vacancy arising, together with brief details of the process and timeframes of application.

6.3.3) Any Member of BURY2GETHER's parent/carer forum may apply to become a member of the Steering Group by submitting an application and a video to the Chair at any point whilst there are vacancies. The Secretary will circulate all applications to all Steering Group together with a summary of the relevant voting process.

6.3.4) Steering Group applicants will be elected by current Steering Group Members by a majority 75% vote.

Re-election

6.4.1) Members of the Steering Group, must submit their membership and/or role for re-election every year, before February.

6.4.2) Members of the Steering Group must submit their written applications in writing or a video. An email will be sent out of the videos and/or written submissions, and a poll taken. The poll will be conducted and managed by the Chair/s. The voting will close on the second week of February. The Chair will contact all parties during the third week of February.

Resignation

6.5.1) Any member of the Steering Group can resign at any time by writing to the Chair or Directors. They must set a clear end date. It is permitted for Steering Group Members to step back from their role for a short period of time (2 months maximum), whilst retaining their role. This must be communicated to the Chair in writing with a clear end date, for consideration via the 'Farewell for now' form. Details of their access to equipment, administration for social media, email access, calendar access and whatsapp access will need to be confirmed and agreed via the 'Farewell for now' form.

Removal

6.6.1) Any member can make an application in writing to the Chair or Directors, to remove a member of the Committee/Steering Group/Parent/Carer Representative at any time if, and only if it can be shown, that the relevant member has not acted in accordance with the Constitution and/or any adopted policies of BURY2GETHER and BURY2GETHER's parent/carer forum.

6.6.2) Any member can call an EGM at any point, to raise any issues of concern with the Committee/Steering Group/Parent/Carer Representative. The Steering Group can vote to remove any member of the Steering Group/Committee (excluding removal of directors) or a Parent/Carer rep at any time, without explanation.

6.6.3) The Chair or Directors will investigate any accusations and present their findings to the Steering Group who will vote on the matter. A person may be removed with a 75% vote. And the member will be given the opportunity to present any views or objections in writing to the Chair or Directors which will also be presented to the Steering Group.



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Forum Meetings

6.7.1) There will be a maximum of 10 forum meetings a year, with a minimum of 8 to be attended by all Committee/Steering Group/Parent/Carer Representative members. Meetings will be held on a Thursday night 7-9pm and alternate Monday daytime 1-2.30 (these dates/times may need to be altered accordingly). A minimum of 5 members of the Steering Group is required for a quorum. If a quorum is not present, the meeting will be postponed.

6.7.2) Members of the Steering Group must declare any conflicts of interest during meetings.

6.7.3) The Chair/s will chair forum meetings unless a suitable delegate is agreed by the majority of the members of the Steering Group present at the relevant meeting. The Chair/s or Secretary will set the meetings 1 year in advance.

6.7.4) The Secretary will circulate an agenda for all forum meetings to all members of the forum (Steering Group Members and Parent/Carer Representatives) in advance of the relevant meeting, document discussions and decisions during forum meetings and retain this documentation for a minimum period of 2 years.

Delegation

6.7.3) The Chair/s may delegate specific responsibilities and/or duties to individual members of the Steering Group or Parent/Carer Representatives for specified periods of time, as they see fit.

Remuneration

6.8.1) No member of the Steering Group will be remunerated for their role as a member of the Steering Group; however, reasonable expenses (in accordance with any financial policy in force from time to time) may be claimed.

Any requests must be submitted to the Finance Officer and it is at the members discretion if they wish to claim them.

Voting

6.9.1) It is not permitted for any Member of the Steering Group to transfer their vote to any other person.

6.9.2) Decisions of the Steering Group will be made by a majority 75%, via a show of hands at a meeting. If a majority cannot be reached, the Chair will have the casting vote.

6.9.3) Proxy votes will be available on issues that deem need a broader representation, these will be decided by the chair.

6.9.4) For some decision making, the Chair or Directors may decide to cast a vote via survey.

Voting via Surveys for forum decision making (excluding Election voting)

6.10.1) Surveys presented to gather votes from the Steering Group will be administered by the Admin Team.

6.10.2) The voting will close after the deadline has passed and the decision will be made on a 75% majority.

6.10.3) Voting will be anonymous.

6.10.4) If a decision cannot be reached, the Chair/s has the deciding vote.

7. Parent/Carer Representative Members

Conduct

7.1.1) The Parent/Carer Representative Members of BURY2GETHER's parent/carers forum, will act in accordance with the Constitution and all adopted policies and procedures of BURY2GETHER and BURY2GETHER's parent/carers forum at all times when representing BURY2GETHER and its members.

