

# **Croydon Mobility Forum**

## **Terms of Reference – September 2012**

### **Title**

The body shall be known as the Croydon Mobility Forum.

### **Scope**

To constantly review and make recommendations to improve the access and facilities for people with disabilities and older persons, into, around and out of the Borough of Croydon.

### **Aims**

- To make Croydon a more accessible Borough for people with disabilities and older people in which to live, work, visit, socialise and study.
- To promote independence and increased social inclusion for older and disabled people in the Borough.
- Ensure that the Croydon Community are aware of the Forum and ensure that its role / services are advised on the LBC web site and in all relevant promotional documentation. A single initial point of contact to be given.

### **Remit**

- If required, report directly to the Traffic Management Cabinet Committee on any area that affects disabled and older persons' mobility and access.
- To act as an advisory/consultative body on all accessible transport issues within the Borough.
- To act as an advisory/consultative body on any proposed changes to transport provision and other planning issues, with a view to ensuring that disabled and older people's concerns are fully addressed and enabling full disability access.
- To participate in the drafting, monitoring and review of the Council's Local Implementation Plan (LIP) as directed by the Mayor of London and any other proposals from Croydon Council or other third party, which impinges on the quality of access / mobility.

- To devise and renew annual work plans in order to consider new options for promoting independence within the Borough.
- To hold an annual meeting and public consultation meetings as deemed necessary.
- To nominate representatives from the forum to other bodies (e.g. Transport Liaison Panel) as considered appropriate.

## Membership

Members to be appointed: 3

Majority Group Councillors to be appointed: 2

Minority Group Councillors to be appointed: 1

## Council Officers (4)

- Officer responsible for Transport Policy.
- Access Officer
- Equalities Policy Adviser on disability and/or older persons.
- Social Services Officer.

## Health Authority (1)

- The Croydon Area Health Authority to nominate an officer or member.

## Voluntary Sector (7)

- Representatives nominated by Disabled People's Organisations.
- Representatives nominated by Older Persons Organisations.
- Representatives nominated by Carers Organisations.
- Voluntary Sector Representatives from appropriate Partnership Groups.
- Younger Person Representative.

## Service Users (6)

This is open to disabled or older people to nominate themselves. Places will be reserved to ensure groups with specific requirements are represented e.g. places will be reserved to ensure older people and people with a learning disability are represented.

## Carers (2)

Representatives from the Council and voluntary organisations can send a substitute from their own organisation if they are unable to attend a meeting.

Other Statutory and transport organisations (e.g. Transport Police, dial a ride) as deemed appropriate by the Forum, will be invited to nominate liaison officers to attend meetings when requested.

The forum will be able to co-opt additional members with particular expertise, should a majority of members so decide.

Voluntary Sector groups and users will be invited to make nominations for election at a bi-annual Meeting.

Membership of the Forum will be for a period of two years.

### **Organisation of meetings**

The quorum shall be 50% of the representatives of the Council and 50% of the Community representatives. The Council representation must include at least one Councillor.

The Forum shall elect bi-annually a Chair and vice Chair.

The Forum will meet at least 4 times a year and hold at least one open meeting which shall constitute an annual meeting.

All members of the Forum will be bound by the Council's equal opportunities policies and commitments.

Meetings will be held in an accessible venue with all materials available in accessible formats.

A BSL signer or palantype operator will be present at each meeting (if required).

Travel expenses for disabled members and carers will be reimbursed or accessible transport arranged where appropriate.

Meetings will be publicised and minuted by the Access Officer of the Council.

Minutes of all meetings will be sent to the transport operators.

Provide, contingent to resources, a secretariat to process queries / clarifications and coordination of other Forum and agencies, necessary for the public or CMF members i.e. not just at formal meetings.

Establish a small steering committee comprising a Vice Chair ( new appointment ) and a minimum of 3 other members, to periodically meet and review proposed agenda ( and establish priorities) for formal CMFs. and generally approve Forum strategy. Members should attend the steering group on a rotational basis.

It is considered that membership of the CMF should be for a minimum 2 year period.

## **Review of Terms of Reference**

The terms of reference will be adopted by the first Annual Meeting of the Forum. Amendments to the terms of reference can be made only at an annual Meeting (and where at least two thirds of those present and voting so agree).

## **Forum Guidelines:**

1. Any **individual** complaints relating to a personal experience should be addressed to the service provider in the first instance (ref complaints flow charts, issued at 10<sup>th</sup> December 2008 meeting.)
2. Any member of the Forum can raise a concern around the procedure or process involving the complaint. The issue should be forwarded in writing to the CMF administrator 2 weeks prior to any meeting. The Chair will then ensure that the most appropriate service provider representative replies at the CMF meeting, to the issue raised.
3. Any representative responsible for producing an update report to the CMF should issue the report to the administrator 2 weeks prior to any meeting.
4. Any Forum member can request information or clarification on any aspect of transport provision by forwarding the details to the administrator 2 weeks prior to any meeting.
5. All Forum members should appreciate that they are representatives from a particular organisation or group. It is important that all issues from their organisation / group are channelled through the member and in turn that the member feeds back all relevant information from the Forum.
6. All Forum members have a responsibility to promote the role of the CMF and ensure that its coordinating function is fully appreciated, by all community groups that they may become involved in.
7. All Forum members should appreciate that there is a Steering Group established that meets min 2 weeks prior to any Forum Meeting, to agree

the specific Agenda items. Hence, please ensure contact is made with any member of this group or the administrator, if you wish a specific item or issue to be raised at the next CMF meeting. There could also be a request for an “added value” speaker to attend a future meeting.

8. All Forum members can contact the administrator, at any stage, if there is an urgent issue that needs immediate resolution or action.
9. All Forum members should fully respect other parties points of view at the Forum and ensure that contributions made are concise and are kept strictly to agenda items.