

GLA Strategic Access Panel

Terms of Reference

1. Scope

- 1.1. The Strategic Access Panel (SAP) will assist the Mayor in delivering an inclusive and accessible city in accordance with the ambition behind London Plan Policy 7.2.
- 1.2. The SAP will offer technical advice on:
 - GLA funded regeneration projects;
 - larger scale/ strategic developments within Opportunity Areas (identified in Map of the London Plan and shown in Appendix 1 of these terms of reference);and
 - larger strategic planning applications where there is no borough access group involvement or access officer to advise on the projects.

SAP will also assist with the on-going review of policies and standards relating to the built environment and disabled and older Londoners as required.

2. Objectives

- 2.1. To comment upon information supplied from the GLA, and on occasion, other stakeholders, regarding the design of the built environment within Opportunity Areas.
- 2.2. To provide comment on strategic planning proposals when requested to do so by the Mayor; both at the pre-application stage and in response to formal consultation on planning applications for projects particularly those where there is no other local Consultative Access Forum in place.
- 2.3. To provide information to the Mayor, in relation to Inclusive Design Standards and built environment proposals for GLA funded infrastructure projects which do not have in place a Consultative Access Forum.
- 2.4. To work with the GLA to develop solutions to access and inclusion issues raised through GLA funded projects, including those identified during wider public consultation.
- 2.5. To form smaller workgroups, as and when required, to provide specialist advice and support in relation to those projects detailed within 2.4 above.
- 2.6. Such comment to be given in an accurate and timely manner.

3. Chair

- 3.1. The chair of the SAP will be appointed through an advertised application process and must have the appropriate relevant experience in the field of inclusive design.

4. Membership

- 4.1. Total membership of SAP will not exceed 10 individuals who will each have appropriate experience in the area of inclusion and access. These will include but are not limited to representatives of organisations of disabled people and relevant community groups / forums, national disability and access organisations, bodies and charities specialising in inclusion and access for disabled people.

- 4.2. Members will be appointed by the GLA and the Chair following an advertised recruitment process.
- 4.3. Observers may include but are not limited to:
- The GLA Development Planning and Strategic Planning Teams;
 - The GLA's Principal Advisor on Access;
- and
- The GLA's Housing and Land Directorate and Regeneration Team.
- 4.4. The membership list will be varied as appropriate by the GLA.
- 4.5. Additional members including access experts or access consultants on GLA projects may be co-opted to the SAP, where particular expertise is required at the discretion of the Chair.

5. Meeting Frequency

- 5.1. The SAP shall normally meet monthly.
- 5.2. Panel members may be asked to attend smaller working groups in addition to the monthly meetings at the discretion of the Chair and subject to their own availability.
- 5.3. GLA will endeavour to circulate meeting minutes within 3 weeks of meetings. Invitations, agenda, minutes and other papers will be circulated at least one week in advance of the meetings wherever possible.

6. Authority

- 6.1. From time to time, as suits the needs of GLA particular information might be sought from members and their allied organisations through structures deriving from or reporting initially to the SAP.
- 6.2. Any working groups deriving from the SAP shall report to the SAP in a timely manner.

7. Accountability and Reporting

- 7.1. Any meetings held under the provision of item 6.2 shall be reported to the next meeting of the SAP.
- 7.2. The GLA representatives shall ensure that issues raised in meetings of the SAP are brought directly and expeditiously to the attention of the responsible staff in their organisations.

8. Key Inputs

- 8.1. The AAP will require the following inputs for its meetings:
- Minutes and action logs from previous meetings
 - Project presentations

9. Reasonable Adjustments

- 9.1. Reasonable adjustments are changes that the GLA will make to policies and practices and to the physical features of premises, where they disadvantage the involvement of disabled people
- 9.2. The GLA recognise the duty to make reasonable adjustments as soon as practicable after they are made aware that someone needs an adjustment.
- 9.3. When organising meetings the GLA will ensure that reasonable adjustments are made to enable disabled people to be active members of the SAP.

10. Expenses

- 10.1. SAP members will be reimbursed for any reasonable expenses they incur when attending meetings of the SAP or its working groups.
- 10.2. Members are expected to neither gain nor lose financially from the expenses process.
- 10.3. The GLA will reimburse a member of the SAP for legitimate expenses once the member has completed a new supplier form and an official expenses claim form.
- 10.4. Members must always submit receipts to support the expense claim or, where a receipt is not available an alternative appropriate proof of expenditure. Members must also explain the nature and purpose of the expense i.e. members must explain why an expense was incurred as well as what the expense was.
- 10.5. Where receipts cannot be obtained (for example, when an Oyster Card is used for business travel), members should provide a description of the SAP related meeting attended when the expense form is submitted (such as a print out of journey from the registered Oyster).

11. Recognition Payment

- 11.1. The GLA will make a payment of £50 to members of the SAP for each Panel meeting they attend.
- 11.2. This is not intended as a payment to members attending as part of their full time employment e.g. members employed by an organisation attending SAP to represent that organisation.
- 11.3. Payments should be claimed using the process as described in 10 above.

12. Confidentiality

- 12.1. In the course of the membership of the SAP members may be given access to confidential information in agreement to these Terms of Reference in addition to and separate from any other obligations that members may have to the GLA Family.

- 12.2. This applies while a member of SAP and for as long as the confidential information remains confidential to the GLA or to any third party to whom the GLA owes a duty of confidentiality.
- 12.3. Members will not directly or indirectly for any purpose other than their membership of the SAP
- i. disclose any confidential information to any third party except as expressly permitted; or
 - ii. make any statement to, or communicate with, the media in respect of confidential information or in any way publish the same;
- 12.4. Members shall not, except as authorised by the GLA or required by membership of the SAP, divulge to any persons, firm, company or other organisation whatsoever any confidential information.
- 12.5. Confidential information shall include all information which has been specifically designated as confidential by the GLA, or any other party contributing to SAP meetings.
- 12.6. This will not prevent SAP members from using or disclosing any confidential information which they are authorised to use or disclose in the course of carrying out their SAP membership, or which members are required to disclose by law.

13. Public statements/Press/Media

- 13.1. Members of the SAP must not make or participate in any public statements (including making any comment or statement or giving any interview to the press or other media) without the prior approval of the GLA about the matter over which the SAP has jurisdiction.
- 13.2. If members are given prior approval to make a public statement they must comply with any reasonable requirements from time to time laid down by the GLA relating to the making of public statements including press, radio and television statements or interviews.

Appendix 1: Map 2.4 from the London Plan

