

**Strategic Access
Panel Annual Report
2016**

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**Greater London Authority
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Foreword

“A City for all Londoners” (October 2016) is a statement of my ambition for our great capital as Mayor, and highlights my vision for building a better city for all Londoners.

For the city to be successful, Londoners in all their diversity must live well together. Social integration is a broad but vital concept to achieving this - it means addressing inequalities, tackling disadvantage and discrimination and promoting full participation in the life of our city. It means considering how people from BAME, disabled, or LGBT+ communities, as well as women and young people from low-income families are disproportionately affected by all issues in London – and making sure that in every area of policy, sufficient resources are applied to make London a more equal city.



Existing London Plan policy on Inclusive Design aims to tackle disadvantage and remove and prevent barriers to inclusion for a range of people, including disabled and older people. This policy is supported by the Supplementary Planning Guidance “Accessible London”. This guidance and the work of the Greater London Authority’s (GLA’s) development and projects team are, in turn, supported by the work of the GLA’s Strategic Access Panel.

The Strategic Access Panel is an essential component in ensuring that inclusive, barrier-free environments are created that all Londoners can enjoy. Working closely both within the GLA as well as with developers on planning applications of “potential strategic importance” within London, the Strategic Access Panel plays a key role in ensuring that disabled peoples’ experiences are fully considered in the formulation of new policy and emerging development proposals.

I look forward to seeing the work that the Strategic Access Panel will be undertaking and the projects in which they will be involved over the coming year, seeing them work with my staff here in City Hall, and helping me in achieving my ambition of creating a truly inclusive city for all Londoners.

A handwritten signature in blue ink that reads "Sadiq Khan". The signature is stylized and fluid.

Sadiq Khan
Mayor of London

Chairs welcome and summary

I am delighted to be welcoming you to this, the Greater London Authority's Strategic Access Panel's 2nd annual report.

This annual report will provide background information on the group and the group's work over the last year, including key discussion areas. It will introduce some of its members, and will set out aspirations and aims for the forthcoming year.

The Strategic Access Panel is looking forward to an exciting 2017, including:

- working with the new administration with their aim to create a 'city for all Londoners'
- working with the London Plan team on the review of the London Plan
- working closely with development teams on proposed developments
- recruiting new members to the Strategic Access Panel

This annual report will also highlight the research project which the Panel have participated in over the last year which has been undertaken by Goldsmiths University of London and Professor Rob Imrie, as well as provide a case study looking into one particular development proposal which has been presented to the group at different stages (both pre-application and Stage 1) in 2017.

Once again, I am very grateful for the valuable input of all my colleagues on the Strategic Access Panel, some of whom are introduced to you in Appendix 1 of this report, and would like to take this opportunity to thank Strategic Access Panel members who have moved on over the last year namely; Rob Harris from Guide Dogs, Peter Barker OBE, Geraldine O'Halloran from Inclusion London and Mik Scarlet.

I would also like to thank the professionals from the development teams who have presented to the panel in 2016, the Planning Officers who have presented and facilitated, and the charities and organisations who have observed at meetings, and supported the panel in their work.



Glyn Kyle MBE
Chair- Greater London Authority Strategic Access Panel

The Strategic Access Panel- background

This Annual Report will provide background information on the group and its purpose, update ongoing projects, set out aims and objectives for the forthcoming year and provide subject specific statements from the group given the work undertaken in 2016.

The Strategic Access Panel (SAP) was set up by and is run by the Greater London Authority's London Plan Team.

The opportunity for people to become members of the SAP was advertised in 2014, under the original opportunity description:

“to help ensure that inclusive solutions are delivered for large scale strategic regeneration projects within London (GLA funded and non-GLA funded) and larger scale planning applications where there is no borough access group involvement or access officer to advise on the project.”

Applications were received from people from a variety of backgrounds, and members and a panel Chair were appointed after a formal application and recruitment process at the end of 2014.

This resulted in the Strategic Access Panel being made up of 10 'full' members (including the Chair) and a number of 'observer' members from a variety of backgrounds.

Some members of the group represent organisations or charities, for example:

- Guide Dogs
- Age UK London
- Attitude is Everything

Some members represent local or Borough access groups or forums including:

- Greenwich Action on Disability
- Action and Rights of Disabled People in Newham
- Disabled people; 14% of Haringey

And some members were appointed on the basis of their personal experience of disability, and the barriers faced by disabled people.

