

June 2022

JP for Accessibility Officer (AO)

To support access needs of members to engage in meetings, groups and other activities. To support group facilitators to ensure their groups are as accessible as possible, and advise on adaptations identified by members, as far as is practicable, in respect of adhering to “making reasonable adjustments” as required by the Equality Act 2010.

Commonly encountered problems include hearing, sight and mobility issues, access to wc facilities, and memory and processing difficulties.

1. The AO will be available to new members or renewing members of Tweeddale u3a.
The membership form asks the member to identify any access difficulties they might have and they give their agreement to this information being confidentially shared with the AO. The membership secretary then notifies this to the Accessibility officer, who will take appropriate action. This would normally be done in a telephone call when any issues of confidentiality will be discussed and agreed in the first instance
2. The AO will be available to any member who wishes to request help.
3. The AO will attend and contribute to Facilitators’ meetings and respond to facilitators requests for advice and help.
4. The AO will be a member of the committee and will ensure that all members can easily contact him or her by phone.
5. Working with members, the AO will undertake to identify available aids specific to communication and physical access, to enable all members to fully participate, and inform the committee of what is available.
6. The website will indicate to prospective u3a members that an accessibility officer is available and can provide general advice regarding the suitability of particular group activities.
7. The AO will be responsible for maintaining a register of volunteer drivers from the whole membership to assist with general and interest group meetings and cut down on unnecessary duplication of car use. They will also advise on the provision of community transport.