

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