Membership of the group is diverse, and draws upon a vast range of experience, both personal and professional. Based on this the group successfully adopts/ represents a pan disability/ impairment approach- taking into account a range of physical, sensory and cognitive impairments.

The in 2016 SAP generally met monthly at City Hall; holding 11 meetings in 2016, and offers design reviews, guidance and advice on:

- GLA funded regeneration projects
- large-scale strategic developments within Opportunity Areas
- larger strategic planning applications where there is no borough access group involvement or access officer to advise on the project
- Items of planning policy in relation to access and inclusion

GLA planning policy- access panels

1.1.1 One of the Mayor's aims for London is that everyone, whether resident, visitor or worker, is able to participate and enjoy all that the city has to offer. To help achieve this aim the London Plan 2011 includes a number of policies which promote an inclusive environment to help ensure that all of London's diverse communities can contribute to London's growing economy and enjoy a high quality of life.

(Shaping Neighbourhoods Accessible London: Achieving an Inclusive Environment. Supplementary Planning Guidance)

This Supplementary Planning Guidance goes onto state:

3.4 Access groups organisations of disabled people and older people's forums

3.4.1 The involvement of people with personal experience of impairments can often help in finding creative solutions during detailed design development. The minutes of access forum/ group meetings can provide an audit trail of how inclusive access has been considered throughout the development process.

3.4.2 Engagement with local access and older people's groups can also help to highlight particular, sometimes local, access issues that need to be addressed. Disabled people are the experts in their own access requirements and the barriers they face. Discussion with designers can highlight areas of concern and help to identify particular barriers before the scheme progresses too far. Within London boroughs there can often be a major borough organisation/ group of disabled people and smaller groups that are subject or impairment specific."

3.4.5 For larger projects an access consultant could be employed to contact local disabled and older people to form a project specific group for the duration of the project. Such a group was formed for the Tottenham Football Club redevelopment proposals. The club set up a group with local disabled people along with disabled football supporters. The group met a number of times during the planning application process and helped to articulate the access issues that needed to be addressed by the designers.

3.4.6 Boroughs should endeavour to support and service regular meetings with their local access group and older people's forums, to ensure that the benefits of direct community involvement and the expertise of people with personal experience of disability can be reflected in the planning process.

(Shaping Neighbourhoods Accessible London: Achieving an Inclusive Environment. Supplementary Planning Guidance)

The Strategic Access Panel (SAP) will assist the Mayor in delivering an inclusive and accessible City for residents of and visitors to London to enjoy, in accordance with the ambition behind London Plan Policy 7.2: An Inclusive Environment (below), and aim to assist the Greater London Authority with the scheduled full review of the London Plan: the spatial development strategy for London in 2017.

The Mayor will require all new development in London to achieve the highest standards of accessible and inclusive design and supports the principles of inclusive design which seek to ensure that developments:

- a. can be used safely, easily and with dignity by all regardless of disability, age, gender, ethnicity or economic circumstances
- b. are convenient and welcoming with no disabling barriers, so everyone can use them independently without undue effort separation or special treatment
- c. are flexible and responsive taking account of what different people say they need and want, so people can use them in different ways
- d. are realistic, offering more than one solution to help balance everyone's needs, recognising that one solution may not work for all."

(The London Plan, The Spatial Development Strategy for London, Consolidated with alterations since 2011. March 2016.)

SAP case study: Whitgift shopping centre- Croydon



Proposal Description: comprehensive retail-led mixed use redevelopment of site to provide a range of town centre uses, including retail, leisure, offices, community facilities, residential units and enhanced public realm and infrastructure.

First presented to SAP: 22/06/2016

Development was at pre-application stage (the site already had outline permission for a scheme, however this scheme was significantly different).

This was presented to the panel by Carolyn Kenney, Hammerson plc. (representing the developer, Croydon Limited Partnership – a joint venture between Hammerson and Westfield) and Rachael Marshall, David Bonnett Associates (Access Consultants).

