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**Pinpoint Forum Participation Group**

This is a Forum convened group for SEND parent carer groups operating across Cambridgeshire.

This is for non-commissioned organisations who support SEND parent carers / children and young people.

It is convened as a way of hearing from a broad group of parent carer facing groups and enabling those voices to be heard by service commissioners and policy makers in the Local Authority and by Health.

The group will meet termly.

The agenda will be in three parts:

1. Feedback (what’s working well, better if, urgent issues);
2. a topic-based discussion session to gather feedback to services (likely to be a group issue or something that the LA/Health are working on) and;
3. a reminders section for key activity that is coming up that term (group members, Forums, LA and Health).

Group members will be by invitation and will be invited to send one representative who will be able to speak on behalf of the group and who will ensure feedback from the sessions is taken back. This should mean the group size enables all members to participate and this is the expectation.

Each meeting will have a meeting note (taken by the Forum) which will capture the themes of the meeting. These will be shared with group members for agreement and can be published by group members. The Forum will also publish the meeting notes on their website.

Pinpoint will provide the meeting note to the LA and Health as a section of their reports to the Joint SEND Exec Board. The LA/Health will provide a written response to the issues raised so that the Forum can then share it with the group members – this will be in a format that can be published. Pinpoint will publish this on their website.