

Disability Action and Awareness Group

Terms of Reference July 2025

Objectives

The Disability Action and Awareness Group (DAAG) represent the interests of Soha Housing's disabled residents.

By putting forward the views of disabled people it contributes to the continuous improvement of Soha's services.

Role

DAAG's role includes:

- Acting as a specialist consultation body on disability matters for board, staff and co-regulation groups
- Advising on proposed new strategies, policies, procedures and service standards
- Commenting on Soha's development plans for accessible housing
- Testing Soha's services to make sure they are accessible to disabled tenants
- Providing information and signposting to external agencies for Soha's disabled residents; this will include holding conferences or other events as appropriate
- Promoting the work of DAAG to Soha's residents and providing feedback on their activities
- Acting as advocates to find out about and promote Soha Housing's services to disabled residents.

Membership

Membership of DAAG is open to all Soha residents who have a disability or who have a disabled household member.

Other Soha residents may attend meetings as observers, at the Chair's discretion.

DAAG meetings

The full DAAG Group meets six times a year in a venue which is accessible for disabled people.

Members will be given a minimum of fourteen days' notice of meetings and papers will be sent out at least five working days before the meeting.

Light refreshments are provided for all meetings.

Emergency meetings

Any two members of DAAG can ask the Chair to call an emergency meeting of the Group, giving the reason why the business is urgent and cannot wait until the next scheduled meeting. If agreed the Chair will call a meeting giving members five working days' notice.

Eligibility

Any Soha Housing resident who believes s/he is able to make a positive contribution to DAAG's work is eligible to apply unless they:

- ◆ Are in legal dispute with Soha
- ◆ Are a member of Soha's staff
- ◆ Have previously been required to leave a Soha group because of a breach of code of conduct
- ◆ Present an unacceptable risk to other DAAG members, staff or partners

Election of officers

DAAG has a Chair and Vice-Chair who are elected by the members for one year terms. Once the year ends the Vice Chair will automatically become the Chair. Elections will follow for a new Vice Chair. The Chair is not eligible for voting until he/she has stepped down for a year.

Support

A member of the Resident Involvement team will give admin support to the DAAG Group and will

- Make the arrangements for meetings and notify members
- Work with the Chair to set the agenda
- Invite Soha staff or external speakers to attend, as necessary
- Take minutes at meetings
- Circulate papers before and after meetings
- Provide other relevant information to Group members

Code of Conduct

All DAAG Group members are expected to sign and abide by the DAAG Code of Conduct.

Terms of Ref For DAAG	Review date: 26th July 2025	Reviewed and approved by: DAAG Group	Next Review Date: July 2026
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