

## Terms of Reference

|                             |   |
|-----------------------------|---|
| <b>Meeting Name</b>         | <b>Health PCF meeting</b>   |
| <b>Type</b>                 | Standing meeting  |
| <b>Purpose</b>              | <p>The Health PCF (Parent Carers Forum) meeting is designed to provide a space for parents of children with health needs to seek support and advice. It facilitates connection, sharing of expertise, support, discussion of local services and provision, as well as discussion of local challenges and potential commissioning gaps.</p> <p>By bringing together parents within Hounslow and the DCO (Designated Clinic Officer) the aim is to help to ensure that children with SEND within Hounslow receive the right support, in the right place, at the right time.</p> |
| <b>Scope</b>                | <p>The Health PCF meeting will:</p> <ul style="list-style-type: none"> <li>a) Provide a platform for parents to seek advice, share experiences and offer mutual support</li> <li>b) Raise awareness of and signpost parents to provision/services/agencies that are available within Hounslow.</li> <li>c) Help to identify any common issues/challenges so that these can be appropriately escalated.</li> </ul>   |
| <b>Authority</b>            | <p>This meeting will be used as a support network, where parents can seek information and advice. Any issues identified that have a financial impact on any individual member, organisation or place, or that introduces new or changed services for providers, would need to be approved through formal governance routes.</p>   |
| <b>Membership</b>           | <ul style="list-style-type: none"> <li>• Designated Clinical Officer for Hounslow</li> <li>• Chair of Parent Carers Forum</li> <li>• Deputy Chair of Parent Carers Forum</li> <li>• Parents and carers of children and young people with special educational needs and/or disabilities.</li> </ul> <p>Others by invitation:</p> <ul style="list-style-type: none"> <li>• Healthcare Providers</li> <li>• Local authority</li> </ul>   |
| <b>Meeting arrangements</b> | <p>Frequency: Termly</p> <p>Format: Meetings will be held in-person</p> <p>Duration: 1 hour / 1 ½ hours</p> <p>Notes: MS word used for notes and action tracking</p> <p>Chair: DCO for Hounslow</p> <p>Standing agenda items:</p> <ul style="list-style-type: none"> <li>• Question and Answer responses</li> <li>• Relevant health update/s</li> <li>• Any other business</li> </ul>   |
| <b>Reporting</b>            | <p>Director of Lifelong Learning, Skills and Employment in Hounslow</p> <p>Assistant Director for Children's Commissioning.</p>   |
| <b>Resources and budget</b> | <p>The membership will operate within their existing roles and portfolios.</p>  |
| <b>Deliverables</b>         | <p>The Forum will:</p> <ul style="list-style-type: none"> <li>• Maintain oversight of its activities - regularly review its membership lists / forward planning</li> </ul>  |

|        |  |
|--------|--|
|        | <ul style="list-style-type: none"><li>• Log risks and issues raised</li><li>• Evaluate its value and impact.</li></ul> |
| Review | Terms of reference to be reviewed after 12 months or earlier if deemed necessary                                       |