

## Parent carer participation grant application 2014/15

Your application needs to meet the Conditions of Grant i.e. that it strengthens the parent carer forum, and ensures the active participation of parent carers in the service planning and decision making processes within each local area.

Please read the guidance notes which explain how to complete this form.

### Section 1 – Area

Indicate local authority area.

Area	Torbay
------	--------

### Section 2 – Organisational and contact information

2.1 Provide details of the **organisation leading the parent carer participation work.**

Organisation	Torbay Parents Participation Forum
Contact name	Chris Sumner
Position	Chair
Telephone	01803 853959
Address	9 Wayside, Brixham, Devon, TQ5 8PY
Applicant signature	
Date	29 <sup>th</sup> May 2014

2.2 A condition of receiving the second grant payment is that the grant applicant provides Contact a Family with a copy of the parent carer forum's financial policy by **1 September 2014**. Please indicate your readiness for this:

The parent carer forum has an agreed financial policy which is attached	
The parent carer forum are developing a financial policy and will be able to provide this by 1 September	√
The parent carer forum do not have an agreed financial policy	

Will the parent carer forum need support in order to develop or finalise a financial policy? **Yes / No**

2.3 Is this organisation the same one which applied for the grant as in 2013/14? **Yes / No**

If no, please explain why and how you plan to build on the work which has already been done in your area:

n/a
-----

2.4 Provide details of **the organisation holding the grant** if it is different from the lead organisation in 2.1. **Leave blank if not applicable.**

Organisation	n/a
Contact name	
Position	
Telephone	
Address	
Applicant signature	
Date	

2.5 Details of the **bank account into which the grant will be paid.**

Account name	Torbay Parents Participation Forum
Sort code	XX XX XX
Account number	XXXXXXXX
Name of bank	Barclays
Address of bank	6/8 Palace Avenue Paignton Devon TQ3 3ET
For LA's only - BACs ref	

2.6 Provide **email addresses** to contact you about the grants process. At least one of the email addresses provided must be used by a parent carer involved in your local parent carer forum.

	Email address
Email for lead organisation	<a href="mailto:info@torbayppf">info@torbayppf</a>
Email for grant holding organisation, if different	n/a

Email for parent carer contact	<b>Sumner441@hotmail.co.uk</b>
Other email	
Other email	

2.7 What kind of **organisation** is your parent carer forum?

- Independent parent carer led organisation
- Parent carer led organisation supported by local authority
- Parent carer led organisation supported by parent partnership service
- Parent carer led organisation supported by voluntary organisation
- Forum led by local authority
- Forum led by parent partnership service
- Forum led by voluntary organisation

Other – please describe \_\_\_\_\_

<b>Forum's status</b>	
What is your forum's status? For example, registered charity / social enterprise / constituted group / other (please specify) or none?	<b>Constituted Group working towards becoming a CIC</b>

2.8 Parent carer **involvement**

The approximate number of parent carers who currently:

You have contact details for, or the number on your database, or the number asking to be kept informed about participation	<b>350</b>
Are on management/ steering group involved in running the parent participation work/forum	<b>6</b>
Represent the forum on local service working, planning, steering or task groups	<b>4</b>
Have contributed their experiences of services to the forum during this year eg via drop in sessions, surveys, consultations	<b>342 (p/c responses recorded over the last year)</b>

## 2.9 Other financial support

We want to gather data on how much support for parent carer participation is being provided in the different local authority areas. Please provide as much information as you can. **This information will not affect your grant entitlement.**

<b>Funding</b>	
How much additional funding <b>to support parent carer participation</b> did you receive from other sources last year? <i>Do not include additional funding for service delivery e.g. short breaks, face to face, parent support groups</i>	<b>Nil</b>
If you did receive additional funding, it would be helpful if you could indicate from whom, the amount, and detail any requirements they made about how you could spend it.	<b>n/a</b>
<b>Participation Worker</b>	
Does your local authority/health provider fund a paid participation worker who supports the work of the forum?	<b>No</b>
If yes, are they solely working with parent carers of disabled children?	<b>n/a</b>
Do you know how much the local authority/health provider fund towards this role? <i>State amount or 'don't know'</i>	<b>n/a</b>
How many hours or days a week have they have allocated for supporting your work? <i>State hours/days a week or 'don't know'</i>	<b>n/a</b>
<b>Additional resources (support in kind)</b>	
Does your local authority/health provider provide a payment to parent carers who sit on strategic decision making boards/committees?	<b>No</b>
Does your local authority / health provider or any other organisation provide any other resource? For example rooms for meetings, photocopying, printing?	<b>Yes</b>
If yes please describe below:	<b>Additional support via Parent Partnership Staff as required (currently acting as secretary)</b>

