Waveney Disability Forum

Terms of Reference

1 Objectives

1.1 The Forum is set up as a reference group to assist Waveney District Council to listen, learn and consult with people with disabilities and their Carers.

1.2 The Forum will create an opportunity for people with disabilities and disability organisations in the Waveney district to come together to:

- Consult directly with Waveney District Council on the services and facilities which affect people with disabilities.
- 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 Disability Forum for Suffolk and other appropriate networks and forums acting on behalf of people with disabilities.

2. Membership

2.1 The Forum is open to the following:

- People with physical, sensory or learning difficulties, or mental health problems, who live in Waveney and their parents and carers.
- Representatives of disability organisations that provide a service to people who live in Waveney
- Representatives of Waveney District Council.

2.2 The Forum can invite other people from statutory and voluntary organisations as guest speakers or to discuss particular issues.

3. Meetings

3.1 The Forum will meet not less than 4 times (Quarterly) per calendar year. If possible, the first meeting of the year will be the Annual
General Meeting (AGM).

3.2 The Forum will elect a Chairman and such other officers as required at the AGM.

3.3 Officers 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 based on the needs of the disability forum members.

3.6 Meetings will be held in different places and at different times across Waveney as agreed by the forum.

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 Waveney Disability Forum – June 2016