During the session with the panel, the development team answered many questions and took away a number of points on a range of subjects including:

- Blue badge parking
- Shared space
- Landscaping
- Gradients
- Vertical circulation within the development (lifts, escalators and stairs)
- Shopmobility
- Public realm arrangements
- Crossing points
- Surface finishes

Re-presented to SAP: 30/11/2016

Development at Stage 1 Planning Application stage.

Presented by Russell Smith, Senior Strategic Planner GLA and case officer.

These comments fed into the case officer's assessment of the scheme and the Stage 1 report.

This case study illustrates the Strategic Access Panel's contributions to a scheme- at 2 key stages in the scheme's development:

- Pre-application stage- which is an ideal stage to look at a site strategically and to influence change
- Stage 1 application stage- as a follow up from the initial presentation and to see how the scheme has developed.



SAP and Goldsmiths University of London Research Project

As highlighted in the GLA's policy on access panels; the GLA is keen to promote the use of access panels, in particular in relation to the creation of the built environment. As such the group has taken part in a research project being undertaken by Professor Rob Imrie and Goldsmiths University of London over the last year.

The project run by a research team from Department of Sociology at Goldsmiths University of London is a three year project looking at the role of inclusive design in shaping the design of the built environment. They have particularly focussed on how designers and their teams respond to the views and observations of people who are 'ordinarily' not part of the design process. Their specific objectives were:

- 1) To find out about how the access panel was set up and how its members work with one another to achieve outcomes.
- 2) To observe how the access panel interacts with designers and development teams, and how they are able to shape their views and actions.
- 3) To find out what designers and development teams think of the experience in meeting the access panel and how they respond to them.

The SAP has been part of this research project; meetings have been observed, members have been interviewed and some development teams who presented projects to the group have also contributed to data collated.

The final report from this research project is yet to be published, however some key quotations about the group from developers who have worked with them have included:

- "it was the first time I went to such a panel... I didn't have any expectations, so I just went there and then was surprised how well it was managed. It was quite a big panel and very professionally set up, and in terms of communication and moderating"
- "I felt it was very professional, and very good. I wouldn't know how to make it even better...the communication was very clear, and it's very balanced, and was pleasant to be there"
- "they're a group of very intelligent people and the way they put their points across I actually think that's a very good way of wording it, or with dealing with the issue, and that helped the drafting of our documents and plans..."

- “It’s a difficult process to understand exactly what is needed...and when we went to the panel we learnt a lot’ ‘they raised some good points that have subsequently been brought into the scheme...”

The SAP will continue to work with the research project and use its findings to improve the effectiveness of the work of the group over the coming year.

Closing Statement

I do hope that you have enjoyed reading the Strategic Access Panels annual report.

This is the end of the formal annual report- however please do read on as the next section has been produced by the panel to provide an insight into the groups thoughts on certain subjects, and our aspirations for the year ahead.

Over the coming year we aim to continue to work with GLA staff, and developers to ensure an accessible and inclusive environment is achieved; via the planning process, throughout London.

We share the Mayor of London's ambition to create a 'City for all Londoners' and look forward to the coming year and working towards this.

