



## **One Voice Disability Forum: Terms of Reference**

### **One Voice Mission Statement**

One Voice is Charitable Company that works collaboratively within the Lancaster and Morecambe district as part of the third sector acting as a platform for disabled people to actively work with each other to:

- H**elp create an inclusive society
- O**perate to influence the regional framework
- P**romote the rights of disabled people
- E**mpower disabled people

### **One Voice Disability Forum**

The Forum will support the above mission statement by providing an opportunity for disabled people to come together to meet to discuss mutual issues of concern which impact on their ability to participate in society. Through these discussions common themes will be identified on an annual basis to provide feedback to service orientated organisations at local, regional and national levels as appropriate. The forum will through working with identified user forums seek to positively influence service and improve provision for disabled people.

## Membership



The Disability Forum will meet 10 times a year and will be open to all disabled people, their carers and interested organisations. Membership will be defined via a membership form and signed up members are expected to play an active role in the Forum e.g. by attending a minimum of 5 meetings per year and/or participating in the On-line Forum or other Forum activities.

## Protocols for Communication





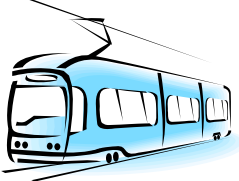
All documentation, paper based or electronic will use an agreed format and the contents need to be signed off by the Chair and/or Forum Manager.

It will be expected that text based documents will be the main form of communicating; this will allow the Forum to monitor and evaluate its work and track progress of specific projects.

## Areas of Work

The following work will be carried out between April 2009 and March 2010, an annual review will then take place.

The Forum will focus on the following issues as priorities for the next year:

- Transport   
- Developing closer links with the Powerful Voices Network
- Developing sustainable links with Lancaster City Council
- Mapping out existing forums in the Lancaster and Morecambe District

It will do this by:

1. Referring individual cases to the One Voice Information Service and where appropriate Lancashire Disability Support Services. Statistics will then be collated on common themes and fed back to the forum to identify larger pieces of work.
2. Working co-operatively with service providers to inform policy development by inviting them to participate at forum meetings.
3. Establishing a sustainable presence on The Voluntary Sector Forum and EDEN Group.
4. Making a commitment to attend a minimum of **two** LINKS Forum meetings and **two** North Lancashire Partnership Board meetings per year.
5. Organising one event to share information and resources with the following:
  - Powerful Voices Network
  - LINKS Forum
  - Older Persons Forum
  - North Lancashire Partnership Board
  - VI Forum
  - Parents and disabled Children's Forum
  - VCFS Forum
  - Mental Health User Forum

## **Representation at Forums**

The forum will through an agreed list of representatives provide a presence on behalf of One Voice at the above forums. The representatives selected are expected to attend this forum and provide a view that represents all level of users. All agreed representatives will be expected to sign One Voice Volunteer agreements.



## One Voice Disability Forum Steering Group

The Steering Group is accountable directly to One Voice Directors' Board.

The Steering Group will meet every 6 months.

### Purpose of Steering Group:

- To review the terms of reference
- To make decisions regarding the annual action plan
- To monitor and co-ordinate the work of the members of the forum



The Steering Group will produce a development plan for 2010 – 2011 in line with the One Voice Business Plan.

It is expected that Forum activities will be monitored through monthly feedback reports to One Voice.

### Steering Group Structure

The Steering Group will consist of the Forum Manager, Forum Chairs, a senior representative from One Voice, a One Voice Information Officer and a Forum Administrator.

