



UHNM Disability Staff Network Group

Terms of Reference

The aims of the group are:

1. To promote the interests of UHNM staff with disabilities and long term conditions
2. To provide a forum to discuss issues related to disability and long term conditions (LTC) in the workplace
3. Seek to improve the working environment for staff with disabilities and LTC across the whole organisation
4. Provide an arena for staff to raise their concerns, in a safe and confidential environment
5. Identify good practice internally and externally from appropriate sources
6. Provide advice and input to the development and implementation of UHNM new and existing policies, particularly those that affect staff relating to disability and LTC issues
7. Provide UHNM staff with disabilities and LTC with a united and identifiable voice on employment and progression issues and highlighting the needs and experiences of disabled staff
8. To advise and review human resource issues including recruitment, selection, retention, training, professional development and other developmental opportunities, including mentoring and coaching schemes
9. To consider corporate reports and improvement plans on disability issues at UHNM; such as the Workforce Disability Equality Scheme, Disability Confident Action Plan, Equality Delivery System and NHS Staff Survey
10. Contribute to a programme of activities to raise awareness, celebrate and encourage respect for diversity

Membership & Meetings:

1. Membership is aimed at staff who identify as having a disability or long term health condition but is open to anyone who may have an interest supporting or being an ally to disabled staff
2. The group will meet formally on a quarterly basis
3. All information disclosed in the meetings should be treated in a confidential and ethical manner.
4. Minutes will be placed on the Trust intranet disability page

Group Structure & Budget:

1. The Network Chairperson will hold a 12 month tenure. Expressions of interest in specific roles will be sought from amongst the group
2. The group will be facilitated by the Workforce Equality Manager
3. Funding for initiatives and communications materials will be sought through the Trust's Pot Luck account and or UHNM Charity. This will be determined by a priorities plan
4. Additional funds for specific events can be applied for from the Equality & Diversity Manager

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