
**Terms of reference for:
Advisory Committee for Older and Disabled
People**

Approved by the Ofcom Board on 24 May 2016
Amended on 6 February 2019

1. Statutory obligations

- 1.1 The Communications Act 2003 (“the Act”) requires Ofcom to establish and maintain an advisory Committee on Older and Disabled People (“the Committee”). Section 21 of the Act requires that “the Committee shall consist of a Chairman appointed by Ofcom and such number of other members appointed by Ofcom as Ofcom think fit”. The function of the Committee “shall be to provide advice to Ofcom (including other committees established by Ofcom) about the interests, in relation to communications matters, of the elderly and persons with disabilities”. The Committee may also at the request of the Consumer Panel, provide advice about those interests to the Consumer Panel but only with the consent of Ofcom.
- 1.2 In appointing members of the Committee, Ofcom is required by the Act to ensure that members include persons who are familiar with the needs of the elderly and persons with disabilities.

2. Functions

- 2.1 The functions of the Committee will be to:
 - a) seek to identify issues in relation to the communications and postal sectors affecting older and disabled people, both collectively as a Committee and individually as Members, with particular reference to the sectors where they have particular knowledge or expertise.
 - b) provide advice to Ofcom about general and specific issues concerning the communications and postal sectors affecting older and disabled people.
 - c) provide advice and comment as required on matters brought to the Committee by Ofcom.
 - d) offer comment, as appropriate, on consultations and research undertaken by Ofcom.
 - e) where appropriate, provide specific advice to the Ofcom Board and the Content Board on matters relating to television, radio and other content on services regulated by Ofcom.
 - f) when so requested by the Ofcom Board, provide advice to the Communications Consumer Panel on matters affecting older and disabled people in the communications and postal sectors.
 - g) contribute information about its work to Ofcom’s annual report to ensure the work of the regulator within the communications sector on issues affecting older and disabled people is reflected.

3. Membership

- 3.1 The Committee will consist of up to twelve Members at any time (all of whom will be non-executive).
- 3.2 Where the Chairman considers it appropriate decisions may be taken by e-mail.
- 3.3 In the absence of the Chairman the remaining members shall elect one of their number to chair a meeting.

4. Quorum

- 4.1 A quorum for any meeting will consist of four Members plus the Chairman. Members' attendance through telephone or video link is permissible for the purposes of determining a quorum.

5. Meetings

- 5.1 The Committee will meet not more than 5 times and not more than 12 times a year.
- 5.2 Agendas will be approved by the Chairman with an invitation to any Member of the Advisory Committee to submit matters for inclusion on the agenda.
- 5.3 A formal minute will be taken of all Committee meetings. Once approved by the Chairman of the Committee, the minutes of each Committee meeting will also be published on the Ofcom website.
- 5.4 The Chairman of a particular meeting shall have a casting vote in the event that the Committee is unable to reach a consensual decision.