

# Eastbourne Disability Involvement Group

## 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 to eight weeks and will be formal in style with a Facilitator and Administrator
- DIG members will select a Chair (lead representative), Facilitator and Administrator to stand for a 12 month period; these positions will be reviewed at each AGM. The Chair and Facilitator positions may be held by the same person
- The Facilitator and Administrator positions can be an officer of Eastbourne Borough Council or any other group member
- The AGM will be held in Spring each year where the roles and responsibilities will be agreed and the Terms of Reference reviewed
- DIG meetings will be held in Eastbourne Town Hall
- Support to the DIG will be provided by Eastbourne Borough Council
- Core membership is limited to 25 members, for accessibility the ideal number of representatives per meeting is 20 representatives and this must include at least one officer from Eastbourne Borough Council
- Appendix 1 provides information about how core and electronic membership is gained and the expectations of members

- A quorum will be one member above half of the meeting total and must include at least one officer from Eastbourne Borough Council
- All communication with members of the DIG will meet the requirements of each individual
- Emails to the distribution list will be sent to all members so that recipient email addresses are displayed in the email. This is to enable members of the group to contact each other independently should they wish
- To ensure actions are not forgotten, at the end of the minutes an action log will be recorded. The Facilitator and Administrator will maintain the log. Actions and responsibility for chasing actions will sit with the relevant named DIG members
- Travel expenses of voluntary community members of the group will be paid subject to adherence to the rules of the scheme (see Appendix 2)
- 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
- Comments made by DIG members in and outside of meetings should be in the spirit of fostering good relations between members of the DIG, voluntary and community service providers and statutory agencies
- 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

## **Appendix 1 Terms of Membership**

### **1.1 Membership**

The organisation holds the membership not the individual.\*

Membership is for one representative per organisation with the exception of support.\*

If a person no longer represents the organisation holding the DIG membership, the person will no longer hold core or electronic/virtual membership.\*

*\* All representatives whose membership began prior to 17<sup>th</sup> October 2018 are exempt from this criteria*

### **1.2 Core membership**

Core membership is limited to 25 people, for accessibility reasons the ideal number at meetings is 20 people but a membership of 25 allows for apologies

### **1.3 Electronic / virtual membership**

The electronic / virtual members will be sent minutes and agendas and contribute to meetings by submitting suggestions to either the DIG administrator or a DIG member.

They may attend meetings as an observer, sitting at the back of the room, with comments being delivered via a core member.

### **1.4 Members attending in a supporting capacity**

Supporters/PAs are welcome to attend meetings to support a DIG member but they do not hold membership. Therefore, they are unable to vote at meetings and they will only speak at meetings if they need to speak on behalf of the person they are supporting.

*Note: 'Carers' are a group represented on the DIG and for that purpose Mary Wood represents carers. Although Clare Westgate supports Ian Westgate at meetings she is a member of the DIG representing Eastbourne Access Group.*

## **1.5 Criteria for new members**

New member organisations should:

- have a wide reaching membership
- be active in Eastbourne
- have a constitution/Terms of Reference
- work towards furthering the Equality Act
- work with or provide services to disabled people

Statutory organisations, with the exception of Eastbourne Borough council, will not hold membership.

In addition to the Elected Member Disability Champion, Eastbourne Borough Council holds one core membership place; currently the Neighbourhood First (NF) team occupy this place as they are the team trained to offer access advice. An officer from Business Planning and Performance will deputise if a member of the NF team is unable to attend.

## **1.6 How new organisations request to become a member**

An organisation will be asked to fill in a form to demonstrate they meet the criteria set out in 1.5.

At the next available DIG meeting a vote will take place to agree membership.

If there are already 25 core members of DIG, the organisation will become an electronic/virtual member of the group. They will be added to the electronic membership list, receiving notes, being able to contribute to meetings via the DIG administrator and other DIG members, they will be able to attend meetings as observers only, sitting at the back of the room.

## **1.7 Procedure for when a DIG member leaves and a space becomes available in the core membership**

In the first instance the organisation should find a replacement representative to attend the meeting.

If this is not possible, at the next DIG meeting DIG will discuss electronic/virtual members awaiting core membership. They will vote on which electronic/virtual member to accept to core membership.

Preference will be given to a group representing disabilities under represented on the group.



## **1.8 Expectations of all core members**

When a member is unable to attend a meeting, they should endeavour to send a deputy in their place representing the same organisation.

If a member does not attend for three consecutive meetings without explanation (send their apologies) their membership will be offered to another organisation on the waiting list (electronic / virtual members).

## Appendix 2 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 attend the DIG as part of paid employment you will be unable to claim expenses.
- 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 The Town Hall, Grove Road, Eastbourne, BN21 4UG. Tel: 01323 415694 Email: [equalities@lewes-eastbourne.gov.uk](mailto:equalities@lewes-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 member's home/place of employment, if within Eastbourne borough, will be reimbursed.

#### Taxi or public transport:

- Payment will be made by 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, Account Number and 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, representatives will need to provide the following:
  - Bank account name
  - Bank account number
  - Sort Code