



## NNPCF Membership Policy

This policy outlines the key provisions associated with membership of the National Network of Parent Carer Forums CIC (NNPCF).

It replaces the membership policy dated January 2013. It has been updated to reflect the requirements of the Companies Act 2006 and current employment law. This is necessitated by the incorporation of the NNPCF as a Community Interest Company and the status of the steering group / board as employees.

### Definition of membership

There are two classes of members in our articles of association:

- i) “Members” – these are the people who make up the company who are each liable for £1 if the company fails. These are the same as the directors of the NNPCF.
- ii) “Associate Members” – these are the local Parent Carer Forums that make up the NNPCF.

Each one of these is considered in turn and for the purpose of this document will be referred to as “members” and “associate members” respectively.

The document also refers to “membership of local parent carer forums” – this is distinct from membership of the NNPCF -item i) above.

### Members

#### The role of members in the Articles of Association

The NNPCF articles of association reference members in the following sections:

Section 7 – members have a liability of £1 each

Section 9 – members can direct the Directors not to take a specific course of action through a special resolution (this is moot for the NNPCF as all directors are members)

Section 23 – Directors appointment is terminated when they cease to be a member.

Section 26 – Members will be directors; Members must be approved by the Directors

Section 28 – requirement to hold at least one General Meeting each year.

Section 29/ 30/ 33 / 34 – requirements of the members with regards to written resolutions, minuting of meetings and preparation of accounts.

See also the Companies Act for further information on the role and requirements of members.

### **Appointment of members**

When applying for the role of a member / director of the NNPCF, the applicant must be a member of their local parent carer forum. Membership of local parent carer forums is as recorded and defined by the local parent carer forum (e.g. be a registered member, a member of the forum facebook group). In addition, the local parent carer forum will be required to endorse the application of the prospective director and may be asked to provide a reference on their behalf.

### **Continuing to be a member of a local parent carer forum**

Members must continue to be a member of a local parent carer forum whilst they serve as members / directors of the NNPCF.

In the event that an NNPCF member / director ceases to be a member of a local parent carer forum (for example, if the local parent carer forum closes or the member leaves the local parent carer forum, or moves to a new area), the member will continue to serve as a member / director of the NNPCF for a period of six months if agreed by majority vote of the NNPCF board. This is to enable time for a resolution to be sought for any issues that have led to the NNPCF member / director no longer being a member of a local parent carer forum.

This period may be extended by the NNPCF board by 6 months by a majority vote. Multiple 6 month extensions can be granted up until the end of the term of office for the member in question.

Note – there is no requirement for the NNPCF member to be an “active member” or be part of the steering group of board of a local parent carer forum.

### **Concerns and complaints from a local parent carer forum or region against an NNPCF member**

Local parent carer forums or regions may raise concerns about an NNPCF member using the NNPCF complaints policy which can be found on the NNPCF website. If a member has been found to be in breach of NNPCF policies (e.g. the code of conduct or failing to meet the requirements of the job descriptions) then appropriate action in line with the NNPCF disciplinary policy will be taken.

### **Associate Members (local parent carer forums)**

#### **The role of associate members in the Articles of Association**

The articles of association reference the following role for associate members

Section 10 – NNPCF cochairs must set NNPCF agenda to reflect feedback from associate members

Section 12 – Directors will consult with associate members in relation to the strategic direction of the company

Section 17 – Directors must have regard to the recommendations of associate members when making decisions about the “future strategy and structure” of the company. This may be through processes such as regional meetings, consultations, surveys or votes

Section 28 – Associate members may attend general meetings.

Section 29 – There must be at least 3 regional meetings a year in each region for associate members

#### **NNPCF associate membership criteria**

In order to be an associate member of the NNPCF, local parent carer forums must meet the following minimum criteria:

- The Forum is open to all parent carers of disabled children and children with additional needs
- The Forum is pan disability - Across all disabilities and conditions/spectrums

- The Forum is for parent carers of Children and young people aged 0-25 years
  - The Forum welcomes and actively encourages inclusion of parent carers from all sectors of the community (e.g. BME, faiths, LGBT, gender and other minorities).
  - The Forum represents views across education, health and social care .
  - The Forum is open to parent carers from the whole geographical area of a local authority.
  - The forum practices and promotes coproduction
  - The Forum is in receipt of the Department for Education Parent Carer Participation Grant OR
  - Would be eligible to receive the DfE grant in their local area as agreed in writing by the Delivery Partner or the Department for Education but have chosen not to. However, they do provide the Parent Participation delivery partner with a monitoring report of their activity and outcomes.
- Note: the conditions for local parent carer forums in receipt of the DfE parent carer participation grant may be found on the Contact website.

If local parent carer forums no longer meet these conditions, the NNPCF board will be required to review their associate membership status.

The articles of association (s.26) also give the NNPCF board the ability to create other classes of membership with different rights and obligations as appropriate. The NNPCF may appoint other groups as a form of member if they meet the above conditions (e.g. from outside of England).