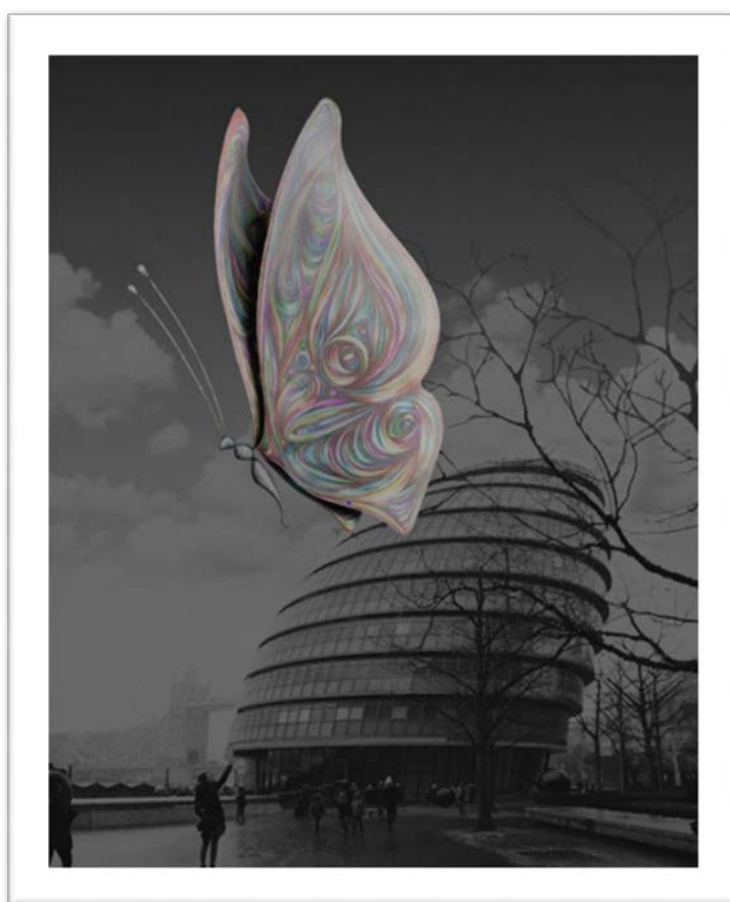


Glyn Kyle MBE
Chair- Greater London Authority Strategic Access Panel



Image above: photo of some members of the GLA's Strategic Access Panel, January 2016.

Strategic Access Panel's Summary 2016



Above image: by Byron Konizi, Strategic Panel Member.

The 'Access Butterfly 2017' image is a progression of previous art work for the panels' 2016 annual report. The art work reflects the history and evolvement of the panel over several years, from a small creature with little impact, going into temporary suspension, and emerging as a beautiful butterfly; something not only to be noticed but also to take flight. Under the new Mayor of London Sadiq Khan, the 2017 Access Butterfly is now flying to new heights, reflecting accessibility reaching new heights with the implementation of a plethora of measures that encourage equality, inclusivity and diversity, in London. The photograph in the image shows the butterfly returning to City Hall where the Strategic Access Panel was first founded, now larger and more powerful but still a beautiful thing, demonstrating the progress achieved by the Strategic Access Panel.

Key areas of discussion in 2016

Shared space

The group had significant concerns over the proposal and installation of some areas of shared space in 2016. These concerns focused around the removal of delineation features such as a kerb and how usable the resultant schemes were for a range of users including disabled people, anecdotal evidence suggested some shared space schemes were 'no go zones' for some disabled people.

The group did however support some aspects of shared space including:

- The re-prioritisation of pedestrians above other road/ public realm users
- The creation of spaces for people to spend time and enjoy rather than just travel through

SAP would like:

- Developers to seriously consider whether a shared space approach is suitable on a case by case basis- taking into account traffic flows and use of the area.
- Wherever possible for schemes to keep the kerb.
- Schemes to incorporate a 'safe zone' for pedestrians where traffic cannot go, as per the guidance found in 'Accessible London SPG' 4.2.16- 4.2.20 and the SPG Implementation point which states:

SPG Implementation Point 14: Shared space

The decluttering and simplification of the street environment are supported. However shared space scheme designs should always take into account the needs of disabled people, creating a vehicle free 'safe zone' and identifiable crossing zones for people to use should they wish. It is therefore important that the design process includes engaging with disabled people to achieve site specific solutions."

- Schemes to be as clear, simple, easy to read and navigate and as de-cluttered as possible
- For the GLA's London Plan team to take on board their views on this subject in the forthcoming London Plan review- to ensure that the policies in the London Plan, when applied, create safe, accessible and inclusive spaces that all Londoners can enjoy.

Public toilets

The group felt strongly that the planning process should be used to improve the provision of public toilets. Where major (non-residential) or mixed use schemes are proposed, consideration should be given as to whether they should provide public toilets. The provision of public toilets allows people to spend more time in a place or space if they wish, and the group felt that they should be seen as an essential component to certain developments.

The importance of a range of toilets has also been a strong theme in discussions- including disabled persons toilets, and changing places toilets for people for whose needs are not met by standard disabled persons toilets.

SAP would like:

- Developers to provide a range of public toilets in large scale developments in accordance with London Plan policy 7.5 which states: "Development should incorporate local social infrastructure such as public toilets, drinking water fountains and seating, where appropriate."
- For the guidance provided in 'Accessible London SPG' to be followed and applied to ensure that suitable levels of public toilets are provided, including the SPG implementation point:

SPG Implementation Point 30: Provision of public toilets

Commercial development proposals are encouraged to assess the local provision of public toilets, and improve on/provide public toilets, including the provision of accessible toilets.