7.1.2) The Parent/Carer Representative Members will do nothing to bring BURY2GETHER or its name into disrepute at any time. Parent/Carer Representative members are a representative voice of



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BURY2GETHER parent/carer forum and as such will abide by the terms agreed in the separate Code of Conduct, maintain high professional standards and confidentiality.

Membership

7.2.1) There is no minimum number of Parent/Carer Representative Members.

Appointment

7.3.1) Any Member can apply to the Chair in writing to become a Parent/Carer Representative Member.

7.3.3) Any Member of BURY2GETHER's parent/carer forum may apply to become a Parent/Carer Representative Member, by submitting an application and a video to the Chair at any point whilst there are vacancies. The Secretary will circulate all applications to all Steering Group Members, together with a summary of the relevant voting process.

7.3.4) Parent/Carer Representative applicants will be elected by current Steering Group Members by a majority 75% vote.

Re-election

7.4.1) Parent/Carer Representative Members must submit their membership and/or role for re-election every year, before February.

7.4.2) Parent/Carer Representative Members must submit their written applications in writing or a video. An email will be sent out of the videos and/or written submissions, and a poll taken. The poll will be conducted and managed by the Chair/s. The voting will close on the second week of February. The Chair will contact all parties during the third week of February.

Resignation

7.5.1) Any Parent/Carer Representative Member can resign at any time by writing to the Chair or Directors.

They must set a clear end date. It is permitted for Parent/Carer Representative Members to step back from their role for a short period of time (2 months maximum), whilst retaining their role. This must be communicated to the Chair in writing with a clear end date, for consideration via the 'Farewell for now' form. Details of their access to equipment, administration for social media, email access, calendar access and whatsapp access will need to be confirmed and agreed via the 'Farewell for now' form.

Removal

7.6.1) Any Parent/Carer Representative Member can make an application in writing to the Chair or Directors, to remove a member of the Committee/Steering Group/Parent/Carer Representative at any time if, and only if it can be shown, that the relevant member has not acted in accordance with the Constitution and/or any adopted policies of BURY2GETHER and BURY2GETHER's parent/carer forum.

7.6.2) Any member can call an EGM at any point, to raise any issues of concern with the Committee/Steering Group/Parent/Carer Representative. The Steering Group can vote to remove any member of the Steering Group/Committee (excluding removal of directors) or a Parent/Carer rep at any time, without explanation.

7.6.3) The Chair or Directors will investigate any accusations and present their findings to the Steering Group who will vote on the matter. A person may be removed with a 75% vote. And the member will be given the opportunity to present any views or objections in writing to the Chair or Directors which will also be presented to the Steering Group.

Forum Meetings

7.7.1) There will be a maximum of 10 forum meetings a year, with a minimum of 8 to be attended by all Committee/Steering Group/Parent/Carer Representative members. Meetings will be held on a Thursday night 7-9pm and alternate Monday daytime 1-2.30 (these dates/times may need to be altered accordingly). A minimum of 5 members of the Steering Group is required for a quorum. If a quorum is not present, the meeting will be postponed.

7.7.2) Parent/Carer Representative members must declare any conflicts of interest during meetings.



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7.7.3) The Chair/s will chair forum meetings unless a suitable delegate is agreed by the majority of the members of the Steering Group present at the relevant meeting. The Chair/s or Secretary will set the meetings 1 year in advance.

7.7.4) The Secretary will circulate an agenda for all forum meetings to all members of the forum (Steering Group Members and Parent/Carer Representatives) in advance of the relevant meeting, document discussions and decisions during forum meetings and retain this documentation for a minimum period of 2 years.

Delegation

7.7.3) The Chair/s may delegate specific responsibilities and/or duties to individual members of the Steering Group or Parent/Carer Representatives for specified periods of time, as they see fit.

Remuneration

7.8.1) No Parent/Carer Representative member will be remunerated for their role as a member of the forum; however, reasonable expenses (in accordance with any financial policy in force from time to time) may be claimed. Any requests must be submitted to the Finance Officer and it is at the members discretion if they wish to claim them.

Voting

7.9.1) Parent/Carer Representatives do not have any voting rights.

8. Honorary Members

8.9.1) Honorary members are previous Steering Group or Parent/Carer Representatives that are invited to forum meetings from time to time, to offer specific advice relating to a project they may have been asked to join due to their expertise or knowledge. This would be a temporary position, specific to a project.

8.9.2) BURY2GETHER welcomes honorary members at Forum Meetings (decided by the Chair), however they may only be invited for a specific agenda item at the forum meeting.

8.9.3) Honorary members can represent at meetings on behalf of BURY2GETHER's Parent/Carer Forum for a set project/timeframe.

8.9.4) Honorary members will be voted in by Steering Group members, based on a 75% majority.

Voting

8.10.1) Honorary members do not have voting rights.