

## Parent carer participation grant - monitoring and reporting 2015/16

Please read the guidance notes which accompany this form before completing. For most fields you must click in the box to enter the text (where it says 'Click here to enter text'). For some fields, you must choose an item from a drop down menu (where it says 'Choose an item').

### Section 1 – Area

Indicate which local authority area you represent:

Area	Torbay
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### Section 2 – Organisational and contact information

2.1 Provide details of the grant applicant and, if applicable, the grant holder.

	Grant applicant	Grant holder (if applicable)
Organisation	Torbay Parents Participation Forum	Click here to enter text.
Contact name	Chris Sumer	Click here to enter text.
Position	Chair	Click here to enter text.
Telephone	01803 853959	Click here to enter text.
Address	9 Wayside, Brixham, Devon, TQ5 8PY	Click here to enter text.
Date	Click here to enter text.	Click here to enter text.

2.2 I hereby confirm that the information contained in this grant monitoring form is true to the best of my knowledge. I confirm that the grant has been used for the intended and approved purposes; and that I will not knowingly provide false information. I understand that it was my responsibility to notify Contact a Family of any changes which may have affected the grant award. I understand that I am liable to prosecution and the recovery of funds should fraud be proven.

Grant applicant signature	Click here to enter text.
Grant holder signature (if applicable)	Click here to enter text.

2.3 Provide **at least two email addresses** which we can use to contact you about the grants monitoring process.

	Email address
Lead organisation	info@torbayppf.org.uk
Grant holder (if applicable)	Click here to enter text.
Other relevant contact	Sumner441@hotmail.co.uk
Any other email	Click here to enter text.
Any other email	Click here to enter text.

### Section 3 – Parent carer involvement

Enter the approximate number of parent carers:

	Approx. number at March 2016
You have contact details for, or the number on your database, or the number asking to be kept informed about participation	450
Are on management or steering group i.e. actively involved in running the parent participation work, or forum	7
Represent the forum on local service working, planning, steering or task groups	5
Have contributed their experiences of services to the forum during this year e.g. via drop in sessions, surveys, consultations	78

### Section 4 – Wider communication

4.1 Does the forum have a website? Yes

If Yes, please provide a link to your site: <http://www.torbayppf.org.uk/>

What is the approximate number of visitors to your site (per month): 20

4.2 Does the forum use other modes of social media communication?

Yes

If yes, what social media sites do you use and how many users are reached through them?

Facebook and Twitter

## Section 5 – 2015/16 summary grant expenditure

### 5.1 – Support in producing financial information

5.1 Did you use a professional service when producing this financial information e.g. an accountant? No

5.2 In the table overleaf, you must record your **planned and actual spend of all of the 2015/16 grants received.**

The first section of the table is for the main 2015/16 grant. There are 11 rows in this section of the table to account for the 11 areas of expenditure identified in the 2015/16 grant application. Choose in the first column the appropriate area of planned spend. You can find this in your final approved 2015/16 grant application form. Enter the amount in the second column. If you had an approved variation, enter the variation amount (as a + or – amount) in the third column. In the fourth column, enter the amount you actually spent on this area of activity. **If you have not provided a spreadsheet** with your monitoring return, please also enter the reference numbers relevant to that area of spend in the fifth column.

If you also received an Extraordinary grant, Discretionary grant, or Further Discretionary grant during 2015/16, information on these is recorded in the next section. The only difference is that you do not need to choose an area of spend in the first column. Complete the second to fifth columns as above.

Note that if your grant was for an amount **other than £15,000**, you should have already received an email from Contact a Family confirming the total amounts for the main grant, Extraordinary grant, Discretionary grant, or Further Discretionary grants, if any. If you did not receive an email about this and you are unsure of the amounts, please contact [pcfgrants@cafamily.org.uk](mailto:pcfgrants@cafamily.org.uk).