## Section 3 – Outcomes, outputs and budget

The parent carer participation grant supports parent carers to have a voice in how services for disabled children are shaped, commissioned, delivered and evaluated locally. It must strengthen the forum to ensure the active participation of parents in the service planning and decision making processes within each local area. The guidance notes have more information on what the grant can be used for.

### 3.1 What **outcomes** do you hope to achieve from your 2014/15 grant spend?

**What are outcomes?** Outcomes are the changes that will come about as a direct result of your work, during the period for which you will be funded. For more information, please read the guidance notes.

#### Organisational outcomes

We will have:

- Written and adopted a new PPF constitution
- Made the forum more democratic, transparent and sustainable, and have published the new constitution document.
- Built upon our collaborative working agreement between PPF and PPS (Parent Partnership Service) in Torbay, in order to ensure we work effectively together towards shared aims and that we ensure that we are involved in monitoring and reviewing the IS programme and systematically signpost parents to other relevant services/organisations from either point of contact.
- Continued to use 'survey monkey' as an effective way of consulting with our wider membership on a range of issues and services.

#### Support, Training & development outcomes

We will have:

- Continued to build upon the workable strategic participation model we have with all stakeholder to ensure practical and sustainable participation, and will have improved success in all services systematically applying this model.
- Provided for all steering group members to do their EDCL and will have provided additional training to increase the number of steering group members who feel confident in website administration and the use of survey monkey.
- Continued to provide travel and childcare expenses to any of our members who wish to access any training and event attendance and continued to offer the same support to those members who were willing to attend LA/Health meetings, steering groups and working parties.

#### Increasing Engagement outcomes

We will have:

- Increased knowledge to families about what the Torbay Parents Participation Forums is currently doing and has done previously, through the website and posted information, Bulletins and email updates.
- Increased members awareness of presence of the PPF on Facebook
- Continued to raise awareness of the SEND reforms (SEND event), changes being made in

Torbay from the SEND Reforms and made as many people as possible aware of how to participate in Torbay's changes.

- Worked closely with LA and Health through focus groups, events and surveymonkey
- Co-worked with Torbay Council commissioners to review services that are relevant to SEND families (e.g Parent Partnership Service, SEN changes)
- Increased the forum membership by nearly 100 and the number of parents/carers attending events has also risen.
- Been actively involved in further developments and review of Torbay's Local Offer, IASS and IS programme.
- Been actively involved with developments made to make transition through to adult services more seamless and effective.

#### Events outcomes

We will have organised and run 3 events during the year allowing more parent/carers the opportunity to voice their views and to be consulted with:

- August 2014 - Fair Play Day - a closed 'Fun Fair' session for SEND children which allowed us to recruit new members to the forum and promote and encourage participation
- Nov 2014 – Event – to be agreed but possibly in relation to developments in the area of IASS/IS/Local Offer to ensure these are developed to best effect.
- March 2015 – Event – to be agreed but possibly another Co-Production event

### 3.2 Outline your intended **outputs** from your 2014/15 grants spend.

**What are outputs?** Outputs are those activities you carry out (for example workshops or events) to achieve your outcomes. It also includes the things you produce that help you achieve your outcomes (for example developing a website, or printing newsletters). For more information please read the guidance notes.

#### Organisational outputs

We will have:

- Created and adopted revised/new constitution (verified as fit for purpose by CaF), and relevant associated action plan which will then be published on our website
- Continued to work in line with our collaborative working agreement between PPF and PPS, and have actively been involved in monitoring the IS programme for Torbay
- Continued with the workable strategic participation model we have with all stakeholders and to which all stakeholders have signed including the local Torbay authority, Torbay Healthwatch, CCGs, and relevant third sector organisations who deliver services for SEND, there will be improvement in getting services to consistently apply the model.

