

DurhamEnable User Forum Terms of Reference

1 The Role of the Forum

Past, present and future job seekers are key to the current and future delivery of Supported Employment at DurhamEnable. We believe that the voices and opinions of local disabled/neurodiverse residents in County Durham are the best people to talk freely about what we do and support positive progress.

A 'DurhamEnable User Forum' has been identified as necessary within the Governance structure of the service.

The Objectives of the 'DurhamEnable User Forum':

- Provide opportunities for local disabled people (forum members) to coordinate and shape the engagement and delivery of supported employment (DurhamEnable) that reflects local needs and expected levels of quality delivery (outlined by BASE model fidelity).
- Support raising the aspirations of disabled residents across County Durham to gain meaningful paid work.
- Challenge discrimination and advocate for positive change.
- Act as continued social opportunity to ensure past participants on DE have continued access to peers involved in supported employment.
- Collectively develop and enhance the skills and expertise of forum members
- Ensure that positive outcomes from all forum activity is shared with key stakeholders and relevant partners.
- Support the wellbeing of members via coordinated activity and advice.

2 Membership

The membership will:

- Include a cross-section of users of supported employment services (such as DurhamEnable) with an interest in taking forward development of increasing employment opportunities for disabled and/or neurodiverse residents in county Durham.
- Membership to be open to people who are currently experienced or have experienced Supported/Employment services. Membership is not exclusive to those that have worked/are working with DurhamEnable.

3 Administration

- Forum activity will be through:
 - Monthly regional F2F forum groups in the East, South and North of County Durham.
 - Reactive online contact for those that cannot make above
 - Regional engagement activity/events as coordinated by forum chair/s.
- Chairs to be members of the communications team at DurhamEnable, South led by Julia Smith, North led by Ben Newton and East led by DE Engagement officer (with support from all).
- Agendas and action logs to be coordinated by appointed regional chair.
- subjects that forum members want to raise at a forum session, need to be with the Chair in-advance of meetings
- meeting invitations and agendas/associated notes will be circulated in advance.
- Notes will be taken and distributed to attendees

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- Information will be made in accessible formats where required/requested.
- Quarterly reporting of forum activity will be made available to project board and other relevant council requests