West Norfolk Disability Forum

Constitution and Aims and Terms of Reference

1. Introduction

1.1 The Forum ~~was initially established~~is administered by the Borough Council of King's Lynn and West Norfolk.

2. Membership

2.1 The Forum will consist of:

- ~~Representatives of people with disabilities or people concerned with disabilities in the Borough~~Ten non-council representatives which will include individuals with disabilities, representatives of people with disabilities or organisations concerned with disabilities in the Borough. These representatives will be appointed on an annual basis at the Annual General Meeting and can send substitutes to meetings if they are unable to attend..
- ~~Individuals with disabilities.~~
- Seven Borough Councillors, appointed annually by full Council (who can send substitutes to meetings if they are unable to attend).
- Statutory organisations such as: Borough Council; Norfolk County Council; Health Authorities; Disability Employment Services; Education Services; Any other relevant organisations.

2.2 The Chairman of the Forum will be appointed at the Annual General Meeting and will be elected to stand annually from the seven Borough Councillors. The Vice-Chairman will be a representative from the non-council representatives and will be ~~of people with disabilities, or a person concerned with disabilities in the Borough and will be~~ appointed to stand annually.

3. Operation

3.1 The Forum will receive administrative support from the Secretary who shall be an officer of the Borough Council and advice and support from the Council's NRAC (National Register of Access Consultants) Auditor.

3.2 The Forum will report annually, and at other times deemed necessary, to the Borough Council's Environment and Community Panel.

3.3 The Forum can make recommendations to the Borough Council's Environment and Community Panel as appropriate. The Environment and Community Panel can also task the Forum with investigating issues within the Forum's objectives. ~~The Forum will provide reports and make recommendations to the Council's Environment and Community Panel.~~

3.~~3~~4 The Forum's Constitution and Aims and Terms of Reference shall only be changed with the formal agreement of the West Norfolk Disability Forum. Any changes to the Constitution will also be presented to the Borough Council's Environment and Community Panel.~~.~~

3.~~4~~5 The Forum can appoint working groups comprising of Councillors and other members which shall be authorised to meet between meetings of the Forum for the purpose of providing, the Forum, the Borough Council and its Committees with advice on matters.

3.6 The Forum will meet on a quarterly basis. Any minor time-critical matters requiring a decision shall be made with the agreement of the Chairman and Vice Chairman and will be reported to the following meeting of the Forum. Any decisions involving significant expenditure will require a majority vote of the Councillors and non-Council representatives on the forum and, if time-critical, electronic agreement will be acceptable.

4. Meetings

4.1 Meetings of the Forum shall be held in public unless the Forum resolve otherwise.

4.2 The Forum will meet on a quarterly basis.

4.3 The Forum will hold its annual general meeting in July. The schedule of future meetings and the Forum's Annual report will be presented to the Annual General Meeting. The Forum's Annual Report will also be presented to the Environment and Community Panel.

4.4 Agendas for the meetings will be ~~published on the Borough Council's website~~ available five clear days in advance of the meeting.

4.5 For meetings to be quorate a quarter of the Council representatives and a quarter of the non-council representatives (and no less than 3) must be present.

5. Objectives

5.1 To relieve the needs of disabled people by the promotion of equality, diversity and independence through the provision of services, support, information and training.

~~To promote equality for disabled people~~

5.2 To provide a meeting place at which disabled people and other representatives can meet with and discuss with representatives of other organisations matters of interest or concern.

5.3 To ~~identify the needs and~~raise awareness of the ~~-~~requirements of disabled people in the Borough and ~~and bring these to the notice of the Borough Council and other organisations.~~

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5.3 ~~To determine measures by which the Forum might address those needs.~~

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5.3 ~~To~~ communicate its views and findings to relevant bodies and agencies.

5.4 To act as a consultative body on issues which affect people with disabilities and carry out joint projects with other organisations as appropriate.

5.5 To ~~raise~~ increase disability awareness.

~~To seek improved access in the Borough.~~

5.6 To support and promote the West Norfolk Disability Forum's ~~Opportunity~~ Awards Schemes and events.

5.7 To support, promote and develop the Borough Council's online access guide.