

## Grant Monitoring Form 2016-17

**Submission ID** 3679174347768761296

**Submission Date** 2017-04-28 06:31:14

# Grant Monitoring Form 2016-17

## Instructions

Please read the guidance notes which explain how to complete this form. For most fields you must click in the box to enter the appropriate text and there will be some drop-down menus for you to complete. Some questions have a red asterisks ("\*") next to them, they are 'required'. **This means you cannot progress through the form until these are completed.**

An error message in red will appear declaring 'There are errors on this page. Please fix them before continuing.' This means you have to answer the questions, or complete the information that is required.

Once you have submitted your monitoring form, you and your regional advisor will receive an e-mail detailing your responses, which will also contain an option to edit your submission.

As you complete each page (by clicking 'Next') your progress will be saved. **If you need to return to your form, please ensure you've clicked 'Next' before closing down.** When you do return to the form please click on the link in the email you receive from us titled: 'Grant monitoring 2016-17 - initial sign-up'

*If you wish to work on the form collaboratively with others in the forum, be sure to forward the email "Grant monitoring 2016-17 - initial sign-up" to them so they can access the form as well.*

Section 1 - Area

Section 2 - Organisational and contact information

Section 3 - Declaration

Section 4 - Parent carer involvement figures (contact details/steering group/representation/contributed experiences/social media followers

Section 5 - financial information - staffing costs/total spend (with proof of expenditure references)/attach spreadsheet (if you have one)

Section 6 - Outputs and Outcomes/Forum health and effectiveness - what additional support do you need?/Achievements and challenges/relationships with Education, Social Care, Health, Local Offer

Section 7 - Value for money

Section 8 - Engagement with parents and other groups (seldom heard)

Section 9 - Regional network meetings

Section 10 - satisfaction levels

**Please be aware the form will need a reliable internet connection to work effectively!**

*Click 'Next' to begin the monitoring form!*

## Section 1 – Area

Indicate which local authority area you represent:

**Area** Torbay

## Section 2 – Organisational and contact information

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

<b>Organisation</b>	Torbay PPF
<b>Grant applicant Contact Name</b>	Tamzen Pugh
<b>Position</b>	Treasurer
<b>Telephone</b>	07712233768
<b>E-mail</b>	tazpugh@gmail.com
<b>Address</b>	1 Gibson Road Paignton Devon TQ4 7AG
<b>Date</b>	13-04-2017

2.2 Provide details of the organisation holding the grant if different from the grant applicant in 2.1. *If completed, this organisation must also complete the Conditions of Grant. Leave blank if not applicable.*

<b>Grant Holding Organisation</b>	
<b>Grant Holder - Contact Name</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>Address</b>	
<b>Date</b>	

Please provide at least one other contact for grant queries who may be contacted during the school holidays.

<b>Name</b>	Carole Brierley
<b>Position</b>	Chair
<b>Telephone</b>	07780704277
<b>E-mail</b>	carolebrierley@hotmail.co.uk

### Section 3 - Declaration

3.1 Contact a Family is the Department for Education's contracted partner responsible for managing the Parent Carer Participation Grant. The grant is funded with public money and forums and grant holders are accountable to both the DfE and the general public when accounting for how this money is spent. Contact a Family has a duty to ensure that grant holders manage their grant effectively, and in line with the conditions of grant.

3.2 As the Grant Applicant/Grant Holder you are required to sign the following declaration regarding the use of the grant.

- *I/we hereby confirm that the information contained in this grant monitoring form is true to the best of my/our knowledge.*
- *Key financial decisions have been made by the full committee and have been recorded in minutes.*
- *The proofs of expenditure and details of spend relate **only** to the DfE Parent Carer participation grant.*
- *I/we confirm that the grant has been used for the intended and approved purposes; and that I/we have not knowingly provided false information.*
- *I/we understand that it is my/our responsibility to have notified Contact a Family of any changes which may have affected the grant award.*
- *I/we have not committed fraud, and am/are not aware of any act of fraud committed by another person or persons.*
- *I/we understand that I am/we are liable to prosecution and the recovery of funds should fraud be proven.*

*If there is a grant holder and a grant applicant, both parties need to agree to these terms and conditions.*

I agree to these terms as the grant applicant named in section 2.1 above

### Section 4 – Parent carer involvement

Enter the approximate number of parent carers:

**You have contact details for, the number on your database, or the number asking to be kept informed about participation** 557

**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** 7

**Have contributed their experiences of services to the forum during this year e.g. via drop in sessions, surveys, consultations** 550

**Who follow the forum on social media, or the number of hits on your website** 5188 hits on the website these are only new hits and doesn't show every visit only when they first visit.  
we have had 218 likes to date on our facebook page

## Section 5 – 2016/17 Use of Grant

### 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 – Financial breakdown

5.2 For the 2016/17 grant period we require you to provide a full budget breakdown of your grant spend including:

Staffing and wages – including how many hours worked/hourly rate and work covered

Parent carer remuneration – fully signed off claims must be submitted which adhere to your forum's financial control policy and the terms of the grant award

Parent carer expenses – full, signed off claims must be submitted which adhere to your forum's financial control policy.

We require a total figure of spend for the year for your main grant and any Discretionary grants obtained.

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 and any Discretionary grants. 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).

### Staffing Costs Declaration

Does the forum employ a paid worker?

Yes

Hours worked (per week)

6.9

Hourly rate (£)

12.50

If you have any comments about this please state here

our Admin support invoices us monthly rather than an hourly rate but this is what it breaks down to.

I hereby state that the Staffing Costs information above is correct and that the decision to pay them was made by committee and is accurately minuted (click 'I confirm')

I confirm

### 5.3 – Total expenditure for all 2016/17 grants

Please refer to your 2016/17 application to see what your stated activity for 2016/17 was.

Click on ' Save and Add Row' to create new rows.

Be sure to include your Discretionary grant if you applied for one.

Copies of all proofs of expenditure documents (invoices and receipts, signed expenses claim forms etc.) must be included and referenced with your return. These can be sent by email, DropBox or by post (for details of how to do this see the final page of the form) and ideally can be cross-referenced with your financial spreadsheet.

	<b>Area of spend</b>	<b>Total Spend (enter £0 if item/activity did not happen)</b>	<b>Proof of expenditure (leave blank if you have provided a spreadsheet with references)</b>
	events	2415.80	
	parent carer expenses	2318.84	
	meetings	2500	
	Infrastructure	1884.34	
	development and info	3636.15	
	Staffing costs	2250	
<b>Your total grant spend for 2016-17</b>		15005.13	
<b>If you have a spreadsheet showing your expenditure please upload here</b>		<a href="#">Accounts 2016-17.xlsx</a>	

### Section 6 – Outputs and outcomes for 2016/17 main and discretionary grant

In this section, we ask you to look back at the anticipated outputs and outcomes you described in your 2016/17 grant application and tell us what actually happened or changed as a result of how you spent your grant. We will also ask you to do this for any Discretionary grants that you received. We also want to know about your relationships with services and how the forum has impacted upon local service delivery.

#### 6.1 – Activities (outputs)

**Please summarise your main aims and the activities you carried out using the 2016/17 Parent Carer Participation grant funding – i.e. Large event or conference, Open day, Parent Training, Staffing, parent carer expenses, day to day running costs, purchase of equipment etc. (Maximum 500 words)**

Events - We ran 3 events this year.

1. Fair Play day recruitment & consultation Aug 2016
2. NHS consultation - on procurement of future services with the CCG

Parents were able to give their views to the CCG on current NHS services up for tender and what they would like new service providers to deliver.

3. Transition to Adulthood - child to adult services and DWP benefits

Parents were talked through the transition process of moving from children's to adult services within education and social care. This included how to access more information via the local offer. There was then a talk from the DWP on the different benefits that are available once our young people leave education and move into adulthood. This included to planned change to universal credit.

Parents had the opportunity during Q&A sessions throughout both presentations to reinforce their understanding and have queries answered.

Relevant services provided information stands.

Invites were widely circulated, information booklets were produced and conference 3 was filmed and posted to you tube.

Parent carer expenses

We approved all and accounted for all parent carer expenses for attending participation events and meetings.

Meetings

Monthly SG meetings were held to discuss previous forum activities and future planning.

Infrastructure

Office hire contract was continued. Storage of PPF equipment was stored, a computer, shredder and ongoing office supplies were purchased.  
A contracted administrator was interviewed and appointed by the SG.

Development info and resources

Redraft of our leaflets has been done and submitted to the printers for imminent distribution. A re-design of our website was approved by the SG and is under construction with the previous contractor Cosmic.

Staffing costs

Following the appointment of the admin contractor a monthly invoice is paid for her services.

## 6.2 - Outcomes

**Please tell us about your progress towards these aims. We want to know what you have achieved by using the grant money (Maximum 500 words) What difference did having the grant funding make? Consider outcomes for the forum (strengthening; capacity building; training; cohesion) and furthering participation (increased membership; promotion; greater influence; website and social media reach; responses to consultations); positive outcomes for service development (boards and meetings you have reps on; changes made as a direct result of the forum's involvement or influence; reports submitted as evidence); outcomes for parents (increase in knowledge, confidence, skills, resilience, reduction of isolation; harder to reach groups or families).**

Event 1 - Our membership increase by 128 this year

Event 2 - Parents reported they had felt listened to and that their opinions did matter.

