

TERMS OF REFERENCE OF THE DISABILITY & CARERS ACTION GROUP

NAME: The name of the group shall be Disability & Carers Action Group.

AIMS OF THE GROUP:

The aims of the Group shall be to make others aware that disabled people & carers are listened to and to help disabled people and their carers regardless of the age, race, gender, ethnicity, sexual orientation, or disability.

POWERS:

- (a) The Group can obtain, collect and receive money or funds by way of contributions, donations, grants and any other method towards the **aims** of the group.
- (b) Associate local authorities, voluntary organisations and the residents of Southend on Sea in common effort to carry out the aims of the group.
- (c) Do all such lawful things as will further the aims of the group.

THE GROUP IS OPEN TO ALL RESIDENTS:

- (a) Voting shall be open to residents attending with the chairperson having the casting vote where necessary.
- (b) The group shall meet monthly or bi-monthly on a regular date that is agreed.

MANAGEMENT:

- A. A chair and minute taker shall be elected annually at the Annual General Meeting (AGM) and shall manage the group.
- B. A proper record of all transactions and meetings shall be kept by the minute taker and distributed.

ANNUAL GENERAL MEETINGS:

- (a) An Annual General Meeting shall be held within 12 (twelve) months of the date of the adoption of these Terms of Reference and each year thereafter.
- (b) Notices of the AGM shall be published four weeks beforehand. A minimum of 5 (five) residents being present, shall enable an AGM to take place.
- (c) Proposals for alterations or additions to the constitution shall receive assent of not less than 5 (five) residents present and voting at the Annual General Meeting.

ACCOUNTS:

- (a) The funds of the group including all donations, contributions and bequests, shall be held by SEH on behalf of the group.

- (b) The funds belonging to the group shall be applied only to further the aims of the group used only for the group.
- (c) A current record of all income, funding and expenditure will be kept and be available to the residents when required.

DISSOLUTION:

- (a) The group may be dissolved by a resolution passed by a majority of those present and voting at a Special General Meeting,
- (b) If confirmed, SEH shall distribute any assets remaining as the group may decide.
- (c) If group dissolved, any funds being held will be transferred to SEH to distribute to similar groups.

Signed by Chair R W Mac Allister
12/11/2025

Signed by minute taker [Signature]
12/11/25

CODE OF CONDUCT:

1. Residents are expected to conduct themselves in an orderly fashion, always respecting other residents, both in meetings and on the premises,
2. Residents should be aware of the confidential and sensitive nature of information that they may be given or may be told to them by other residents.
3. Offensive, disruptive, threatening or abusive behaviour and language including racist, sexist, disabled or homophobic inflammatory remarks shall not be permitted and will constitute a breach of reasonable behaviour
4. Residents will be aware of the equal opportunities policies of South Essex Homes and will at no time act in a manner which is intentionally contrary to the spirit of these policies.
5. In their roles as residents, residents should not act in a manner that might bring the group into disrepute,
6. Residents wishing to speak should indicate to the Chair and then wait to be called upon to speak. All speakers should address the Chair. It is the Chair's role to make certain everyone has the opportunity to speak. Residents should be careful not to dominate the discussion.
7. Speakers should stick to the subject matter in hand and not stray the point.
8. Only one person shall speak at a time and there should not be any private ueuaES Will iiPi meetings
9. Any breach of reasonable behaviour will result in a vote of no confidence being called against the offending resident and that resident will be asked to leave, providing that the resident has the right to be heard before, The meeting will be stopped until that person has removed themselves from the meeting, if the vote of no confidence is upheld.