#### Support, Training & development outputs

We will have:

- Used our previously created workable strategic participation model we have with all stakeholder and to which they have actively signed up to, to ensure practical and sustainable participation, and there will be an improvement in all services systematically applying this model.
- Provided EDCL training for steering group members and increased the number of steering group members who feel confident in website administration and the use of surveymonkey.
- Continued to provide travel and childcare expenses to any of our members who wish to access any training and event attendance and continue to offer the same support to those members who are willing to attend LA/Health meetings, steering groups and working parties including the development of a bank of parent reps.

#### Increasing Engagement outputs

We will have:

- Increased the knowledge families have about what the Torbay Parents Participation Forums is doing and has done previously, through the website and posted information, Bulletins and email updates.
- Created increased awareness of presence of the PPF on Facebook
- Continued to make parent/carers aware of the SEND reforms (SEND event), changes being made in Torbay from the SEND Reforms, and increased their level of participating in Torbay's changes and actively promoted co-production.
- Developed an even closer working relationship with LA and Health through focus groups, events and surveymonkey surveys
- Co-worked with Torbay Council commissioners to review services that are relevant to SEND families (e.g Parent Partnership Service, SEN changes)
- Increased the forum membership by another 100 members and the number of

parents/carers attending events will have also risen.

- Participated in the development and review of Torbay's Local Offer.
- Continued to participate within transition through to adult services.

#### Events outputs

- August 2014 – Fair Play Day - a closed 'Fun Fair' session for SEND children which provided an excellent opportunity for recruiting new members to the forum and promoted participation, as the invite circulation reached across all parents/carers of disabled children/young people known to several organisations (including the Local Authority, local Special Schools and local Special Collages), by having given them the opportunity to exchange information about current issues of concern with service providers in a market of stalls included within the Fairground for this event.
- Nov 2014 – Event – to be agreed but possibly in relation to developments in the area of IASS/IS/Local Offer
- March 2015 – Event – to be agreed but possibly another Co-Production event

### 3.3 Budget information

Please provide a financial breakdown of how you plan to spend the grant to achieve these outputs and outcomes. Several examples are shown below which you should delete. Your budget **MUST** relate to the outcomes and outputs described above.

<b>Item</b>	<b>Activity/breakdown</b>	<b>Budget</b>
<b>Example:</b> <i>Training</i>	<i>2 x Parent Participation Events @ £400 each 1 x Presenting and participating in meetings course £350 1x Social Media course £350</i>	<i>£1500</i>
<b>Example:</b> <i>Resources &amp; Equipment</i>	<i>1 x Laptop £400 1x Printer £150 Inks &amp; Paper £100</i>	<i>£650</i>
<b>Events</b>	<i>Summer Event - Fair play day - £ 200  Autumn Event - Legal implications of SEND changes - £ 2,700  Spring Event - Co-Production - £ 2,700</i>	<b>£ 5,600</b>
<b>Parent/carer expenses</b>  <i>(Inc. travel and childcare)</i>	<i>Travel - £ 1,100  Childcare - £ 1,100</i>	<b>£ 2,200</b>
<b>Meeting costs</b>  <i>(Inc. room hire and refreshments)</i>	<i>Room Hire - £ 300  Refreshments - £ 50</i>	<b>£ 350</b>
<b>Publicity, postage and stationary</b>	<i>Publicity  Postage  Stationary</i>	<b>£ 1,200</b>
<b>Website</b>		<b>£ 300</b>
<b>Training</b>		<b>£ 150</b>
<b>Admin Staff</b>		<b>£ 5,000</b>
<b>Miscellaneous operating costs</b>		<b>£ 200</b>
<b>TOTAL</b>		<b>£ 15,000</b>

### 3.4 How does this **build** on what has happened previously?

Having established a good working relationship with commissioners and service providers across the LA, Health and third sector, we need to further develop our capacity to be involved in all relevant requests for participation and co-working with these partners.