Event 3 - Parents were able to ask questions and address their frustrations regarding services but also engage in productive discussions about what they would like to see improved. All speakers remained behind and parents were able to talk to them about their own specific situations and get advice.

By recording these sessions and publicising them on the Torbay PPF you tube channel it has enabled those members and beyond, who could not attend access to this help and advice.

Parent carer expenses

By covering these costs we have been able to attend and represent our members at as many meetings as capacity allows both locally and out of area (National conference, regional cluster meeting etc).

Parent were able to attend events without financial issues.

Meetings

We have continued our co-production work with the LA. Our SG members sit on several committees both with the LA and Health. The SG also meets quarterly with the head of service for SEND.

The SG meet monthly ensuring sufficient time for planning events, future workstreams and regular feedback of ongoing projects. Work parties meet to co-ordinate event processes.

Infrastructure

The continued renting of an office has given us space to store PPF equipment and records that is accessible to all SG members. It provides office space for our administrator to work and have access to the records required for her post. We have use of a meeting room when hosting meetings with the LA or NHS partners.

Purchasing of the shredder has made disposing of confidential documents easier and more efficient.

Development info and resources

We have updated our leaflets, which were design when the PPF first formed and due to only incurring 6 months of admin support costs have been able to begin a redesign of our website to make it more inviting and user friendly for our members.

Staffing costs

The employment of admin support has made the organisation of events much more streamlined and efficient.

She is able to monitor e-mails, take minutes of meetings and update the website. All of this has freed up time for the SG members to attend meetings.

This has taken huge pressure off of the volunteer steering group who were struggling to cope. Having lost 2 very active members of the SG due to burn-out and disillusionment, this change has been the most invaluable.

### 6.3 - Forum health and effectiveness

We'd like to know a little about how your forum has fared over the last year. Has anything impacted upon your expected progress, or have you encountered significant challenges?

**6.4 How would you rate your forum's current overall effectiveness?**

We're doing okay but could do with some adviser guidance

**Please tell us about the support that you require below (maximum 250 words)**

we are finding that there are a few things that both the new chair and and treasurer are having to take on. We have new responsibilities as most of our steering group members are finding difficulties giving much of there time to sitting on various ccg's and other commitees

**6.5 Have there been any major changes to your forum's structure or personnel this year that have impacted upon your expected progress, or the grant?**

Yes

**6.5 If so, please tell us about them in the box below:**

we have had both of our most experienced members of the steering group leave, this was our chair and secretary This has made us rather cautious to take on too many new projects. but in October we took on an admin support worker this has been most beneficial to the steering group but this has come with its own problems and a lot of out electrical equipment has had to be renewed which has also been beneficial.

6.6 Please tell us a little about your greatest achievements and challenges during the 2016/17 grant period.

**What were your forum's greatest achievements in 2016/17?**

our main achievements are getting the new admin support worker on board and for the new chair to organise the March event on transitions to adulthood and getting DWP to come and give us a presentation on benefits that are available for our young people who have SEND

**What were the greatest challenges you faced in 2016/17?**

our greatest challenges are having members who are unable to attend meeting as reps for the PPF and we feel that this is going to be an on going problem for the foreseeable future as most of the meetings are attended by just 2 of our steering group members thus restricting the capacity

**Are you happy for your answers to section 6.4 – 6.6 to be shared with other forums, and through the National Network of Parent Carer Forums including via social media or their annual report?**

Yes

### 6.7 Relationships

We ask the questions in this section to help you to assess how your forum is working with services in your area. It can help to identify progress or deterioration in relationships since the last grant monitoring. This not only helps us as the DfE's contracted partner, to monitor participation and report to the DfE about the benefits of maintaining the grant, but helps forums to prioritise areas of work for the coming year.



## Education

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

Participation

**How would you describe your forum's relationship with Education in your local area?**

We have a good relationship with the LA SEND team. We are looking to widen this out to SENCOs in order to reach more parents

## Social Care

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

Consultation

**How would you describe your forum's relationship with social care services in your local area?**

This is less well established especially with adult services as we have concentrated on education and health more. However this is a capacity issue on our part more than anything else.

## Health

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

Participation

**How would you describe your forum's relationship with health agencies in your local area?**

We have a good relationship with the CCG and carers strategy services within the area. We also attend the SEND operation leads committee which include education, health and social care. We have focused on specific areas of health in the past such as CAMHS and Speech and Language. It is harder to co-ordinate because services are not interlinked.

