Easy Read

Llywodraeth Cymru
Welsh Government

External Advisory Board for Disabled People's Rights Plan

Rules for how the group will run



September 2026

How to use this document

This is an Easy Read version of: **External Advisory Board for Disabled People – Terms of Reference (Updated September 2026).**



Words in **bold blue** may be hard to understand. You can check what they mean on **page 33**.



Where the document says **we**, this means **External Advisory Board for Disabled People.** For more information contact:

Website: gov.wales/external-advisory-board-for-the-disabled-peoples-rights-plan

Email: DisabledPeoplesInclusionTeam@gov.wales

Hawdd ei Ddeall Cymru
Easy Read Wales

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About this document

This document is called a **Terms of Reference**. A **Terms of Reference** document explains:



- The rules and ideas for how a group should run.



- What the aim of the group is.



- What we want to do.



- What we expect from each other.



This is a Terms of Reference for the **External Advisory Board for the Disabled People's Rights Plan.**

About our group



The aim of our group is to support the 10 year Disabled People's Rights Plan.

We will:



- Help make sure disabled people's voices are heard. We will do this by making sure we work together and include everyone.



- Make sure decisions are based on disabled people's needs. We will value people's real life experiences.



- Check how the Plan is working overall. Our work will support the Plan and make sure disabled people are put first.



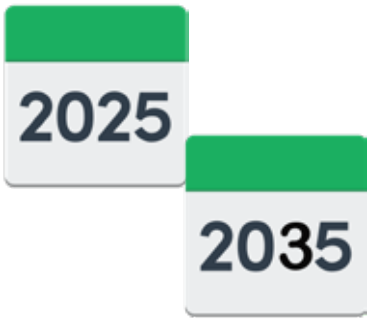
- Check how the Plan is going.



- Give advice.



We will work closely with other disabled people's forums and groups.



We will run from 2025 to 2035. This matches the start to finish time of the Disabled People's Rights Plan.



The first meeting will be in March 2026.



The Board will usually meet 4 times a year.



Meetings can be online, in person, or both.

Our goals



- Share knowledge and experience to help deliver the Plan.



- Monitor how the Plan is working. Check that the work is moving forward.



- Help connect disabled people, **policy** makers, and services. Make sure disabled people are always included.



A **policy** is a set of rules for how things should be done.



- Build trust with people. Listen to Disabled People's Organisations and networks.



- Help find new and urgent challenges that affect disabled people.



- Give expert advice to government.



- Share good examples to make positive change. Challenge unfair treatment. Pay attention to the extra challenges disabled people face because of their race, gender, age, sexuality or amount of money they have.



- Support the United Nations Convention on the Rights of Disabled People.



- Suggest areas for research to improve equality for disabled people in Wales.



- Set up sub-groups when needed.



- Suggest fixes if problems are found early on.



- Give advice on things to focus on next based on proof and people's experience.

Members



Members will include a range of different people:

- Disabled people.
- Representatives from Disabled People's Organisations.
- Other important people across Wales.



This is to make sure the Board has lots of different experience and knowledge.



Members can claim money to cover the costs of going to meetings and for travel.

Members will lead on areas like:



- **Accessible** travel, homes, and independent living.



Accessible means something can be used by anyone easily.



- **Accessible** communication and media.



- **Accessible** jobs and workplaces. And money and benefits.



- **Accessible** education for all ages.



- **Accessible** social care and support. Social care is services that help people with their daily living. It can be help at home, in a day centre, or from a social worker.



- **Accessible** health care.



- Early years, childcare, and play for disabled children.



- Culture, like museums and festivals, sports, and wellbeing.



- Emergency planning, for things like floods and fires, and taking care of our planet.



- **Accessible** justice, which means services like the police and courts.



- **Accessible** advocacy, which means supporting people to speak up for themselves or speaking up for someone.



- Disabled people's rights in Wales, UK, and abroad.



- Technology and **AI** – computers that can solve problems like people can. For example, ChatGPT, Siri and Alexa.

Board member rules:



All members who are not part of Welsh Government must be disabled people.



There are 17 members of the Board altogether:

- 16 disabled people.