#### Section 4 – local authority support

If neither of the organisations in Section 2.1 or 2.3 is the local authority, you must obtain their support. *Ignore this section if grant applicant or grant holding organisation is the local authority.*

<b>Name</b>	Dorothy Hadleigh	
<b>Position/job title</b>	Schools Service Manager	
<b>Organisation</b>	Torbay Local Authority	
<b>Address</b>	c/o Town Hall, Castle Circus, Torquay, TQ1 3DR	
<b>Telephone and email</b>	Dorothy.hadeigh@torbay.gov.uk	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
<b>Signed</b>		Date

#### Section 5 – parent carer support

If neither of the individuals in Section 2.1 or 2.3 is themselves a parent carer involved with the forum, you must obtain the support of at least one parent carer, preferably one of the forum's officers (eg Chair, Secretary, Treasurer). *Ignore this section if the signatory in Section 2.1 or 2.3 is a parent carer involved with the forum.*

<b>Name</b>	n/a	
<b>Parent carer forum</b>		
<b>Role in forum</b>		
<b>Address</b>		
<b>Telephone or email</b>		
<i>I support this organisation to make this application on behalf of the parent carer forum</i>		
<b>Signed</b>		Date

## Section 6 – support from other local organisations

<b>Name</b>	Jo Hooper	
<b>Position/job title</b>	Comisioning Manager, Joint Commissioning	
<b>Organisation</b>	South Devon and Torbay CCG	
<b>Address</b>	Pomona House Oak View Close Torquay TQ2 7FF	
<b>Tel and email</b>	07825 027 619 <a href="mailto:joanne.hooper@nhs.net">joanne.hooper@nhs.net</a>	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
<b>Signed</b>		Date

<b>Name</b>	Marianne Lewis	
<b>Position/job title</b>	Pupil / Parent Liaison Officer	
<b>Organisation</b>	Torbay Parent Partnership Service	
<b>Address</b>	c/o Town Hall, Castle Circus, Torquay, TQ1 3DR	
<b>Tel and email</b>	01803 208239 / 07788684965 <a href="mailto:Marianne.lewis@torbay.gov.uk">Marianne.lewis@torbay.gov.uk</a>	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
<b>Signed</b>		Date

<b>Name</b>	Charlotte Partridge	
<b>Position/job title</b>	Family Information Service Manager	
<b>Organisation</b>	Torbay Local Authority	
<b>Address</b>	c/o Town Hall, Castle Circus, Torquay, TQ1 3DR	
<b>Tel and email</b>	<a href="mailto:Charlotte.partridge@torbay.gov.uk">Charlotte.partridge@torbay.gov.uk</a>	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
<b>Signed</b>		Date

<b>Name</b>	Chris Sumner	
<b>Position/job title</b>	Chair	
<b>Organisation</b>	Brixham Blind Club	
<b>Address</b>	9 Wayside, Brixham, Devon, TQ5 8PY	
<b>Tel and email</b>	01803 853959 sumner441@hotmail.co.uk	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
<b>Signed</b>		Date

<b>Name</b>	Carole Brierley	
<b>Position/job title</b>	Chair	
<b>Organisation</b>	Asrus- Autism Spectrum Condition Support Group	
<b>Address</b>	294 Teinmouth Road, Torquay, TQ1 4RW	
<b>Tel and email</b>	07780704277 carolebrierleynas@hotmail.com	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
<b>Signed</b>		Date

<b>Name</b>	Pat Harris	
<b>Position/job title</b>	Chief Executive	
<b>Organisation</b>	Healthwatch Torbay	
<b>Address</b>	Paignton Library and Information Centre, Room 17, Great Western Road Paignton, Devon, TQ4 5AG	
<b>Tel and email</b>	01803 402751 & pat.harris@healthwatchtorbay.org.uk	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
<b>Signed</b>		Date

# Parent carer participation grant application 2014/15

## Conditions of Grant

This form should be completed and signed by the person representing the grant holding organisation. This is usually the grant applicant, as identified in Section 2.1, but **must be the grant holding organisation if this is different**, as identified in Section 2.2. Complete name of organisation where indicated.

This grant funding agreement sets out the terms and conditions for the payment by the Secretary of State for Education of a grant to **Torbay Parents Participation Forum** out of monies voted by Parliament under Section 14 of the Education Act 2002. For the 2014/15 financial year payments are included in Estimate Line 37 Early Years (Department).

