Essex Access Forum
Membership and Terms of Reference
2023-2024

Officers

Co-Chairs:

Adam Woodhouse

LLoyd Shankley

Sue Hanshaw

The Forum will have a maximum of four Co-Chairs at any one time.

Co-Chairs operate in a voluntary capacity on behalf of the Forum, and will be either a contracted member of university staff or a registered student at the university.

A Co-Chair can step down from the role at any time and they are not required to serve a specified term of office. The remaining Co-Chairs will notify the Forum of changes. Members of the Forum can self-nominate to act as Co-Chair, nominees will be appointed during forum meetings.

Terms of Reference

The Access Forum is primarily a discussion and dissemination forum for members of the university with an interest in access issues, both physical and non-physical. The Forum focuses on:

1. Creating an inclusive community with staff and students with physical and/or non-physical access needs access needs;
2. Celebrating disability inclusion through events promoting best practice in accessibility inclusion;
3. Contributing accessibility perspectives to wider university edi initiatives;
4. Consulting on university plans and priorities to ensure that the community's needs are represented;

5. Identifying areas where accessibility can be improved and signposting these to the appropriate university team; and,
6. Working with the university's "university steering group inclusion champion (disability) to identify challenges and opportunities for the university to enhance access inclusivity

These Terms of Reference will be reviewed annually at the Spring Term meeting.

Membership

Membership is open to both staff and students of the university with an interest in access, disability and inclusivity issues. Membership is not restricted to persons with a disability. We are primarily a virtual forum but also meet once a term. Those wishing to join the Forum can sign up [here](#)

Quorum

There is no minimum number of members necessary to be present for the termly meeting to take place. However, a minimum of one Co-Chair will be present at each meeting.

Meetings

Meetings occur once a term for an hour and will be chaired by one of the Co-Chairs. The meetings have standing items for discussion such as updates on work in progress, and raising of emerging challenges and opportunities. The meetings are attended by the University steering group Inclusion champion (disability).

In addition to formal meetings there is a series of networking and other events during the year and we will have a presence at major events in the university calendar such as staff induction, welcome week and graduation.

The co-Chairs will represent the Forum on other university working and advisory groups as opportunities arise. Co-Chairs may also co-opt members of the Forum to fill this role should they be unable to attend.

Minutes

A representative from P&C, usually from the EDI team, will take minutes at forum meetings. Minutes will be signed off by Co-Chairs and circulated to Forum members. An action list will be drawn up at each meeting and updates provided at the following meeting and to members through the virtual Forum.