Boroughs should encourage leisure providers to provide public toilets or improve the accessibility of existing facilities. They should also monitor the public toilets available in the borough and the accessibility of these, for example via Town Centre Health Checks.

- For the GLA's London Plan team to strengthen existing policy on the provision of public toilets (including disabled persons toilets, changing places toilets, assistance dog spending areas and family and baby change facilities) provided in the London Plan in the forthcoming London Plan review.

Public Realm

The importance of a well-designed, accessible and inclusive public realm was a recurring theme when development proposals were presented to the group. The group felt that the public realm should be barrier free, welcoming and inclusive for everyone, with a focus on pedestrians. It should be easily navigable, uncluttered- minimising obstacles and hazards, safe and usable. It should provide seating which can be used by a range of people, suitable levels of lighting, and spaces which people want to spend time in.

SAP would like:

- Developers to take on board the needs of a wide range of users including disabled people when designing areas of public realm.
- Developers to apply the principles of inclusive design to schemes, and in accordance with London Plan Policy 7.2 'An inclusive environment' ensure that schemes meet the highest standards of accessible and inclusive design- not minimal standards.
- Development proposals to take on board and follow the guidance provided in 'Accessible London SPG' 4.2 Public Realm, amenity and play space.
- For the GLA's London Plan team to build on existing policy in the review of the London Plan to ensure that areas of public realm which are created are welcoming and usable for all Londoners.

SAP aims and aspirations for 2017

1. To assist in the creation of a City for All Londoners

To work with and support the new Administration in their ambition to create a City for All Londoners; tackling and addressing inequalities, disadvantage and discrimination and preventing barriers to participation.

2. The London Plan review

To assist the Greater London Authority with the scheduled full review of the London Plan: the spatial development strategy for London.

To continue to support and promote the policies and principles contained in the Supplementary Planning Guidance Document Accessible London: Achieving an Inclusive Environment, and continue to work with the GLA's London Plan Team on emerging policy in relation to inclusive design and access issues.

3. Development Management work

To continue to provide support to the GLA's Development and Projects Team, and continue to advise on planning applications of Potential Strategic Importance, which are referred to the Greater London Authority for decision.

4. Inclusive design

The SAP are keen to assist developers in ensuring that a barrier free developments delivered which are welcoming, safe and usable for the diverse population of London; including disabled people. Careful consideration of inclusive design at an early stage in the development process can help prevent barriers being created, and can result in a scheme which avoids undue effort, separation or special treatment, enabling everyone- regardless of disability, age or gender to participate equally, confidently and independently in mainstream activities with choice and dignity.

5. Specialist access expertise

The SAP would like to encourage developers to employ access professionals as part of their design teams, from the outset- to ensure inclusive design is incorporated and embedded into the process at the earliest possible stage. This could include specialist

access consultants or Borough level Access Officers. Accessible London SPG provides the following guidance:

3.3 The use of access expertise

3.3.1 The use of access expertise at the beginning of the development process can:

- help to embed the principles of inclusive design into the project management process;
- integrate a wide range of access; requirements as a matter of course,
- ensure compliance with design standards throughout all design stages;
- help ensure that any particular requirements are budgeted for from the outset and that inclusive access remains a requirement until project completion.

(Shaping Neighbourhoods Accessible London: Achieving an Inclusive Environment. Supplementary Planning Guidance)

6. Inclusive Design Training

The Panel would also encourage developers and design teams to undertake training on Inclusive Design, access and equality, to ensure the subject is embedded and seen as an 'essential component' of a development, and that development teams have the knowledge to recognise when specialist advice and access forum advice is needed.

7. Access Panels/ Forums

The SAP would also like to promote the use of site specific/ area specific Access Panels. This could include Borough level access forums or groups, or groups set up specifically for a large scale project or scheme- as the following guidance from Accessible London SPG highlights:

3.5 The role of a strategic access forum

3.5.1 For major schemes where engagement with the developer is likely to be over a long period of time or where the local group does not have the capacity, resources or necessary specialist skills, it can be appropriate for the developer to set up a specific group for the duration of the project to consider access issues during the planning, design, construction and operation of the development. These forums are often referred to as strategic access forums and have proved to be very effective in ensuring that inclusive design principles are embedded into the scheme from the outset.

