



TERMS OF REFERENCE AND MEMBERSHIP

LJMU DIS-ABILITY STAFF NETWORK

CO-CHAIRS:

Andrew Beech

(Assistant, Student Administration Services)

Sile MacRaghnaill

(LJMU Mental Health Adviser)

Helen Pottle

(Strategic Planning Assistant, Strategy Support Office)

Denise Phillip

(Research Officer, Faculty of Science)

1. STRATEGIC CONTEXT

The University Staff Dis-Ability Network supports the strategic aim of being a University where each person is respected equally, and where diversity is embraced.

The group will meet regularly as a staff support network and also assist the University with reviewing progress against the University's Disability Equality Objectives and to share best practice.

The University recognises that Disability discrimination harassment and victimisation may be experienced in a number of ways, including day to day interaction with colleagues, peers, visitors and staff.

2. GENERIC RESPONSIBILITIES

- To ensure that the activities and decisions of the Work are aligned with the priorities contained within the LJMU Strategic Plan 2017 - 2022
- To ensure that disability equality and diversity matters are fully considered, addressed and embedded within the activities and decisions of the network
- To identify risks and opportunities associated with the proposals, decisions and other activities which fall within the remit of the network
- To ensure terms of reference are reviewed on an annual basis along with the Network Group's effectiveness
- To ensure any changes to the terms of reference are reported to the relevant parent committee for approval
- To ensure the network complies with the standards and guidelines provided by the University's Secretariat for reporting and presentation
- Any other generic responsibilities, aims and objectives

3. SPECIFIC RESPONSIBILITIES

The Staff Dis-Ability Network has specific responsibility as follows:

- To provide a safe and supportive environment in which to discuss issues relating to Disability Equality
- To provide support and networking opportunity
- To share best practice around disability equality
- To contribute to disability policy development across the University.
- To contribute to staff development and awareness raising in relation to disability equality.
- To ensure the group has a credible presence for the Disabled staff community through the membership and participation of Disabled staff.

Mode of Operation:

- The forum will meet 2 to 3 times each year and as at when required
- The forum will report to the University Disability Equality Working Group and the University-wide Equality and Diversity Committee
- The forum will provide a spokesperson to attend the University Disability Equality Working Group
- The forum will be self-determining and self-managing Membership
- The Forum will be open to all Disabled staff of LJMU who are willing to make a commitment to the group and the role and responsibilities of membership.

Membership:

- The Forum will be open to all LJMU/JMSU Academics and Professional Services staff whom identify as having a disability (inclusive of all; physical, hidden who are willing to make a commitment to the group and the role and responsibilities of membership.
- Equality Allies will be invited to attend specific meetings per year and encouraged to engage with all network related events.

Role and Responsibilities of Membership:

- To take a proactive role in the Group
- To contribute to projects, initiatives or activities agreed by the forum
- To contribute to reviewing the University Equality Objectives with regard to disability equality
- To contribute to LJMU Equality and Diversity Policies and Practices in relation to Disability Equality
- To promote LJMU Equality and Diversity Campaigns e.g. Thematic Equality Events
- To contribute to the University Equality Impact Assessments
- To regularly attend meetings
- To respect confidentiality

Role and Responsibility of the Chair:

- The Chairperson has a strategic role to play in representing the vision and purpose of the network. The Chairperson ensures that the network functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.
- To plan and run meetings in accordance to the ToR.
- To bring impartiality and objectivity to meetings and decision-making.
- To work closely with members to provide leadership to the Network.
- To keep an overview of the Network's affairs.
- To communicate effectively the vision and purpose of the Network.
- To advocate for and represent the Network at external meetings and events.
- To be aware of current issues that might affect the Network.

4. CONSTITUTION

The constitution of the Working Group is detailed below:

a. Reporting and Membership

Reporting to:	LJMU Equality, Diversity and Inclusivity Committee
Reporting Committees:	N/A
Working Panels/Groups:	N/A
Receive minutes and selected papers from:	N/A

Network Role:	Representative (Name/Description):	Job Title:
Co-Chair(s)	Andrew Beech	Student Administration Services Assistant
	Sile MacRaghnaill	LJMU Mental Health Adviser
	Helen Pottle	Strategic Planning Assistant, Strategy Support Office
	Denise Phillip	Research Officer, Faculty of Science

Secretary	Holly Xian Nicholls <i>(Acting-secretary until new appointment is made)</i>	Equality & Diversity Project Support Officer
Network Officials	Denise Parker (Community Liaison / Network Official) Jacqueline Dimbleby (Network Official) Julie Bennett (Network Official / Marketing & Social Media) Mike Aiello (Network Official) Polly Moseley (Network Official) Martin Connell (Network Official - Web Page Design / Note Taker)	Members of the network whom have taken-on a key role
EDI Advisors	Moni Akinsanya Holly Nicholls	Equality, Diversity & Inclusion Manager Equality & Diversity Project Support Officer
Members	The Forum will be open to LJMU staff who identify as having a disability (inclusive of all; physical, hidden, mental, long-term health conditions). Equality Allies (whom are invited to attend specific meetings per year) and representatives from other regional, cross sector Disability Networks. Other members determined by the network.	

The network will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics.

The group will invite interested parties to attend meetings or those parts of meetings of relevance to them.

b. EDI Involvement

The EDI Team will help with coordinating the activities of the network, organising events as well as identifying appropriate speakers.

c. Quorum

To ensure that the network is quorate, meetings will only proceed if the Chair or Vice/Co-Chair and three (3) other members of the group are in attendance.

d. Frequency

The group will meet at least two times per year and as when required.

**APPROVED BY EQUALITY, DIVERSITY AND INCLUSIVITY COMMITTEE:
[INSERT DATE]**

DATE OF NEXT REVIEW: [April 2021]