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| To: | NEC | 3rd June 2024  2024/00494 |

Dear Colleagues,

## Disabled Workers Network - Terms of Reference

Following a calling notice to branch chairs and secretaries in March 2024, we have held two successful steering group meetings on the 9th and 25th April 2024 to establish terms of reference for a new Disabled Workers Network. Nearly 50 reps and members have indicated they would like to be involved so far and each online steering group meeting had over 20 attendees.

Having canvassed a variety of members, reps, and Prospect staff, we would like to propose the following Terms of Reference for the network:

1. **Mission & Purpose**
   1. Connect and empower disabled workers who are members of Prospect.
   2. Produce best practice advice & guidance for employees & employers.
   3. Provide regular briefings, training and legal updates for reps & case-handlers.
   4. Share solidarity and best practice between reps and branches.
   5. Promote awareness and advocacy among non-disabled members of the union.
2. **Principles**
   1. For clarity the group will use the definition of disability as outlined by Section 6(1) of the Equality Act 2010.
   2. Any member of the network must be a member of Prospect.
   3. Being disabled is not a prerequisite of membership of the network.
   4. The network’s agenda is to be set by disabled members.
   5. All documents to be provided in accessible formats.
   6. Online meetings are to be set-up and delivered accessibly.
   7. In person meetings, events and conferences are to be accessible, including facilities, interpretation and timings.
   8. The network will give advice but will not take on personal case work or branch equality reps’ duties.
3. **Structure**
   1. Membership of the network will be an opt-in.
   2. Prospect will not hold any sensitive personal data other than network membership.
   3. The network functions as an advisory body/subcommittee of the Equal Opportunities Advisory Committee (EOAC) of the National Executive Committee (NEC).
   4. The network will have a steering committee.
   5. The steering committee will be formed of reps and members and be representative of the sectors of the union.
   6. The steering committee will report back on it’s work to the EOAC.
   7. The steering committee will decide how often to meet, in accordance with demand from the network.
   8. Sectors may establish their own sectoral network and committee to advise their Sector Executive Committee. For example, the Bectu sector’s existing disabled members’ network.
   9. Network to be primarily supported by the Special Projects Organiser.

We are therefore seeking NEC endorsement for this proposal to formerly establish a Disabled Workers’ Network as outlined by the Terms of Reference above.

Yours sincerely,

**GARETH SPENCER**

Special Projects Organiser