



Terms of Reference for the Rugby Disability Forum

The Terms of Reference for the Rugby Disability Forum are designed to guide the group in achieving its aims and ensuring clarity of purpose and process. These Terms of Reference will be reviewed annually and agreed by all members.

PURPOSE

The purpose of the Rugby Disability Forum is to:

1. Provide a collective voice for people with disabilities and their carers, advocating for their rights and needs within the borough of Rugby.
2. Identify and address gaps in service provision, ensuring no duplication of efforts.
3. Strengthen connections between the local community, service providers and statutory agencies, ensuring better accessibility to resources, opportunities and services.
4. Share knowledge, experiences and best practices, locally, regionally and nationally, among members to improve services for individuals with disabilities.
5. Align priorities and actions to ensure that the needs of people with disabilities are at the forefront of local policy-making.
6. Develop joint projects and initiatives to enhance the quality of life for people with disabilities and their carers.
7. Act as a collaborative body to influence and contribute to local policies and decision-making.
8. Provide information and advice to support individuals and communities in accessing appropriate services and resources, and being signposted to relevant agencies, where required.

ROLE

The role of the Disability Forum is to develop and implement outcomes through action plans based on key themes:

1. **Engagement:** Explore and implement effective methods for gathering intelligence from local residents with disabilities and their carers and foster engagement opportunities with diverse disability groups in Rugby.



2. **Service Development and Advocacy:** Ensure that local services are responsive to the needs of people with disabilities and carers, and advocate for necessary improvements or new services.
3. **Partnership and Collaborative Working:** Promote collaboration and strengthen relationships between service providers and individuals with disabilities, ensuring coordinated service delivery.
4. **Capacity Building and Training:** Facilitate the sharing of training and resources between public, voluntary and community sector organisations to build the capacity of local services in supporting individuals with disabilities.

MEMBERSHIP

The Disability Forum will include representatives from the following groups and organisations (this list may expand as required):

- Residents with disabilities and carers of people with disabilities in Rugby Borough.
- Representatives from local public sector organisations, including:
 - Rugby Borough Council (RBC)
 - Equality and Inclusion Partnership (EQuIP)
 - Warwickshire County Council (Social Services, Equalities and Diversity Teams)
 - Healthwatch Warwickshire
 - Warwickshire Police
 - Local NHS Trusts (e.g. UHCW NHS Trust)
 - Chaplain Team Leader UHCW
 - Warwickshire Fire and Rescue
 - SEND Representatives
 - Other relevant statutory services
- Representatives from voluntary sector organisations, including:
 - CW Mind
 - Rugby Autism Network
 - Rugby Sport for the Disabled Association
 - Rugby Fibromyalgia Group
 - Myton Hospice
 - Rugby Dementia Support
 - Rugby Deaf Club
 - Warwickshire Young Carers
 - Warwickshire Vision (for visual impairments)



- Age UK (specialising in older people with disabilities)
 - Local disability charities and advocacy groups
- Local community representatives with an interest or focus on disability services and needs.

MEETINGS

Meetings will be held quarterly, focusing on the following objectives:

1. Building stronger working relationships and enhancing collaboration.
2. Maximising opportunities for joint working on key issues related to disability services.
3. Sharing intelligence and identifying emerging challenges or opportunities for people with disabilities in Rugby.

EQUIP in partnership with RBC will coordinate the meetings, prepare relevant papers and produce action plans. Venues will rotate within Rugby Borough, ensuring accessibility and meetings will be scheduled at times to accommodate members. Some meetings may be held virtually to ensure wider participation.

CONFLICTS OF INTEREST

All conflicts of interest will be declared and recorded at the beginning of each meeting. Given the diverse nature of the Forum, it is expected that conflicts may arise from time to time, so it is important that they are acknowledged and addressed. Members must ensure they represent the interests of the people they serve, including residents with disabilities and carers, and not personal or organisational interests.

REVIEW ANNUALLY

The Terms of Reference will be reviewed annually by the Forum to ensure they remain fit for purpose and relevant to the needs of people with disabilities and their carers in Rugby Borough.