(Shaping Neighbourhoods Accessible London: Achieving an Inclusive Environment. Supplementary Planning Guidance)

Who are the Strategic Access Panel? (December 2016)

Glyn Kyle SAP: Chair

Glyn is the former Chair of Age UK London, and is currently a Trustee of Age UK East London. He is involved in consumer representation. In Housing, he is an independent board member of Orbit South Housing Association and Heart of England Housing Association and was appointed more recently an independent member of Swan's Operations Committee. In Transport, he is a board member and the accessibility champion at London TravelWatch, the operating name of London Transport Users' Committee. In Health, he is the Chair of Health Watch City of London.



Salli Booth

Salli is a Building Surveyor who has worked for Local Government, including the Greater London Council and the Inner London Education Authority. Salli is a lifelong campaigner around Equality and the Built Environment and sat on the Management Committee of Haringey Disability First Consortium and is also a Founder-member and the Chair of Disabled people; 14% of Haringey, and is a member of the Transport for London Independent Disability Advisory Group.



Gordon Deuchars

Gordon Deuchars works for Age UK London: which is a London regional charity (separate from Age UK which is a national charity). Gordon's specialist areas are policy, influencing and campaign work to promote older people's issues in London. He has developed and coordinated campaigns on issues ranging from social care to transport and employment for older people. Before joining Age UK London, Gordon was Policy Officer for AGE, the European Older People's Platform, where Gordon was responsible for developing international networks on issues like pension reform and social inclusion.



Clive Durdle

I have forty years' experience of health, social, and housing services including being a Director of a User Led Organisation, degree in Social Administration, Master's Degree in Urban Policy, professional qualifications in social work, housing and access and being the Chair of a cooperative Housing Association.



I believe we can finding solutions together to the issues we face, by thinking through carefully where we have come from, where we are and asking where we wish to be. I use ecological, person centred and whole systems thinking with community development ideas and inclusive design to find sustainable and inclusive solutions. My mobility aid is a Cargo Trike and I am a member of the Inclusive Cycling Forum, set up by Wheels for Wellbeing.

Sue Elsegood

Sue is a passionate campaigner for Access, Inclusion, Rights and Independent Living. She is a Trustee & Volunteer for GAD-CIL (Greenwich Association of Disabled People's Centre for Independent Living) since 1990, and a Disability Rights Activist in DAN (Disabled People's Direct Action Network) since its formation in 1992. A founding Forum Member of AATO2 (Access At The O2) since 2008 and was a Member of the LAF (London Access Forum) prior to the formation of the Strategic Access Panel in 2014.



Gideon Feldman

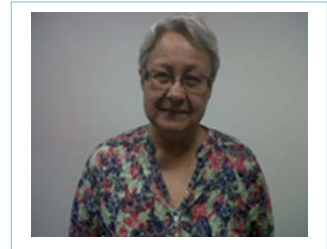
Gideon is the Senior Project Manager with "Attitude is Everything", a charity supporting the music and events industries be as accessible as they can be for Deaf and disabled customers, performers and employees.

With a background in Production and Tour Management, experience of working large scale festivals and multisport events he has an understanding of what can be achieved and how to influence change from an event specific environment.



Val Fone

Val is the Director of Action and Rights of Disabled People in Newham. As a disabled person, she is passionate about doing all she can to ensure that she and other disabled people have access to inclusive environments. Val has represented Action and Rights of Disabled People in Newham on many access forums such as the London Access Forum, the Olympic Delivery Authority Access and Inclusion Panel and Accessible Transport Panel as well as the Stratford City Consultative Access Group. She is currently an active participant of the London Legacy Development Corporation's Built Environment Access Panel, and Transport for London's Sub Regional Mobility Forum.



