

DE MONTFORT UNIVERSITY
'Disabled Staff Group'
Support Network/Consultative Group for Disabled Staff at DMU

A. Scope and purpose of the committee

This is a sub-group of the Equality and Diversity Committee. As such the group holds one membership place on the Equality and Diversity Committee.

Its purpose is to act as a supportive group for disabled staff, to attend and be able to provide feedback to be used to improve experiences and access at DMU.

B. Terms of reference:

1. To provide a network made up of staff, for staff to advise the University in relation to the implementation of Disability legislation and public duties.
2. To provide a support network for disabled staff.
3. To improve disability access across the University.
4. To raise awareness of challenges that disabled staff face and ensure appropriate solutions are introduced through consultation.
5. To provide a network that is an integral part of the structure of the University that discusses disability and contributes to the Equality & Diversity Committee.
6. To work with relevant university departments and committees to develop and inform university policy as it relates to disabled staff.
7. To treat all information disclosed in the meetings (including that obtained from secondary sources) in a confidential and ethical manner.
8. To collaborate with other special interest groups at the University.

C. Membership

Membership of the group is inclusive and open to all members of staff who self-identify as having a disability who have an interest and are supportive of the purpose of the group and should include:

1. Chairs, to be elected by the committee and wider network group
2. The Head of Equality & Diversity and/or nominated representative
3. Disabled Student representative from the DSU
4. The chairs of the committee will be responsible for co-ordinating events planning for campaigns, events and socials.
5. Non-member note taker will be offered by POD to help arrange venues for meetings and to take meeting notes for publication and distribution to the Equality & Diversity Committee.
6. Guest spot on the agenda for the committee to invite relevant people, both internal and external to the University to consult with the group.
7. Collaborative meetings to be planned annually with DSG's from other/similar organisations in the interest of sharing good practise.

On an annual basis, names of formal post holders will be confirmed by the committee's Chair to the POD directorate, in order to monitor diversity.

D. Quorum

As a voluntary membership, no quoracy is set for meeting.

Where a decision is required, in the case of election of chairs, all members of the wider group will be invited to vote or express an opinion by email. 'Normally' there would be 3 co-Chairs of the Disabled Staff Group (DSG) and if more than 3 members volunteer to be co-Chair, these names would be put forward to a vote, where other members of the DSG would be asked to elect 3 co-Chairs within a Disabled Staff Group meeting. A deadline date for volunteers would be given, together with a date for the election (if this is required).

E. Servicing and support

Servicing and support will be offered by POD administrative until further notice.

F. Meeting schedule

1. The group will meet 4 times per academic year.
2. The chairs will meet prior to the meeting and will be responsible for setting the agenda.
3. Agenda items will be invited from members prior to the meeting.
4. Minutes will be taken at the meetings and will be made available on the Intranet via the Equality & Diversity pages (Chairs names will be shown by initial only and other committee members by initial and agreement only).

G. Sub-committees:

There are no sub-committees reporting to the committee

H. Approval and revision

This constitution will be reviewed and re-approved by the committee at its first meeting of every academic year, or sooner, if significant amendments are required.

I. In-year revision record

Section	Details of revision	Approved on

Approved:

Endorsed by parent committee: Equality & Diversity Committee, 1 December 2015

Received by university secretariat office:

Superseded: