

# EKHUFT Disabled Staff Council

## Terms of Reference

### **Definition**

For the purpose of these Terms of reference EKHUFT Disabled Staff Council will be shown as D.S.C.

### **Aims & Objectives**

The aim of the Disabled Staff Council is to provide a forum to:

- Support disabled Staff.
- Enable disabled Staff to feel that they are part of and have a vital role to play in the Trust.
- Discuss and influence issues affecting disabled Staff with key decision makers.
- Assist in formulating new and reviewing existing policies and procedures ensuring disabled Staff are not disadvantaged
- Assist the Trust in meeting its statutory obligations regarding its duty under the Equality Act 2010.
- Help staff to access training and support.
- Aid with access to employment opportunities, career development and career progression/aspirations.
- Provide an arena for staff to raise their concerns, in a safe and confidential environment
- To provide an opportunity for staff to update each other, on local and national policy and developments.

### **Membership**

Membership is open to all permanent and temporary Trust staff  
Membership renewed annually.

### **The Executive Committee and Officers**

An executive committee will be elected for a 12 month period at the AGM. The role of the executive committee is to undertake the work of the Council in-between meetings and represent the Council within and outside the Trust.

The executive committee will consist of the following officers:

Chairperson

Vice Chair

Secretary

Communications/Membership Officer

1 Officer without portfolio

## **Frequency of Meetings**

Meetings will be held monthly in the first instance. Terms of Reference include scope for smaller work groups to be identified for limited periods of time to drive work programmes forward. In the longer term there may be a need to review the frequency of the meetings.

## **Annual General Meeting**

One of the councils meetings will be an Annual General Meeting.

AGM – Held annually:

- Agree list of officers and elect
- Review TOR
- Annual work programme
- Annual Report from Chair of committee (including accounts)

## **Quorum**

For the staff council meeting to be quadrate there will be an attendance of five members or a quarter of the membership (whatever is greater) for the meeting to take place. Chair or Vice Chair must be present.

## **Reporting**

The group will report to the Diversity & Inclusion Steering Group.

## **Review**

The Terms of Reference will be reviewed in November 2020