

### 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.

- To continue to build on our work from previous years and existing relationships within the Local Authority and other key professionals, to continue to strengthen the position of In It Together within the Local Authority through the Parent Carer Professional Forum organised and facilitated by our group and the events we run in response to feedback from parents about the training/support they need.
- To continue to develop the infrastructure of our Forum through the recruitment and training of new steering group members and parent representatives for In It Together. Those representing the Forum at strategic meetings and events will be paid a set fee as outlined in our Financial and Expenses Remuneration Policy.
- To develop the administration of our Forum by paying a fee to Forum members who carry out tasks such as arranging and advertising meetings, and other administrative tasks related to our Forum as set out in our Financial and Expenses Remuneration Policy.
- To increase our membership by at least 10% and continue to raise the profile of In It Together through on-going publicity, attendance at strategic meetings and events, and through activities and events we organise or are involved with.
- To ensure that the requirements of the SEND reforms are taken forward with the involvement of our members at a strategic level; through consultation and participation opportunities. To ensure that parents and carers of children with additional needs are kept informed about the reforms and their implementation in Northumberland.
- To ensure that parents receive the information and support they require at key points of their child's development (e.g. transition) so that they can be informed and empowered in meeting their child's needs.
- To continue to build on our links with other Forums in our region through attendance at the Regional Forum Network meetings to share information, experiences and good practice.

### 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).

- 5 meetings to be held in the three different localities (North, West and South East Northumberland) to feed into the 5 main Forum meetings held during the year.
- Parent Participation training to be held for parents/carers interested in joining In It Together steering group and/or representing our organisation at a strategic level.
- To use a range of opportunities to distribute leaflets and other information from In It Together widely, using electronic means and social media where possible to keep costs to a minimum.
- One annual parent carer conference (with selected professionals invited) with attendance of up to 100 parents and professionals.
- Training events for parents in response to requests from parents/carers, including events for 'harder to reach' including dads and parents/carers in our more rural areas and the very north and west of our county. Training themes to include: Social Skills and Making Friends; Managing Anxiety in children with additional needs; Stress Management for parents and carers; Working in Partnership with Professionals.
- To invest in a mobile phone with phone plan and dedicated phone line which can be covered by In It Together steering group members so the workload relating to the organisation activities can be shared.
- To purchase a Safety Deposit box so that confidential documents relating to In It Together can be stored securely.
- To provide 'out of pocket expenses' to parents/carers who are In It Together steering group members and/or parent representatives. In addition, a fee will be paid to these In It Together members for assisting with administrative duties for the organisation, representing the organisation at the strategic events and/or carrying out any other duties for the organisation which are eligible for a fee, as set out in our Financial and Expenses Remuneration Policy.
- To attend Regional Forum meetings and training during the 12 month period.
- To ensure that members of In it Together are represented at consultation and participation events organised by the Local Authority and other services with regard to the implementation of the SEND reforms.

### 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.

| Item                                                                                                                      | Activity/breakdown                                                                                                                                                                                                                                                                                                                               | Budget                                   |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Training                                                                                                                  | 1 x Parent Participation Event @ £500<br>2 x Social Skills and Making Friends course @ £400 each<br>2 x Managing Anxiety in Children with Additional Needs course @ £400 each<br>2 x Stress Management for Parents @£250 each<br><br>2 x Working in Partnership with Professionals @£200 each                                                    | £500<br>£800<br>£800<br>£500<br><br>£400 |
| Forum meetings                                                                                                            | 5 x main Forum meetings @ £50 each<br><br>15 x Forum locality meetings @ £40 each<br><br>Catering for Forum meetings                                                                                                                                                                                                                             | £250<br><br>£600<br><br>£150             |
| Out of Pocket expenses                                                                                                    | Public transport fares and mileage @45 pence per mile<br><br>Other 'Out of pocket' expenses (e.g. food and drink) when attending meetings and events on behalf of In It Together                                                                                                                                                                 | <br><br>£3000                            |
| Remuneration fee for In It Together steering group members and/or representatives (as set out in the Remuneration policy) | Remuneration fee payable for administrative duties on behalf of In It Together, attendance at strategic meetings and events and for activities carried out by In it Together steering group members and/or parent representatives, as set out in the Financial and Expenses Remuneration Policy.<br><br>£25 per half day<br><br>£50 per full day | £5000                                    |
| Resources and equipment                                                                                                   | Telephone £30 per month for 12 months<br><br>Website<br><br>Safe deposit box<br><br>Stationery                                                                                                                                                                                                                                                   | £360<br><br>£40<br><br>£50<br><br>£50    |
| Annual conference                                                                                                         | Venue and catering<br><br>Publicity, filming and conference report                                                                                                                                                                                                                                                                               | £1500<br><br>£1000                       |
| <b>TOTAL</b>                                                                                                              |                                                                                                                                                                                                                                                                                                                                                  | <b>£15,000</b>                           |

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

This will build on what has happened previously in the following ways:

- The training events we will run are in response to requests from parents who have attended our conferences and other training events. Our past experience has shown that parents/carers who attend our conferences and training events will usually become members of In It Together (if they aren't already members). Encouraging parents to join by offering free training to members (£20 for non-members) saw our membership swell by over 30% last year. We are hoping that the training events we will run this year will increase our membership further, as well as providing parents with additional skills, information and support through our network.
- We will continue to organise and facilitate the Forum meetings. Work with the Forum this year will be absolutely crucial in ensuring that parents/carers and children/young people are fully involved with the planning for the implementation of the SEND Reforms; through consultation and participation meetings, activities and events.
- We are hoping that by having the financial capacity to offer parent representatives and steering group members of In It Together a fee for assisting with the administrative duties related to the running of In It Together and our events and activities; representing In It Together at strategic meetings and events within our authority; and for other activities carried out on behalf of In It Together (as set out in our Financial and Expenses Remuneration Policy) we will attract more parents/carers to become members of our steering group and/or parent representatives of In It Together.
- Having a dedicated mobile telephone for In It Together will enable us to share the workload of taking telephone calls relating to In It Together business among our steering group members, according to their availability. A safe deposit box will enable us to store confidential information securely in compliance with the Data Protection Act.
- Our Annual conference will build on our last conference which focused on the SEND Reforms. Parents and carers are asking to be kept informed and involved regarding the implementation of the SEND Reforms in Northumberland and our conference this year will focus on this area.