

National Network Parent Carer Forums (NNPCF)

Regional Steering Group – Application Form

Welcome to the NNPCF Regional Steering Group Application Form, to support you with this application, we would encourage you to read through the areas before completing it. Throughout this form they are different areas which set out the standards that NNPCF work to when going through this process of selecting a regional steering group representative for each region.

The areas cover;

- The Selection Process
- --Pro Forma of Interest
- -Endorsement of your local parent carer forum

Candidates should also have reference to:

- The NNPCF Steering Group Role description [nnpcf-job-descriptions-update-january-2019.pdf \(wordpress.com\)](#)
- The NNPCF Code of Conduct [NNPCF Code of Conduct \(wordpress.com\)](#)
- The NNPCF Duality or Conflict of Interest policy [conflict-or-duality-of-interest-policy.pdf \(nnpcf.org.uk\)](#)

Selection for NNPCF Regional Steering Group Representatives

Regional representatives are selected through a process to ensure the regions have ownership of the selection process, that candidates are clear about the role, and that where there is more than one expression of interest a fair and transparent process is conducted to select a successful representative.

A role description and competency framework has been developed for the role of regional representative, and prospective candidates need to consider whether they meet this role profile or are willing to work towards developing the skills that are part of this. We would welcome parent carers from diverse backgrounds and

minority groups to consider their potential for nomination, as we want to ensure that the NNPCF steering group is as representative as possible.

Consideration also needs to be given to the time commitment for representatives. The minimum requirement will be for parent carers to be able to commit to approximately 30 days per year of active involvement, but there is often additional work in terms of reading, communication, and liaison. The day rate associated with the role is set each year during the annual budgeting process. We will inform you of the current rate during the application process.

As regional steering group member, you will be able to become a Director of the National Network of Parent Carer Forums CIC. For more details on this, please see the NNPCF role description.

Individuals are responsible for considering this likely impact this may have on their other income (e.g. if in receipt of benefits / for tax purposes) and informing any necessary agencies of this.

Agreed Steering group process for selection will be as below:

- Local Forums consider if they have a parent carer they would like to support the nomination of. Each candidate must be an active member of a local forum (as determined by each local forum – for example, this may be interpreted as being a steering group member or representing the forum in meetings). The local forum must endorse the candidates application. Each forum may only endorse / nominate one candidate.
- Interested individuals to submit their letter of interest demonstrating how they meet the role profile, and are active members of their own forums and have links with other parent carer forums within their region
- As NNPCF lead the interview process, they will ask Contact Regional Advisor to seek an active regional representative who do not have nominated individuals from their forum to be part of the interview panel, alongside the lead NNPCF Steering Group member. From time to time a NNPCF SG member may come to observe the process of the interview.

- A maximum of three shortlisted candidates to be invited to a selection interview, and the candidate who most successfully meets the criteria to be invited to become the regional representative.
- The letter of interest should be submitted to the NNPCF Participation Lead

SUMMARY - Selection of NNPCF Regional Representative

1. Local Forums invite members to put in expression of interest
2. Local Forums shortlist own members to 1 candidate through internal process
3. Individual will submit their letter of interest within the timescale agreed, endorsed by their local forum
4. Nominees will be shortlisted by the selection panel to 3.
5. The selection panel will consist of 1 parent carer from a forum who has not nominated a representative alongside a second panel member agreed by the NNPCF Steering Group.

The NNPCF Regional Steering Group role is held for a four-year term once selected, a representative can reapply for a second term. Steering group members can serve a maximum of two terms after which they will step down.

If you are successful in the selection process, you will automatically become a National Representative and work with the wider team of National Network Representative and will need to complete the application form.



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PRO FORMA LETTER OF INTEREST

Name	
Address	
Telephone	
Email	

Please provide details of the local parent carer forum you are a member of so we are able to contact them before selection process

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Do you currently hold an officer role in your forum? Yes / No

If so, what is it?.....



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Please detail how you feel you meet the requirements that enable you to be an effective representative for the NNPCF: (When completing this section, please review the requirements and provide information about how you feel you meet these, and provide examples of your current involvement in both your local forum, and any regional activity or involvement you have which means you also have knowledge of forum issues other than your own.



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Please confirm that you understand the requirements of the role and undertake to comply with NNPCF policies and procedures.

Signed..... Date.....

Endorsement from your local Parent Carer Forum:

Chair / Co-chairs name:

Contact details:

Please confirm if your parent carer forum endorses the nomination of the above named individual to be a representative for the NNPCF.

Yes / No

Comments.

Signed..... Date.....