

Suffolk Coastal Disability Forum

Terms of Reference

1 Objectives

- 1.1 The Forum is set up as a reference group to assist Suffolk Coastal District Council to listen, learn and consult with disabled people.
- 1.2 The Forum will create an opportunity for disabled people, their families, and disability organisations in the Suffolk Coastal district to come together to:
 - consult directly with Suffolk Coastal District Council and other organisations on the services and facilities which affect disabled people;
 - provide a collective and stronger voice on all issues of disability to achieve positive outcomes for the community.
- 1.3 The Forum will feed into the Suffolk Consortium of User Led Organisations & Individual Disabled People and similar forums.

2. Membership

- 2.1 The Forum is open to the following:
 - disabled people and their family carers, who live in Suffolk Coastal, including people with physical disabilities, sensory disabilities, learning disabilities or mental health problems;
 - representatives of disability organisations that provide a service to people who live in Suffolk Coastal;
 - representatives of Suffolk Coastal District Council;
 - representatives of Town and Parish Councils in Suffolk Coastal;
 - people with an interest in disability issues in Suffolk Coastal.

3. Meetings

- 3.1 The Forum will meet not less than three times per year.
- 3.2 The Forum will elect a Chair and such other officers as required.

- 3.3 The Chair will be elected for a period of 2 years and allowed to be considered for re-election at the end of the 2 year term of office.
- 3.4 Minutes will be taken by a member of the Forum.
- 3.5 Meetings and meeting papers will be made as accessible as possible, including easy-read versions.
- 3.6 Meetings will normally be held in the offices of Suffolk Coastal District Council.
- 3.7 The Forum can invite other people from statutory and voluntary organisations as guest speakers or to discuss particular issues.

4. Review

- 4.1 These Terms of Reference will be subject to review by the Forum as and when required.

Agreed at a meeting of the Suffolk Coastal Disability Forum on the 6th October, 2015