Subject to Parliamentary approval, the Department is able to offer **Torbay Parents Participation Forum** a grant of up to £15,000 in the 2014/15 financial year. The offer is made on the following conditions:

- a. that the grant is used only in support of parent participation activities agreed with the DfE's contracted partner and set out in the application form (attached);
- b. that the grant will **not** be used to fund activity that may be party-political in intention, use or presentation, nor to propagate a particular religion;
- c. that the grant will not be paid in advance of need; that is, grant will normally be payable against proof of expenditure incurred or to be incurred as set out in the work plan submitted with the grant application;
- d. that grant claims are certified by a senior officer of **Torbay Parents Participation Forum**;
- e. that any grant which remains unspent at the end of the financial year shall be returned to the Department and not carried forward for use in the following financial year;
- f. that grant recipients continue to work with the Department's contracted partner (Contact a Family) to report on activity completed against the workplan and to evidence that funding has been used for its intended purpose;
- g. that **Torbay Parents Participation Forum** will supply a copy of the signed expenditure record in respect of the financial year ending 31 March 2015 with all relevant receipts. This will be checked for accuracy by the DfE's contracted partner (Contact A Family) and then submitted to DfE;
- h. that all proceeds from the disposal of assets acquired with grant funding are returned to the Department unless otherwise agreed;
- i. that the books and records of **Torbay Parents Participation Forum** relating to the claiming

and use of grant are open to inspection by the National Audit Office and representatives of the Secretary of State as and when they may require;

- j. **Torbay Parents Participation Forum** shall have regard to HM Treasury guidelines in the procurement of goods and services for which it receives grant so as to secure best value for money. In particular, contracts of work, equipment, stores and services etc awarded by the **Torbay Parents Participation Forum** shall be placed on a competitive basis, unless there are good reasons to the contrary. Tendering procedures shall be in accordance with the EU Procurement Directive and UK Procurement Regulations where applicable and any additional guidance issued by the Department. **Torbay Parents Participation Forum** shall not make any advance payment, any interim payments or enter into any deferred payment arrangements without the prior written consent of the Secretary of State.

To comply with condition d, you will need to supply a list of those senior officers of the association, with specimen signatures, who are authorised to sign grant claims, being the **Chair of Torbay Parents Participation Forum**.

The Secretary of State's representative and the **Chair of Torbay Parents Participation Forum** signify below, and on a duplicate copy, their acceptance of the terms and conditions of this Funding Agreement which become effective from the date of signing.

This agreement shall be held by the Torbay Parents Participation Forum and the duplicate copy by the Department.

<b>Signed by a person authorised on behalf of the grant holding organisation</b>	
Date	29 <sup>th</sup> May 2014
Signature	
Name (please print)	Chris Sumner
Position in organisation	Chair

---

**For official use only DO NOT COMPLETE**

<b>Signed by person authorised on behalf of the Secretary of State</b>	
Date	
Signature	
Name (please print)	
Position in DfE	

## Declaration regarding 2014/15 participation grant

We will be reviewing applications for the 2014/15 parent carer participation grant before we have monitored the 2013/14 spend of the parent carer participation grant. We therefore require the organisation which holds the 2013/14 grant to complete this declaration.

Area	TORBAY
------	--------

Provide details of the organisation holding the 2013/14 grant:

Organisation	Torbay Parents Participation Forum
Contact name	Marianne Lewis
Position	Co-ordinator/Secretary
Telephone	-07788684965
Address	Torbay Parent Partnership Service c/o Torbay Town Hall, Castle Circus, Torquay, TQ1 3DR

By the end of March 2014 we will have spent this amount of our 2013/14 parent carer participation grant	<b>£11,878.86</b>
---------------------------------------------------------------------------------------------------------	-------------------

Please delete as appropriate:

- We confirm that we have spent the 2013/14 parent carer participation grant in line with the Conditions of Grant, and in line with our agreed plan or our agreed variation of plan. We will return the monitoring form by 30 April 2014.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position Co-ordinator/Secretary

Please return your signed form to:

**Kate Johnstone**

**Programme Officer**

**Contact a Family**

**209 – 211 City Road**

**LONDON EC1V 1JN**

The closing date for applications is **6 June 2014**.

Scanned versions of the form (with digital or scanned signatures) are acceptable and should be emailed to [kate.johnstone@cafamily.org.uk](mailto:kate.johnstone@cafamily.org.uk).