- 1 person from the Welsh Government. They will be Co-Chair.



The Board aims to include people with different experiences and from different backgrounds.



Members are asked to come to meetings regularly and take part in the work of the group. If they do not, there may be a meeting to talk about if they should stay on the Board.



Other Welsh Government officials or guest speakers will join meetings when needed.

Co-Chairs



The Board has 2 Co-Chairs:

- 1 from Welsh Government.
- 1 disabled person.

The 2 Co-Chairs will:



- Lead meetings.
- Give support. For example, to people who need help to take part.



- Set the agenda before each meeting.
- Help everyone take part and share ideas.



- Make sure discussions are fair and positive.

The Welsh Government Co-Chair will:



- Help the Board work with different government teams and invite the right people.



- Find government work that connects to the Board's goals.



- Share knowledge of government **policies** and teams.

The Deputy Chair will:



- Support the Co-Chair in running meetings.



- Help set the agenda and help people take part in meetings.



- Lead meetings or represent the Board if needed.



Both the Co-Chair and Deputy Chair can stay in their roles for up to 5 years.

Disability Rights Task Force



The Disability Rights Task Force has finished its work. This group was set up after COVID-19 to tackle the challenges disabled people face.



From 2026 to 2028:

- Disability Rights Task Force working group Chairs will join our Board for 2 years.

From 2028 to 2035:



- Anyone can become members.
- Past Board members can reapply.



- If a member leaves or finishes their term, the position can be filled.

Secretariat



The Secretariat comes from the Welsh Government Disabled People's Inclusion team.



They make sure all Board members can take part.

They will:



- Support the groups to link up with other important boards and groups.



- Share papers at least 7 days before meetings. In the languages and formats needed.



- Keep a risk register to manage risks.



- Provide BSL and Welsh interpreters. And other communication support when needed.



- Make sure all needs are met.



- Take notes of main points and actions only.



- Ask members what they want to put on the agenda before meetings.

How we will run meetings



Members must follow the **Social Model of Disability**.



The **Social Model of Disability** is a way of thinking about and viewing disability.



It says the way things work stop disabled people from doing things non-disabled people do. Not their impairment or difference.



We need to make changes and adapt so services meet people's needs.



Decisions are made together.



New members can get help from other members.



Members respect people's experiences and keep information private.



Agendas and reports may be shared with people online. But members must not share meeting invites without asking first.



Meetings will be **accessible**.



Members' wellbeing is looked after.



Personal information is kept safe and follows the law.



For a meeting to go ahead, at least half of all members must attend.



Members must not send AI Assistants to a meeting instead of them. This is technology that can do tasks for someone. It is OK for people to use technology for support.



Co-Chairs can decide to have extra meetings if this is very important.

Sharing updates



The Disabled People's Inclusion Team will share updates on the Disabled People's Rights Plan.



Updates will go to the Board before being shared online. The Board can review and discuss the updates.

Training



All Board members will have training. Training will be on:



- **Social Model of Disability**.



- Safeguarding. This is about keeping people safe.



- Keeping information safe.



Extra training may be offered, like public speaking and learning about laws.

Keeping information safe



Members must keep information private. This includes information given in writing or spoken in meetings.



Personal assistants must also keep information private.



People attending online must make sure no one else can hear the meeting.



People may ask to see the Board's information under the law. If this happens, the Welsh Government will follow the rules.



Members must tell the Chairs about anything that might affect their decisions.

Rules to follow



Members must follow the 7 Principles of Public Life.



Members must be respectful and open.



Members must work well with others. They must not stop others from taking part.



If you have any concerns about a member's behaviour, you can talk to the Co-Chairs or Welsh Government officials.



If a member behaves badly, they may be asked to leave the Board.

Updating this document



We may make changes to the Terms of Reference.



The Board will review these rules in the first year.

Hard words

Accessible

Accessible means something can be used by anyone easily.

Policy

A policy is a set of rules for how things should be done.

Social Model of Disability

The Social Model of Disability is a way of thinking about and viewing disability.

It says the way things work stop disabled people from doing things non-disabled people do. Not their impairment or difference.

We need to make changes and adapt so services meet people's needs.

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