

EDIG Terms of Reference

Purpose

- To represent the views of disabled people in Eastbourne
- To obtain equality for all disabled people
- To share information in the spirit of education and learning
- To advise on improved access to services in Eastbourne
- To help shape future service delivery in Eastbourne – not to make the mistakes of the past in relation to disabled people
- To improve the evidence base of the experience and outcomes of disabled people and the ability to deliver a fair, inclusive sustainable environment in Eastbourne for all disabled people

Operational

- The DIG cannot represent or champion individual cases or problems of disabled people
- DIG meetings will be held once every six weeks and will be formal in style with a Facilitator and Administrator
- DIG members will select a Chair to stand for a 12 month period; this position will be reviewed at each AGM
- DIG meetings will be held in Eastbourne Town Hall. When this is not possible an alternative accessible venue will be secured
- DIG membership will be by application and/or nomination, ideally new members should represent a group or organisation for disabled people
- Meetings are limited to 20 representatives and must include at least one representative from Eastbourne Borough Council
- A quorum will be one member above half of the meeting total and must include at least one representative from Eastbourne Borough Council
- If a member does not attend for three consecutive meetings without explanation they will be contacted to discuss their future attendance
- Members who are periodically unable to attend meetings, and who have sent their apologies, will be able to comment on agenda items beforehand and have their views aired

- Members who are representatives of groups or organisations can send a deputy to attend in their place
- The Facilitator can be a representative of Eastbourne Borough Council or any other group member
- The AGM will be held in March each year where the roles and responsibilities will be agreed and the Terms of Reference reviewed
- All communication with members of the DIG will meet the requirements of each individual
- Travel expenses of voluntary community members of the group will be paid subject to adherence to the rules of the scheme (attached to this document)
- Support to the DIG will be provided by Eastbourne Borough Council
- 'News and Views' will be a standing agenda item
- Any member of the DIG, who has a business or commercial interest direct or indirect in any matter under discussion, should declare an interest and withdraw from the meeting, before the matter is discussed, unless the DIG invites the person to remain. If this is the case that person should not take part in the discussion and/or vote on the matter
- It is the responsibility of each Group Member to behave in a responsible manner and to support and uphold the ethos and good reputation of the DIG. Where it becomes apparent that a member has fallen short of this responsibility DIG members can request that the Facilitator carries out an investigation into their conduct, and depending on the outcome the DIG member may be required to give up their place on the DIG.
- The DIG will wind up when it identifies that it no longer has an active role to play

Expenses

Voluntary members of the Eastbourne Disability Involvement Group may incur expenses when attending meetings or when requested to carry out activities on behalf of DIG. The procedures in this document are here to enable you to claim reimbursement of these.

1. General rules

- This scheme is intended to provide for reimbursement of expenses incurred **ONLY** in your role as a voluntary member of the Eastbourne Borough Council Disability Involvement Group as laid out in the Terms of Reference
- If you are unsure as to whether an expense is covered by this scheme – please check with the **DIG Administrator (01323 415694) BEFORE** you incur the expense. Expenses incurred that fall outside the scope of this scheme will **NOT** be reimbursed

- Payment of travel, training or any other expenses undertaken as a voluntary member of the Eastbourne Disability Involvement Group is not intended to create a contract of employment or a contract for services
- **No payment can be made without completion of the appropriate claim form AND the provision of receipts.** All claim forms can be obtained from the DIG Administrator at 1 Grove Road, Eastbourne, BN21 4TW. Tel: 01323 415694 Email: equality@eastbourne.gov.uk
- No claim will be made under this scheme if reimbursement of expenses has been claimed or made from another source

2. Travel

All necessary travel to and from any meetings, events or training for voluntary representatives of the Eastbourne Disability Involvement Group from the voluntary members home, or place of employment (if within Eastbourne) will be reimbursed.

Taxi or public transport:

- Payment will be made by cheque or BACS, via the completion of a claim form, together with a valid receipt for each journey undertaken.
- Claim forms and receipts should be completed and signed by the claimant and then passed to the DIG Administrator who will arrange for payment.
- Payment will be made by BACS wherever possible, representatives will need to provide the following:
 - Bank account name
 - Bank account number
 - Sort Code

Car:

- Payment will be made at the Inland Revenue rate
- Representatives will need to provide evidence to the DIG Administrator that they are adequately insured for business use before payment can be made
- Claims should be made monthly on the claim form and then passed to the DIG Administrator who will authorise the forms for payment.
- Payment will be made by BACS wherever possible, representatives will need to provide the following:
 - Bank account name
 - Bank account number
 - Sort Code