



Inclusion North Advisory Council

Terms of reference – how we will work



Why the Advisory Council exists

To make sure that people from Inclusion North's member areas have a big say on what Inclusion North does.

Inclusion North's legal rules say there has to be an Advisory Council as well as the legal Directors.

Our aims – What we are here to do



- Check Inclusion North are doing what they should be
- Ask questions about Inclusion North's work
- Share new ideas
- Advise the staff and Directors on what Inclusion North should do
- Ask other people what they think
- Tell the staff and Directors what's important in local areas
- Share ideas and supporting each other
- Bring different points of view and experiences



Membership – who will be part of the group

Inclusion North's members decided which kind of people should be on the Advisory Council. There are 18 places on the Advisory Council.

The legal rules say at least $\frac{1}{2}$ the places are for people with learning disabilities and their families

Who?	How many people
People with Learning Disabilities	9
Family members of people with Learning Disabilities	4
People who work in Health services	1
People who work in staff training	1
People who support Partnership Boards	1
People who work in a charity or community group	1
People who work in a college or university	1
Total people	18

Roles and responsibilities



Everybody who is on the Advisory Council must stick to the rules the Advisory Council has set and Inclusion North's rules for how we work.

Everybody has a responsibility to stick to the ground rules which the group has agreed.

People may be asked to leave by the chair if they do not do this.

Some people who come to the Advisory Council have special jobs. These are:

Support- Anybody who is supporting somebody to take part in the Advisory Council must stick to the rules and remember their role is to support somebody to join in. Not to take over.

Chair of the meeting- ?

Representatives- People who are representatives at other meetings should tell people about the work they have been part of and share information about Inclusion North.

Inclusion North staff - Inclusion North will make sure everything is organised for the meeting to run smoothly. This will include getting the information out, taking minutes and helping to plan the meeting.



Directors of Inclusion North – The Advisory Council can invite a Director to come to the meetings regularly. Up to 2 Advisory Council members can go to each Directors meeting

How things work

The Advisory Council will meet four times a year.

Once a year the Advisory Council will have a joint meeting with the Directors

The Advisory Council will decide what it wants to work on at each meeting.

Access

The meeting will run in a way that makes sure everybody can join in who wants to.

This will include:

- People to plan and run the meeting
- Presentations and small group work (all speakers will need to stick to rules about accessible information)
- Making sure the building is accessible (such as ramps and held in a place people can get to)
- Making sure there is anything needed such as hearing loops or BSL interpreter.

About the money

Self Advocates and Family Members can claim expenses to come to the meeting.

The rules on claiming expenses will be based on Inclusion North's policy – you can get a copy of this if you want it.

The group can also pay for self advocates to get some support at the meeting or to get ready for it.

There is not a lot of money to pay for this so we are asking that people look for good ways of supporting each other as well as using formal support.

The Advisory Council will check if these are the right rules to work to once a year.

