



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Disability Advisory Group

Terms of Reference

1. Purpose

The purpose of the Disability Advisory Group (Group) is to provide support, guidance and direction to the Elected Members and Officers of Fermanagh and Omagh District Council on matters related to disability and how they impact upon service delivery and design across the Council.¹ The Group will provide the Council with access to expertise and knowledge and will improve communication links between the Council, individuals with disabilities and organisations which work with individuals with disabilities.

2. Membership

The Group will consist of:

- Five Elected Members.
- A maximum of six Volunteer Members, which will include three representatives from each of the Access and Inclusion Steering Groups (Enniskillen and Omagh).

¹ Disability, as outlined in the Disability Discrimination Act, is a physical or mental impairment which has a substantial, and long-term, adverse effect on the ability of the person's ability to carry out normal day-to-day activities.

- 2.1 Appointment of Elected Members: Nominations will be made at the Annual General Meeting of Fermanagh and Omagh District Council with no limit on the maximum number of terms served.
- 2.2 Appointment of Volunteers: There will be three nominations made from both Access and Inclusion Steering Groups (Enniskillen and Omagh). These nominations will be rolling nominations which will be reviewed by each Steering Group annually with no limit on the maximum number of terms served.
- 2.3 Other persons may be co-opted on to the Committee should it be considered that their expertise is required.

3 Chair/Vice Chair

- 3.1 The Chair of the Disability Advisory Group will be elected from one of the five Elected Members, whilst a Vice Chair will be elected from one of the six Volunteer Members who sit on the Group.
- 3.2 Both the Chair and the Vice Chair will be elected at the first meeting of the Group following the Council's Annual General Meeting, and will serve until a new Chair and Vice Chair are elected.
- 3.3 The Chair will be responsible for ensuring that business is conducted effectively at meetings. The Vice Chair will stand in for the Chair if unavailable.
- 3.4 An outgoing Chair and Vice Chair may be re-elected on completion of their terms.

4. Terms of reference

- 4.1 To monitor progress against the targets set out in the Council's Disability Action Plan.
- 4.2 To receive reports, briefings, updates and evaluations from Council employees relevant to the purpose, and function, of the Group.
- 4.3 To make recommendations in relation to processes or activities which support people with disabilities within the Fermanagh and Omagh District.
- 4.4 To consider updates and briefings from the Access and Inclusion Steering Groups (Enniskillen and Omagh).
- 4.5 The Action Notes of each meeting will be reported to the Policy and Resources Committee of Fermanagh and Omagh District Council for noting.

5. Meetings

- 5.1 There will be a maximum of six meetings per year, with meetings being held on at least a quarterly basis.
- 5.2 The Group will agree the dates of the meetings at the beginning of the financial year and publish a list copied to each Committee member.

6. Quorum

- 6.1 The quorum of the Disability Advisory Group will be 4 members of the Group.

7. Administrative Support and Communication

7.1 Council Officers will provide secretariat support to the Group, including:

- Drafting Agendas and Action Notes for approval.
- Drafting reports, papers and documents, as required.
- Distributing relevant papers to all Members of the Disability Advisory Group.

7.2 The primary point of communication between the Council and the Disability Advisory Group will be between the Chair (or Vice Chair) and the Director of Community, Health and Leisure.