**Terms of reference:**

* To offer a forum for constructive discussion about Disability Services’ procedures, practices and provisions.
* To enable student and researcher service users to influence the service and its developments.
* To annually consider Disability Services’:  
  - transition practices and provisions  
  - communication modes and messages.
* To enable service users or staff to raise matters relating to the service for consideration by the panel.
* To collate views and feedback about other aspects of University provisions on the understanding that these will be passed to the relevant area.
* To identify other opportunities and methods for gathering wider user feedback.

## **Constitution (Membership)**

## The panel’s membership will include:

1. – Disabled students and researchers registered at the University

- One member of staff from the Disability Services Management Team

- A Student Panel Coordinator, normally the Disability Services Engagement Officer

- The Disability Contact Liaison Officer, as a link to the school based Disability Contacts.

Additional details regarding student and researcher members:

1. Student members will be registered students of the University of Leeds who identify as disabled.
2. Student membership of the panel will be undertaken by application.
3. Place will will be selected on merit, based on their application.
4. The role of the chair is to be filled by a student member of the panel.
5. Membership will be for any remaining duration of the student or researcher’s current studies, or for as long as is wished during that term.
6. Each academic year applications will be open for any vacant places.

Additional details regarding the Panel Coordinator:

1. The Student Panel Coordinator will:

* Minute meetings.
* Send invites, agendas and associated paperwork to panel members.
* Coordinate the marketing of the panel to prospective student members.
* Be a liaison for user members.
* Provide logistical support to the panel.

## **Support for members**

1. This is a voluntary role offering the opportunity to gain experience in collaborative working and to collectively influence peers, the service and its staff.

**Panel cycle**

1. The panel is anticipated to meet monthly during term time via MS Teams.
2. Meetings are expected to last between one and two hours, with meeting preparation time of approximately an hour per meeting.
3. Any other work is optional.
4. The final meeting will propose agenda items to be carried over into the following year.
5. Advertising for the student panel will commence from October each year.

If you have any questions regarding these terms of reference or the Disability Services Panel, please contact Megan Owen ([m.e.owen@leeds.ac.uk](mailto:m.e.owen@leeds.ac.uk)).