



Partnership Agreement

This is a Partnership Agreement in relation to Parent/Carer Volunteering between:

1) **LEEDS CITY COUNCIL**, Civic Hall, Leeds, LS1 1UR

and

2) **EPIC LEEDS (Empowering Parents Improving Choices)**, Unit 7, Landmark Court, Revie Road, Leeds, LS11-8JT

This agreement is for the period 1st April 2015 to 31st March 2016

EPIC Leeds is the parent / carer participation forum in Leeds which aims to empower parents and carers to work in partnership with services, organisations and professionals to improve choices for children and young people with additional needs.

LEEDS CITY COUNCIL OBJECTIVES:

- To work in partnership with EPIC Leeds who through their database of parents/ carers and network of parent forums provide a mechanism for a two way dialogue between parents and carers of children and young people with SEN and disabilities and Leeds City Council (LCC) staff.
- To ensure parents and carers of children and young people with SEN and disabilities are represented on strategic meetings and boards. The purpose of this is to ensure their needs and views are heard and understood, but also that they inform and influence strategic priorities, planning and review of policy and practice.
- To improve services for children and young people with SEN and disabilities and their families through a range of meaningful and effective engagement with parents and carers.
- To enable LCC to engage with seldom heard or hard to reach parents and carers of children and young people with SEN and disabilities.
- To increase awareness and understanding of LCC staff of the needs and experiences of parents and carers of children and young people with SEN and disabilities. LCC can provide a platform for their voices to be heard e.g. speaking at events, participation in training and producing articles or case studies.

EPIC LEEDS AGREES TO:

- Provide a key contact for the duration of the agreement who will be contactable via email or telephone. Where possible we aim to respond to requests and enquiries from the identified lead within **Leeds City Council** within five working days.
- Your contact will be Sara Smithson, Co-ordinator
- Recruit, train and support a range of representatives to participate in meetings and projects
- Disseminate information and updates to all members of EPIC Leeds – network of parents and parent forums
- Represent the views of all members of EPIC Leeds through using email/ social media/ one to one/ group sessions to seek and collate members' views.

- Have clear plans in place to enable representation of parents and carers of children and young people with SEN and disabilities living in Leeds (measured by postcode, ethnicity, gender and type of disability), including mechanisms for disseminating information and collating feedback.
- Work restoratively throughout all aspects of work and in its relationships with partner agencies
- Meet on a six monthly basis with identified **Leeds City Council** contact to review this agreement. Dates to be agreed. (i.e. early March and September for mid-year meeting)
- Follow data protection and information governance policies and procedures, **including signing** confidentiality agreement for when working in LCC offices
- Use social media responsibly to positively represent **EPIC Leeds** and reflect **EPIC Leeds'** partnership with **Leeds City Council** in ways that are polite, open and respectful.

LEEDS CITY COUNCIL AGREES TO:

- Designate a member(s) of staff to be the main point of contact between **Leeds City Council** and **EPIC Leeds**
- Your contact will be Louise Snowden, Complex Needs Area Lead – Disability
- Meet on a six monthly basis with EPIC Leeds Co-ordinator to review progress against action plan and provide advice, guidance, support and challenge
- Keep **EPIC Leeds** updated of any staffing changes linked to this agreement
- Provide in kind support, which will include the following:
 - Cupboard space and storage within LCC buildings
 - Hot desking within LCC buildings
 - Free meeting rooms within LCC buildings
 - Access to the LCC electronic system to store files (does this include remote access? i.e. laptop and Vasco token – HL to ask IT if possible)
 - Provide EPIC Leeds with a netbook

FOR LEEDS CITY COUNCIL

Signed by: Barbara Newton

Position: Head of Complex Needs

Signature:



Date: 27th April 2015

FOR EPIC LEEDS

Signed by: *SARA SMITHSON*
Position: *CO ORDINATOR*

Signature:



Date: 12 - 5 - 2015