



Tapestry: HSC Disability Staff Network

Terms of Reference

1. Membership

- 1.1. The Disability Staff Network is open to anyone that works in the regional HSC organisations and who has a significant interest in disability; either due to having a disability, caring for someone with a disability or through the nature of their job role.

2. Aims

- 2.1. To raise awareness of disability, including environmental, behaviour and institutional barriers faced by people with a disability;
- 2.2. To act as a contact point for staff, including new staff, with a disability or who care for someone with a disability, providing a safe space and informal peer support and information;
- 2.3. To arrange and run events to raise awareness of disability, including practical issues for organisations to consider;
- 2.4. To encourage staff to declare they have a disability on HRPTS;
- 2.5. To nurture internal and external networking opportunities for members;
- 2.6. To promote disability equality for staff through active involvement and consultation in HSC plans, strategies, policies and guidance;
- 2.7. To advise senior management in how to promote a culture which includes people with disabilities, and celebrates diversity.

3. Members

- 3.1. Will maintain the confidentiality of sensitive information;

3.2. Are encouraged to attend and promote the Network.

4. Roles and Responsibilities

- 4.1. The network will seek to elect a chairperson, vice chairperson, Treasurer and secretary to serve a one year term;
- 4.2. Provision will be made for co – chairs should this arise;
- 4.3. Elections will take place in April each year;
- 4.4. An annual action plan will be developed, detailing the priorities of the network and the work to be undertaken throughout the year.

5. Meetings

- 5.1. Meetings will take place at least once per quarter. Special meetings will be arranged as required. A meeting schedule will be agreed at the beginning of each year;
- 5.2. As far as reasonably possible, meetings will be held in HSC venues, from 12pm-2pm, with consideration of meetings outside of Belfast as appropriate;
- 5.3. Where possible, tele conferencing and video conferencing will be made available;
- 5.4. If a staff member is unable / uncomfortable attending a meeting, they may submit views on the work of the Forum, as per the meeting agenda and papers, to tapestry.network@hscni.net.

6. Governance

- 6.1. The Network will report, as appropriate, and present annually to the Sponsoring Agency's SMT.

7. Confidentiality

- 7.1. The Membership / Circulation List will be kept confidential and members' details will never be shared without their permission;
- 7.2. A general note of meetings will be taken which omits any names and does not attribute what is said to any individual;

7.3. If a speaker is confirmed for a meeting, this will be circulated in advance.

Appendix 1

Tapestry Principles of Inclusion and Accessibility

1. To use to a minimum set of standards in all Tapestry documents and communication:
 - Use Arial font size 12 as minimum – ideally Arial font size 14
 - Avoid block capitals, italics and underlining
 - Align text left rather than justified or centred
 - Use consistent space between lines – 1.5 or 2 times the space between words on a line
 - Choose a sharp contrast between text and background – dark against light or light against dark
 - Don't wrap text around images and don't set text over images.
 - Set all text horizontally
 - Be consistent where you place headings, page numbers and images in relation to text – images either on the left or the right
 - Avoid jargon, abbreviations and acronyms.
2. To include an accessibility statement in all Tapestry documents and communication: “We will consider any request for this document in another format or language.”
3. To assess the need to produce a document or piece of communication in alternative formats up front.
4. To ensure the Tapestry website meets W3C Accessibility Standards.
5. To ensure images on literature and website are diverse where possible, including images of minority ethnic people, a range of age groups, different genders and people with a disability.