



# Accessibility Matters CONSTITUTION

## 1. Name

The name of the governing organisation shall be the "LGBT Community Safety Forum (LGBT CSF)".

The name of the service shall be 'Accessibility Matters'

## 2. Aims

1. Identify and address the inclusion, accessibility & safety needs of the Deaf, disabled and elderly LGBT communities within the Brighton and Hove area with respect to the

(a) Experience of crime and hate crime (abuse, violence and harassment).

(b) Fear of crime and hate crime

(c) Fear and experiences of other forms of discrimination and inequality.

2. Identify models of good practice for Advocacy and support services to meet the above needs with particular reference to the balance of the options and availability of generic and LGBT specific services.

3. Promote effective liaison and inter-relational partnerships between the Police, Health Authority, Local Authority, LGBT Voluntary Organisations and all other stakeholders to ensure effective and consistent development of LGBT related policies and strategies with particular reference to needs identified in points 1 and 2 above.

4. Support and promote the adoption locally of the National Charter for policing and LGBT communities as developed and published by the National Advisory Group and adopted by the Association of Chief Police officers.

5. Provide feedback of the work and progress of the forum to the local LGBT communities

6. Create opportunities for groups and individuals to suggest specific topics/projects to be investigated through Accessibility Matters, e.g. improving access by the groups mentioned in 1 above to the LGBT scene in the city, or raising awareness among LGBT businesses of their responsibilities under the Equality Act 2010

7. Provide an annual report, including a review of the activities of the group over the past 12 months and identifying a plan of specific target / projects to be undertaken in the following 12 month period.

### **3. Membership**

There is no formal 'Membership' of the LGBT CSF. The LGBT CSF welcomes anyone living in Brighton & Hove and who supports the aims of the organisation.

*Applicants for membership of the management committee or a Working Party must declare any personal interest.*

*When personal interests are declared they will be reviewed by the committee to consider whether it is a prejudicial interest to the productivity and delivery of the Forums core aims (point 2)*

*Applicants must apply in a single neutral capacity. Sharing the role of a committee member will not be allowed. An applicant wishing to share their placement on the committee with another committee member will not be considered.*

*It will be considered unethical for an employee or associate of any statutory service to become a member of the management committee.*

### **4. Meetings**

The Forum will meet on a date set at the current committee meeting. There will be no more than a 5 week period between meetings, either at a committee meeting (closed meeting) or at an open public meeting, which will be held on a quarterly basis. At all meetings, Accessibility Matters shall be a fixed agenda item.

The committee shall *maintain an email address and website page(s) specifically for Accessibility Matters* so that the public can contact the Forum at any time outside of the quarterly open meetings, and subsequently a Facebook page and web-page will be established to enable open dialogue.

Details of these methods of contact will be circulated monthly in the local media and a committee member will have specific responsibility for such communication links.

### **5. Working Party**

The business of Accessibility Matters will be carried out by a Working Party of existing LGBT CSF Committee Members, chosen at the first available closed meeting of the LGBT CSF Committee following the AGM.

*The Accessibility Matters Working Party will consist of a minimum of 3 and a maximum of 4 LGBT CSF Committee Members, one of whom should lead the Working Party*

If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of those present. If the number of votes cast on each side is equal, the chairman of the meeting shall have an additional casting vote.

For a meeting of the Working Party to be quorate there must be a minimum of two of the members present

Decisions made at meetings will be by a simple majority and by a show of hands

### **6. Finances**

An account will be maintained on behalf of Accessibility Matters via the Forum at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee. Both of these signatories must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer

All money raised by or on behalf of the organisation, is only to be used to further the aims of the Forum - as specified in Section 2 of this Constitution - and to cover justifiable appropriate administrative expenditure.

### **7. Amendments to the Constitution**

Amendments to the Constitution may only be made at a meeting of the Committee.

Any proposal to amend the constitution must be given to the Secretary in writing.

The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present.

## **8. Dissolution**

If for whatever reason it is felt by a majority of the members of the Committee that that it is necessary to close down Accessibility Matters, then this will be put to the next open public meeting for full discussion.

*The Working party shall remain in existence until:*

- Any outstanding debts have been paid
- Agreement with the Local Authority has been reached as to what amount from the bank balance in hand represents unspent funds provided by the Authority (e.g. by way of Discretionary Grants) and must therefore be returned to them
- A final meeting of the Committee has been held at which:
  - The Treasurer has presented a closing statement of account which receives formal approval by the Committee
  - The Committee has agreed that all residual money and other assets - if any - shall be donated to a local charitable organisation nominated by the Committee at that meeting.

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*Constitution Agreed:*