

Dear Parents and Carers,

East Sussex is committed to working with parents and carers across the county to co-produce work that improves the outcomes for children and young people. To support this, we would like to invite expressions of interest from parent and carer support organisations to become East Sussex County Council's recognised Parent and Carer Forum.

This Call for Expressions of Interest has arisen after informal approaches to the council, and we wish to invite any others that may be able to fulfil the role (detailed below) of the recognised parent and carer forum before we consider if and how to proceed with them.

The recognised Parent and Carer Forum would represent the voice of parents across East Sussex with children with the full range of SEND, working to reach marginalised groups and bring a parent voice that is representative of those across the county. The Forum would also work strategically with the Local Authority to ensure that all key policies around SEND are co-produced with local parents of children with SEND and to help deliver key priorities to improve outcomes for children and young people with SEND.

In order to be eligible, organisations who submit an expression of interest must be able to demonstrate how they meet the criteria set out below:

- The organisation is incorporated (or able to demonstrate are in the process of) and has an independent Board of Trustees who will not benefit financially from any undertaking of their duties
- The organisation must be willing to work with an appointed independent support organisation, which will fulfil back-office functions and provide professional advice and strategic guidance to the forum.
- That the Chair of organisation and Chair of Trustees meet with East Sussex County Council representatives on a quarterly basis to report on the performance set against Key Performance Indicators
- That any staff undertaking functions commissioned by the LA from its own resources have clear Job Descriptions and Person Specifications for their roles and appropriate contracts of employment
- There is an accountability framework set up to ensure that any staff funded through LA resources meet the requirements of their post
- The successful organisation can demonstrate how they would engage and work with other parent and carer support groups within the county (including any who may have been unsuccessful in this bid).
- The organisation has clear plans to include representatives from key groups in its management committee:
 - Children in the Early Years
 - Children with SEND, on SEN Support, but without an EHCP
 - Children with a wide range of disabilities, complex health needs and mental health difficulties

- Children and young people attending mainstream schools, special schools, alternative provision, independent non maintained provision, and college provision
- Young adults transitioning to adulthood, moving into work opportunities, up to the age of 25

The successful application will provide evidence on how it meets **all** of the criteria set out above.

A decision making panel made up of a representative from the Local Authority, CCG, Contact and Amaze will review and score all applications. in the event of multiple applications, the organisation that scores the highest will be appointed.

Upon appointment, the recognised East Sussex Parent and Carer Forum will sign a Memorandum of Understanding (appendix 1) with the separately appointed support organisation and submit a bid for funding from Contact. The LA would agree to sign the additional Contact MoU with any organisation who is successful in this process in order to secure funding from the DfE. Details of how to apply can be found [here](#).

Please send your expressions of interest detailing **how** you meet the criteria above and would fulfil the roles and responsibilities detailed within the memorandum of understanding (appendix 1) to ISENDProjects@eastsussex.gov.uk by Friday 27th September 2019.

Yours sincerely,

Nathan Caine

Head of ISEND