## 5.2 – Planned and actual expenditure for all 2015/16 grants

Area of spend	Approved spend (from applications)	Grant variation (+/- £500)	Actual spend (enter £0 if item/activity did not happen)	Proof of Expenditure (leave blank if you have provided a spreadsheet with references)
<b>Main grant e.g Events</b>	£2,000	-£500	£1,500	<i>E1, E2, E3, E4</i>
Events	£5250	+£370.60	£5620.60	In1, C24 In6 In8 In9 In10 In11 In13 In14 In15 In19
Parent carer expenses	£3500	+£174.84	3674.84	C1 C2 C3 C4 C5 C6 C7 C8 C9 C10 C12 C13 C14 C15 C16 C18 C19 C20 C21 C22 C23 C26 C27 C28 C29 C30 C31 C32 C33 C34 C35 C36 C37 C38 C39 C40 C41 C42 C43 C44 C45 C46 C47 C48 C49 C50 C51 C54 C55 C56 C57 C58 C59 C60 C61 C62 C63 C64 C65 C66 C67 C68 C69 C70 C71 C72 C73 C74 C75 C77 C78 C79 C80 C81 C82 C83 C85 C86 C87 C88 C89 C90 C91 C92 C93 C94 C99 C100 C101 C102 In20 C103 C104 C105
Meetings	£250	+£168	£418	In12 In16
Staffing costs	£5000.00		£5000.00	In5
Infrastructure	£500	-£10.98	£489.02	C11 C17 In2 C52 C53 C76 In17 C95 C96 C97C98 In18
Develop info & resources	£500	+£182	£682	C25 In4 In7
Choose an item				

Choose an item				
Choose an item				
Choose an item				
Choose an item				
<b>Extraordinary grant</b>				
<b>Discretionary grant</b>	£1000			
<b>Further discretionary grant</b>	£500			
<b>Total grant money</b>	£16500		£15881.93	

## Section 6 – Outputs and outcomes for 2015/16 main grant

In this section we ask you to look back at the anticipated outputs and outcomes you described in your 2015/16 grant application, and tell us what actually happened or changed as a result of how you spent your grant. You will be asked about any other grants you received in Section 7 below.

<b>Spend Item 1 - Events</b>
<b>Spend breakdown</b>
<p><b>Event 1- Fair Play Day recruitment event with consultation opportunities - £396 on wrist bands and pens.</b></p> <p><b>Event 2 – Autumn Event with a national speaker from IPSEA - £3148 - This included the hire of the venue, food, equipment hire, video editing and printing.</b></p> <p><b>Event 3 Spring co-production event - £1265 – This included the venue hire and food.</b></p>
<b>Output</b>
<p>Plan the events through out the year.</p> <p>Send out invites for the events to our membership and interested professionals.</p> <p>Ensure the smooth running of all events.</p> <p>Provide attendees with the information and provide opportunities for participation and co-production.</p>
<b>Outcome</b>
<p>We will have organised and run 3 events during the year allowing more parent/carers the opportunity to voice their views and to and to be consulted with:</p> <p>August 2015 – Fair play day – a closed ‘Fun Fair session for SEND children which allowed us to recruit new members to the forum and to promote and encourage participation. Stakeholders had the opportunity to run consultation stands.</p> <p>November 2015 – Event with National Speaker input – This was delivered by a member from IPSEA and was all about disability discrimination, transport and the SEND reforms development in Torbay.</p> <p>March 2016 – This was a co-production event with Speech and Language and also the local Educational Psychologist. 1.This help to launch and promote awareness of an improved service to our families.2. Raise awareness of the EP reports purpose within an EHC plan and how this affects the families in Torbay.</p>

<b>Spend Item 2 - Parent carer expenses</b>
<b>Spend breakdown</b>
<p><b>Travel - £954.09 – to inc. mileage,taxi's, train fares etc.</b></p> <p><b>Childcare - £2700 to inc. carers costs incurred to enable them to attend meetings etc.</b></p>
<b>Output</b>
<p>Ensure childcare issues are not a barrier for parent/carers that want to participate.</p> <p>Pay out of pocket expenses making it financially viable for parent/carers to attend meetings and events.</p> <p>Follow proper accounting methods to pay expenses (i.e. prior approval of large expenses and ensure that expense forms are completed with attached receipts).</p>
<b>Outcome</b>
<p>We have :</p> <p>Continued to provide travel expenses 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 are willing to attend LA/Health meetings, steering group and working parties.</p> <p>Been able to facilitate any parent/carer wanting to attend meetings and events the ability to do so, in order to build a rep bank.</p> <p>Ensured proper accounting</p> <p>Been actively involved with developments made to make transition through to adult services more seamless and effective.</p> <p>Worked closely with the LA and Health through focus groups, events.</p> <p>Increase our presence within the Health Authority and promoted our memberships views.</p>

<b>Spend Item 3 - Meetings</b>
<b>Spend breakdown</b>
<b>Room Hire - £418</b>
<b>Output</b>
<b>Hold steering group meetings at least once a month and more often if required,</b>

