

# Inclusive Design Panel guidance and Terms of Reference



## Introduction

This panel pool has been established by [organisation] to help make places and buildings welcoming to all by bringing a lived experience perspective into decision-making and planning processes within the built environment.

These terms of reference (the 'Terms of Reference') set out the scope of this panel and its relationship with [organisation].

The panel is requested to advise [organisation]

- individuals with disabilities of all kinds;
- individuals with reduced mobility;
- the ageing population; and
- families with infants and toddlers.

## General panel information and membership:

- The panel members are drawn from a pool of circa 20 members and are selected to provide a broad range of expertise with a variety of lived experience of living with disability, whether it is sensory or mobility impairments, mental health, or specific learning difficulties. Some will have more than one impairment or condition. Some have lived with these since birth, while others acquired them as adults. This gives the group a broad collective perspective and a personal understanding of what it is like to experience barriers.
- There will be a nominated Chair within each panel who will adopt that role for the duration of any specific project review cycle.
- Each panel member must sign and agree to be bound by the terms of a membership agreement (the 'Membership Agreement') before they participate in any work relating to the [organisation].
- Members will be appointed as individuals or as representatives of charities/other relevant organisations.
- The Members will work towards the objective of the [organisation], and not promote their own interests or the commercial interests of any group or organisation for which they work or of which they are members.
- The members are not employed by [organisation] to ensure the group's independence.

## Panel frequency:

- The panel will meet as frequently as required during the design phase of the project.
- The panel will report as frequently as required either in person or remotely via video-link to [organisation] on accessibility and inclusivity matters.
- If a panel member is unable to attend a session, a minimum of 10 days' notice should be given to [organisation] to allow for a substitute member to be found.
- The panel will evaluate and influence [organisation's] strategies, policies, services, and projects, highlighting where change is needed to reduce barriers to inaccessible design.

### Key asks of the panel:

- The panel will provide internal confidential advice to [organisation] on policies, projects and programmes and issues guidance recommendations and/or constructive appraisal/feedback.
- The panel will be required to review content shared with them prior to the sessions take place and will be expected not to share any of the meeting content or outcomes outside of the panel. One week prior to the meeting a briefing note will provide information on each scheme will be circulated for consideration and scrutiny in advance of the meeting.
- The panel may be subject to legal constraints in relation to the disclosure of information it gathers from [organisation]. They will not disclose any information about any individual which is provided to them while acting as a panel member without the consent and then only for purposes related to fulfilling their role as a panellist.
- Act in accordance with the objectives of the [organisation]
- Be outcome focused and prioritise work where it can have most impact and where the Members have the relevant skills and experience.
- Act in accordance with the [organisation] Conduct Policy.

### Fee for panellists:

- A fee can be provided to the panel members, depending on [organisation] budget and/or experience of the individual panel member.

### [Organisation's] duties:

- Be open and transparent with the panel on the [organisation] work programme in relation to accessibility evolves, so that the panel can meaningfully identify and review its priorities and plan its work.
- Wherever possible, provide the panel with sufficient notice of the issues about which it will require the panel to advise.
- Engage with the panel at early stages of workstreams.
- Review information requests from the panel promptly and either provide the panel with prompt access to information which the panel reasonably requires in fulfilling its duties; or where the [organisation] is not willing or able to provide the information requested, provide written reasons to the panel