## 6.8 Local Offer

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

Yes

**Please provide any comments you have regarding your Local Offer**

The local offer has improved significantly since being moved back to the LA in August 16. However the LA are well aware that it needs further work. Torbay compared well in a peer review of the local offer in March 17 which one of our SG attended.

**6.9 Was/is your forum involved in preparations for the Ofsted/CQC local area inspections?**

Yes

**Do you have any comments about this?**

We are just about to start this process in Torbay but the LA are keen to include us.

## Section 7 – value for money

**7.1 Were any parent carers paid in a professional capacity (i.e. for admin or coordination), and was the decision to do so minuted, and in line with the forum's governance documentation?**

No

**7.2 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?**

Yes

**If yes, please provide details**

Editing for our March 17 conference was done by Darren Brierley the chairs son with SG approval. He is a young man with ASD and we are supporting him to become more independent. His quote was cheaper than our previous suppliers and the results have been very effective.

**7.3 Did the forum receive funding to support parent carer participation in 2016/17 (other than the DfE grant)?**

No

**If yes, please select who the funder was**

**If yes, how much did you receive**

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

## Section 8 – Engaging with parent carers and other groups

**8.1 We don't expect forums to be able to engage with all groups but can you provide us with an example of your forum's strategy (if you have one) or activity related to groups which are seldom heard and tell us how you plan to reach more families in your local area?**

Having just updated our leaflets we plan to do a wide distribution throughout the bay in schools, doctors surgeries, CAMHS and the hospital. We have also set up a facebook forum this year to promote word of mouth as this seems to be peoples preferred medium.

We also have connections with carers and young carers teams with our area.

By groups that are seldom heard we mean:

Muslim, Traveller and Jewish Orthodox faith communities.  
Polish, Romanian, Somali, Syrian, African, Indian and Pakistani communities.  
Families experiencing domestic abuse/substance misuse.  
Families with unsettled ways of life (e.g. former asylum/ recent refugee status).  
Very low income families or families whose income drops suddenly due to a change in circumstances, self-employed.  
Home educated children  
Families with a disabled adult parent carer and particularly all those with learning disabilities or mental health issues.  
Very young or new parent/carers.  
New to caring role e.g. grandparent/kinship carers/foster carers.  
Rare conditions – children with rare condition, family lacking support network/ information.  
Lack of digital skills/engagement/literacy skills and social media awareness.  
Families with health conditions where disclosing status can have a wide-reaching impact.  
Families who do not recognise their child as having a disability.  
Rural or geographically isolated families.

**8.2 Does your membership form request details that enable you to collect information on diversity issues?**

No

**8.3 Do you keep a running record of your membership and steering group to evidence your forum's diversity**

Yes

**8.4 Do you record information about their child/young person's disability or condition?**

Yes

**Can you tell us more about this?**

This is an optional field and also which school the child attends. Now we have admin support it is our plan to target specific conditions or schools with relevant information rather than everyone getting everything. Hopefully better targeted information will encourage members to read their e-mails more often.

**8.5 Is there a disability represented by a significantly greater number of members of your forum?**

Yes

**Do you have any comments on this?**

We have a high number of Autistic families

**8.6 Which other groups of parent carers and organisations that support disabled children in your area does your forum have links with? (Maximum 250 words)**

SEND team, autism support groups, SENDIASS,

## Section 9 – Regional network meetings

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

Yes

**Please give feedback about why you do, or do not attend and what your forum gains from attending:**

we feel that it is important to keep up to date with how other parent care forums are doing.

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

Yes

## Section 10 – 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:

**Q1 The contact I have had with my Parent Carer Participation Advisor**

Satisfied

**Q2 How my enquiries about the grant process have been dealt with by the grants team**

Very satisfied

**Q3 How my enquiries with other members of the parent carer participation team (not the grant or Advisor) have been dealt with leave blank if n/a**

Satisfied

**Q4 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**

Very satisfied

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

**Do you have any suggestions for improvements?**

**What is your adviser's email?**

sue.mennear@cafamily.org.u

Your adviser will recieve a copy of your submission and will be in touch if they think any amendments are needed. It is best just to submit the form as a draft than wait for comments, the form can be edited at a later date.

You are now ready to submit your grant monitoring 2016/17. Please click the 'submit' button below to complete the grant monitoring application. You will receive a confirmation email which will allow you to:

edit your submission

save your submission as a PDF for your own records.

We will of course need your proof of expenditure, you can send this in a number of ways after you've clicked submit.

Send via e-mail to [pcfgrants@cafamilly.org.uk](mailto:pcfgrants@cafamilly.org.uk)

Send via Dropbox to - [Monitoring proof of expenditure Dropbox](#)

Send via post to:

Ben Bennett

Contact a Family

209-211 City Road

LONDON

EC1V 1JN