<p><b>which could include presentation from professionals.</b></p> <p><b>Ensure sufficient time for planning for events.</b></p> <p><b>Have administrative staff either attend or be fully briefed on actions that the steering group require in order to implement agreed work.</b></p>
<p><b>Outcome</b></p>
<p>We have:</p> <p>Written and adopted a range of new or updated policies and organisational documents including a revised constitution.</p> <p>Continued to raise awareness of the SEND reforms and made as many people as possible aware of how to participate in Torbay changes.</p> <p>Worked closely with LA and Health through focus groups, events and survey monkey</p> <p>Co-worked with Torbay Council and Health commissioners to review services that are relevant to SEND families.</p>

<p><b>Spend Item 4 - Staffing costs</b></p>
<p><b>Spend breakdown</b></p>
<p><b>Staffing costs - £5000 included support with administration for events, steering group meetings, facebook, twitter, policies and other essential documents, e-bulletins keeping membership database up to date keeping website up to date using survey monkey as a consultation and feed back tool.</b></p>
<p><b>Output</b></p>
<p>Letter of agreement with Torbay Community Development Trust (TCDT) regarding expectations of support staff</p> <p>Payment of staffing costs invoice from TCDT</p> <p>Have administrative staff either attend or be fully briefed on actions that the steering group require in order to implement agreed work.</p> <p>Have administrative staff hold the PPF Phone to field and direct queries and book members on events.</p>
<p><b>Outcome</b></p>
<p>We have ensured that all administration required to carry out agreed actions from</p>



steering group meetings in relation to: use of 'survey monkey' as an effective way of consulting with our wider membership on a range of issues and services; Increase the knowledge of families about the Torbay Parents Participation Forum is currently doing and has done previously, through the website and posted information, bulletins and email updates; increasing members awareness of the presence of the PPF on Facebook, ensuring our website is kept up to date, writing up and publishing documents and organising events.

<b>Spend Item 5 - Infrastructure</b>
<b>Spend breakdown</b>
<b>£489.02 Paper,ink and stamps</b>
<b>Output</b>
<p>Print and post letters to our members for whom we have no electronic information for, which strengthens our ability to keep in touch with 'Hard to reach' members.</p> <p>Ensure administrative staff and steering group members have the required materials to undertake day to day tasks needed</p>
<b>Outcome</b>
Engage with more hard to reach members especially those who do not have internet connections or electronic addresses

<b>Spend Item 6 - Develop info &amp; resources</b>
<b>Spend breakdown</b>
<b>£682 – P.O. Box address, Liability insurance, Parent carer contribution website</b>
<b>Output</b>
<p>Continue to organise and pay for a PO Box address as a postal point of contacts as we do not have a physical office.</p> <p>Make sure that the web domain is kept</p> <p>Making sure that we as a forum are covered with insurance for all our events.</p>
<b>Outcome</b>
Ensure we have an effective postal address for parent/carers to be able to join by posting membership forms to us and other organisations and service providers are

able to write to us

Keeping the web page open so that our members are able to book onto our events and also see any information that is publicly displayed there for them to read.

Keeping our members safe in the event of accidents.

**Spend Item 7** - Click here to enter text.

**Spend breakdown**

Click here to enter text.

**Output**

Click here to enter text.

**Outcome**

Click here to enter text.

**Spend Item 8** - Click here to enter text.

**Spend breakdown**

Click here to enter text.

**Output**

Click here to enter text.

**Outcome**

Click here to enter text.

**Spend Item 9** - Click here to enter text.

**Spend breakdown**

Click here to enter text.

**Output**

Click here to enter text.

**Outcome**

Click here to enter text.

<b>Spend Item 10</b> - Click here to enter text.
<b>Spend breakdown</b>
Click here to enter text.
<b>Output</b>
Click here to enter text.
<b>Outcome</b>
Click here to enter text.

<b>Spend Item 11</b> - Click here to enter text.
<b>Spend breakdown</b>
Click here to enter text.
<b>Output</b>
Click here to enter text.
<b>Outcome</b>
Click here to enter text.

## Section 7 – Outcomes and outputs from 2015/16 extraordinary and discretionary grants spend

Only complete this section if you received funding through the Extraordinary grant, Discretionary grant or Further Discretionary grant process. If you did not receive any further funding in 2015/16, go to section 8.

### 7.1 Outcomes and outputs from 2015/16 Extraordinary grant spend

Please indicate the outputs and outcomes you achieved from the 2015/16 Extraordinary grant.

Item (from application)	Spend breakdown	Output	Outcome
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

### 7.2 Outcomes and outputs from 2015/16 Discretionary grant spend

Please indicate the outputs and outcomes you achieved from the 2015/16 Discretionary grant (November).

