



**Scottish Council on Deafness
COMMUNICATION & ACCESS SUB-COMMITTEE**

Terms of Reference

From SCoD Constitution

(8a) "The Management Committee may appoint such special or standing committees or sub-committees as may be considered necessary and shall determine their terms of reference, powers, duration and composition. The composition may include individuals co-opted only for this purpose. All acts or proceedings of such special or standing committees shall be reported back to the Management Committee as soon as possible."

Purpose of Sub-committee

- a) To recognise and use members' interests and skills
- b) To build up and draw on areas of expertise
- c) To provide support/advice in specific areas of interest
- d) To involve people with skills and expertise from outside the organisation
- e) To ensure greater participation in the business of SCoD

Responsibilities

- 1) To identify and discuss issues of concern relevant to the SCoD membership
- 2) To consider draft policy statements to reflect SCoD's position on Communication & Access issues
- 3) To collate and disseminate information relevant to specific issues of interest to the SCoD membership
- 4) To draft briefing papers on issues to be raised at the Cross Party Group on Deafness
- 5) To advise on and co-ordinate campaigning and awareness raising of these issues

Issues to be covered:

- Access to English
- Access to BSL
- BSL/English Interpreting
- Lipspeaking
- Palantype and Speech to Text Transcription
- Deafblind communications
- Online Interpreting
- Video relay
- Communication Support Workers
- Telecommunications
- Access to arts and media, including TV, drama, heritage, films, etc
- Access to leisure and sports
- Websites
- Accessible information formats

Chair

The Chair of this sub-committee shall be appointed by the Management Committee of SCoD and this chair must be a member of the Management Committee.

Membership

Members of the National Council shall be eligible to serve on the sub-committee for three years. Co-opted membership may also be invited from outside SCoD and they shall serve for one year. The total number of members shall not exceed 11, including the chair. (This may be varied in an exceptional circumstance with the approval of SCoD's Management Committee).

As an ex-officio member, the SCoD Director is expected to attend the sub-committee's meetings whenever necessary. S/he may be accompanied by a member of SCoD staff.

Frequency

This sub-committee shall meet between two and three times a year as required.

Delegated powers

This sub-committee shall have the powers to draft responses, policies, plans and recommendations.

Servicing of Sub-committees

SCoD shall provide administrative support to all sub-committees – that included booking of meeting venues, communication support and preparing and distributing meeting papers

Reporting back mechanisms

This sub-committee to report back to the Management Committee through its chair or the SCoD Director, via minutes and/or reports. For matters requiring urgent attention, the sub-committee chair will report directly to the Convener and/or Director of SCoD.