**Terms of Reference  
Disability Network**

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| **Authority** | The Network reports to the Trust Executive Management Team (EMT). |
| **Role/Purpose** | The vision is to maximise the impact and the involvement of all Disabled colleagues, so they are valued and thrive within an inclusive and compassionate workplace; that enables us to deliver the best care and outcomes for all our service users.  The Humber Disability Network will support its members by:   * Offering a space where concerns can be raised, escalated and addressed as appropriate, with the intent of improving Disabled staff work/life experience, and in turn, helping to improve the wellbeing of the wider disabled community, by ensuring more holistic and inclusive decision making. * empowering its members to hold the organisation to account, in line with its stated vision, aims and intentions, in accordance with the ‘being humber’ behavioural framework. |
| **Operating Model** | **Drivers**  The Network recognises the main issues facing the organisation around:   * Inequalities, discrimination and social justice; * Disproportionate representation of non-disabled colleagues across all grades particularly in senior grades in contrast to disabled colleagues, * Health inequalities in terms of care, outcomes, health and wellbeing outcomes, experience, monitoring and the impact of Covid-19 on disabled staff and communities, * The need to make this “everybody’s business.”   **Chair**  The Network will be jointly chaired by:   * A disabled staff member, voted for by their disabled peers for a term of up to 2 years; * A member of the Trust Executive Management Team (or nominated Deputy).   There will also be a disabled staff member, voted by their peers as a Network Deputy Chair, for the period of up to 2 years.  A Director will be responsible for providing sponsorship by giving the network the recognition and resources that they need to reach maturity. This does not need to be the same as the Executive Management Team Chair. |
| Membership and Meetings | **Membership**  The Network is for all staff that define themselves as Disabled and aims to support all members of the network with disability related issues as well as enabling their personal development to improve the functioning of the organisation.  All line managers should support disabled staff to attend.  The network will provide space for everyone (e.g. non-disabled staff, line managers and active allies) in part two of the meeting. **Network meetings** Network meetings will be split, scheduled to last for 90 mins, with the first 30 mins for disabled staff members only. After a break, the second 50 mins with include both disabled and non disabled staff/active allies. The first section will be chaired by the nominated representative chair and the second half by the Chair from the Executive Management Team. The remaining 10 minutes will be AOB and wrapping up.  The purpose will be:   * First section (disabled staff only) offers a safe space, support and work up areas to discuss, with a strict rule of confidentiality. This part of the meeting **will not** be recorded in action notes. * Second section is action orientated, addressing points raised by the first section, and to obtain feedback from work streams, consultation etc. This part of the meeting **will be** recorded in the action notes. The PA for the Chair from the Executive Management Team will organise and record this part of meeting. |
| Quorum and Frequency | **Quoracy**  The Network will be functional when both of the chairs (or their deputies) are present.  **Frequency of meeting**  The meetings will be scheduled one per calendar month, for the duration of 90 minutes, via MS Teams. |
| Agenda and Papers | All papers to be issued a minimum of 7 days before each meeting. |
| Monitoring and Review | The Group’s terms of reference will be reviewed on an annual basis.Changes to the terms of reference will need to be agreed with EMT. |
| Approval Date | 30/1/23 (EMT) |
| Review Date | 30/1/24 |