Item (from application)	Spend breakdown	Output	Outcome
Towards events	£1000 To increase the number of members to be able to attend	Conference on coproduction for parent carers and professionals. Hire of venue and catering of event. At least 65 parent carers to attend	We will be passing on information which will help and inform members of PPF and professionals Better understanding of coproduction amongst professionals and parent carers Recruit more members for forum Higher profile for forum with professionals and parent carers

### 7.3 Outcomes and outputs from 2015/16 Further Discretionary grant spend

Please indicate the outputs and outcomes you achieved from the 2015/16 Further Discretionary grant (February).

<b>Item</b> (from application)	<b>Spend breakdown</b>	<b>Output</b>	<b>Outcome</b>
£500 towards next event	Was not actually needed	Click here to enter text.	Click here to enter text.

## Section 8 – value for money

8.1 Were any parent carers paid in a professional capacity (i.e. not as a parent carer), and was the decision to do so minuted, and in line with the forum's governance documentation?

No

If Yes, please provide details:

[Click here to enter text.](#)

8.2 Did the forum utilise the service of a business that is owned by a parent carer, or a relative of a parent carer in the forum?

No

If Yes, please provide details:

[Click here to enter text.](#)

8.3 Did the forum receive funding to support **parent carer participation** in 2015/16 (other than the DfE grant)?

No

If yes, please select who the funder was: [Choose an item.](#)

If yes, how much did you receive? [Click here to enter text.](#)

*Do not include additional funding for service delivery such as short breaks, face to face support, running parent support groups*

## Section 9 – Joint working

How would you describe your forum's relationship with the following services?

### 9.1 Education

Choose an item that best describes your relationship with education - **Consultation**

Describe who in education you are working with, and provide at least one example of how the forum has influenced a decision, policy or procedure:

*Enter your comments where it states 'Click here to enter text'*

We have had a large amount of presence at various conferences such as The local SENCO conference but we feel as a steering group that we have had no real influence with regards to decisions, policies, or procedures. We may not of had any influence in these thing but at least we are now being given more information about changes that are happening and we are now being invited to more key meetings. We are working hard to build on the relationships that we have developed with Education. Academy status has made this very challenging over the last year,

### 9.2 Social Care

Choose an item that best describes your relationship with social care - **Consultation**

Describe who in social care you are working with, and provide at least one example of how the forum has influenced a decision, policy or procedure:

*Enter your comments where it states 'Click here to enter text'*

Over the last year we have helped with the production of the new local Transitions booklet this has already gone to publish

### 9.3 Health

Choose an item that best describes your relationship with health - **Participation**

Describe who in health you are working with, and provide at least one example of how the forum has influenced a decision, policy or procedure:

*Enter your comments where it states 'Click here to enter text'*

Over the last year we have had several conferences one of which has had the lead from the new Speech and language therapy department and they delivered information about how to contact and refer to the service. We also as a steering group sit on various health committees these include C/YP Paediatric committee, CAMHS Family forum, CCG Personal Plans Committee, Re-shaping Community Health Services.

#### **9.4 Short Breaks Services Statement**

How much involvement has your forum had in reviewing your local area's Short Breaks Service Statement? Choose the item that best describes your situation:

We actively participated in considering what should be in the statement and its review

Is there anything else you would like to tell us about short breaks in your area?

*Enter your comments where it states 'Click here to enter text'*

We have been fully involved with the production of the local statement helping to write some of it and also being asked to help make this as family friendly as possible

#### **9.5 SEND Reforms**

What involvement has your forum had in relation to the continuing implementation of the Special Educational Needs and Disability (SEND) reforms and new legislation? Indicate if your forum has been part of any process or service reviews post-implementation.

*Enter your comments where it states 'Click here to enter text'*

We held a conference in November and had a key member of the LA speak about how things have moved on in the 12 months since the implementation came in.

#### **9.6 Local Offer**

Has your forum been involved in reviewing your area's Local Offer?

No

Please provide any comments you have regarding your Local Offer:



*Enter your comments where it states 'Click here to enter text'*

We feel that finding your way onto the Local Offer web site is very difficult and feel that a lot more work is needed in this area. Initially there was a lot of work done on this but since then things have slipped and nothing further has been done

## **Section 10 – Engaging with parent carers and other groups**

10.1 Can you provide us with an example of your forum's strategy or activity related to groups which are seldom heard, and what the outcomes have been? *Leave blank if not applicable*

*Enter your comments where it states 'Click here to enter text'*

Click here to enter text.

10.2 Does your forum keep a record of details such as age, ethnicity, parents' disability, whether parents work, and other diversity issues? No

10.3 In order to demonstrate that the forum represents families whose children have a range of disabilities and experiences, do you keep an annual record of your membership and steering group to evidence this? No

Do you have any comments on this?

*Enter your comments where it states 'Click here to enter text'*

We have always felt that it was not necessary to distinguish each child's SEND needs

10.4 Is there a disability represented by a significantly greater number of members of your forum? Yes

If yes, please tell us which group this is, how you know this, and any comments you have:

*Enter your comments where it states 'Click here to enter text'*

A large number of our parents have children who are ASD

10.5 How does your forum link with other groups of parent carers and organisations that support disabled children your area?

*Enter your comments where it states 'Click here to enter text'*

We have links with SENDIASS, ASrUS and APS the last 2 are parent lead groups, parent coffee mornings in the main Specials Needs school and also the special needs Play group for under 5. We also have links with Play Torbay & Young carers

### **Section 11 – Regional network meetings**

Do members of your forum regularly attend the regional network meetings?

Yes

Please give feedback about why you do, or do not attend:

*Enter your comments where it states 'Click here to enter text'*

We feel as a steering group that contact with the wider Network is very important as this is a great way of meeting other forum member.

Are you happy for this information to be shared with the National Network of Parent Carer Forums? Yes

### **Section 12 – Greatest achievements and challenges from 2015/16**

What were your forum's greatest achievements in 2015/16?

*Enter your comments where it states 'Click here to enter text'*

Our Chair has managed to forge new contacts and on going professional relationships with various care providers both in the health and social care services thus strengthening our representation of parents in the community we are now seen as a must have partner in key health and social care sectors

What were the greatest challenges you faced in 2015/16?

*Enter your comments where it states 'Click here to enter text'*

Strengthening our steering group has been one of our greatest challenges.

Are you happy for your answers to section 12 to be shared with other forums, and through the National Network of Parent Carer Forums including via social media?

Yes

### Section 13 – Satisfaction levels

Contact a Family are keen to know how you feel about the support that has been available to you. Please chose from the drop down list how satisfied you were with the service given on the following:

	Satisfaction level
Q1 The contact I have had with my Parent Carer Participation Advisor	Very satisfied
Q2 How my enquiries about the grant process have been dealt with	Satisfied
Q3 How I was kept informed of the progress of our grant application	Very satisfied
Q4 How my enquiries with other members of the parent carer participation team (not the grant or Advisor) have been dealt with <i>leave blank if n/a</i>	<a href="#">Click here to choose an response</a>
Q5 How satisfied have you been with regular communications (including the joint bulletins produced with the NNPCF) sent or available from the parent carer participation team	Satisfied

Do you have any other comments to make about the service you received from Contact a Family?

*Enter your comments where it states 'Click here to enter text'*

[Click here to enter text.](#)

Do you have any suggestions for improvements?

*Enter your comments where it states 'Click here to enter text'*

Contact a Family need to promote themselves in the various sectors more so that parents and carers also know who and what they do

Monitoring and reporting form and Proofs of Expenditure must be submitted by **29 April 2016**.

### **Format accepted for 2015/16 grant monitoring form**

**At least one copy MUST be submitted in Word or similar format (soft copy).** **Speak to your Advisor if you are unable to submit a soft copy.** The soft copy does not need to be signed if you are also posting a signed hard copy, or emailing a scanned copy of the form. However, if this is the **only** copy submitted, it must include a digital or scanned signature. Typed signatures in handwriting font are not acceptable.

**Hard or scanned copy, or pdf, is accepted in addition to the soft copy.** If you do not have digital or scanned signatures on the soft copy, then you must also submit a hard copy or pdf with signatures.

### **Format accepted for Proofs of expenditure**

**You do not need to submit the original Proofs of Expenditure.** We accept photocopies or scanned copies of Proofs of Expenditure, whichever is easier. If you submit photocopies, it is on the understanding that you retain the originals, and that you can make these available if the Department for Education (DfE) request an audit in your area.

If you do submit original Proofs of Expenditure, **we strongly advise that you take a copy, as documentation can go missing in the post.**

### **Posting items**

We recommend that posted items are sent by recorded or special delivery. A number of submissions have been lost in the post in previous years.

### **Addresses**

[pcfgrants@cafamily.org.uk](mailto:pcfgrants@cafamily.org.uk)

**Parent Carer Participation Grants team**

**Contact a Family**

**209 – 211 City Road**

**LONDON EC1V 1JN**