Rita Olufunmi Adeoye

Rita is an Access Officer for the London Borough of Redbridge. Previously worked for JMU Access partnership, Rita has a Masters degree in Inclusive Environments – Design and Management: University of Reading and is a member of the NRAC (National Register of Access Consultants). She is particularly interested in widening awareness of access issues in every sector and assists the local authority in ensuring their services are accessible to disabled people regardless of their abilities. In her current role, she regularly interfaces on behalf of disabled people in carrying out responsibilities with Members, senior officers and outside bodies.



Terms of Reference of the Strategic Access Panel (December 2016)

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 An Inclusive Environment which states:
“The Mayor will require all new development in London to achieve the highest standards of accessible and inclusive design and supports the principles of inclusive design which seek to ensure that developments:
 - a. can be used safely, easily and with dignity by all regardless of disability, age, gender, ethnicity or economic circumstances
 - b. are convenient and welcoming with no disabling barriers, so everyone can use them independently without undue effort separation or special treatment
 - c. are flexible and responsive taking account of what different people say they need and want, so people can use them in different ways
 - d. are realistic, offering more than one solution to help balance everyone’s needs, recognising that one solution may not work for all.”
- 1.2 The agenda for SAP meetings will be set by GLA Officers.

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 GLA officers or 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 recruitment process and must have the appropriate relevant experience in the field of inclusive design.
- 3.2 The Chair will be appointed for a term of 3 years before a process of re-recruitment

will take place.

- 3.3 The Chair is expected to attend and Chair all SAP meetings, and if they cannot attend a meeting they should nominate another group member to Chair the meeting in their place.

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 following an advertised recruitment process.
- 4.3 Members will stand for a maximum of a 3 year term, before a process of re-recruitment will take place.
- 4.4 Members of the group will be expected to attend the majority of formal meetings. If a Member who represents an organisation knows they will not be able to attend a meeting, they should (wherever possible) appoint a colleague or someone else from their organisation (when part of an organisation) to attend as an observer in their place.
Individual members should send apologies.
- 4.5 Apologies should, wherever possible be provided 2 weeks in advance of meetings. Member attendance will be reviewed via an annual review process, and any members whose attendance is not felt to be satisfactory will be asked to stand down as full members of the group.
- 4.6 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.
 - Other interested parties, Borough representatives, representatives of relevant organisations who do not already have representatives on the panel.
- Observer members should notify the relevant GLA officers of their intent to attend 2 weeks in advance, to allow arrangements for attendees to be made.
- 4.7 The membership list (full and observer) will be varied as appropriate by the GLA or by the Chair, and can be reviewed at any appropriate point.

4.8 Additional members including; access experts or access consultants may be co-opted to the SAP, where particular expertise is required at the discretion of the Chair and the GLA.

5. Meeting Frequency

5.1 The SAP will generally meet monthly, dates, times and locations to be determined / set by the GLA.

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. Where they are asked to do so, it will be clarified at point of invitation whether they will receive attendance payment or will be able to claim travel (see point 13.) It will then be at the member's discretion whether they decide to attend or not.

5.3 GLA will endeavour to circulate meeting minutes within 2 weeks of meetings. Invitations, agenda, minutes and other papers will be circulated at least one week in advance of the meetings wherever possible.

5.4 Members of the group will be given at least one months' notice of full SAP meetings, and at point of notice will be informed of the date, time and location of the meeting.

6. Authority

6.1 From time to time, GLA officers may seek particular information from members and their allied organisations (i.e. working groups) through structures deriving from or reporting initially to the SAP.

6.2 Any working groups deriving from the SAP (see 5.2) shall report to the SAP in a timely manner.

7. Annual Review

7.1 The GLA and the group's Chair will undertake an annual review every 12 months, assessing:

- The effectiveness of the group/ structure of meetings
- Group members attendance
- Whether members are (where relevant) reporting back to their organisations
- Group members' general adherence to these Terms of Reference.

8. Accountability and Reporting

8.1 Any meetings held under the provision of item 6.2 shall be reported to the next meeting of the SAP.

8.2 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/ back to external presenters.

8.3 Members who represent an organisation should (where appropriate) keep their organisation up to date with the group's work- feeding back and updating where appropriate.

9. Key Inputs

9.1 The SAP will require the following inputs for its meetings:

- Minutes and action logs from previous meetings
- Project presentations (preferably in advance of meeting wherever possible).

10. Reasonable Adjustments

10.1 Reasonable adjustments are changes that the GLA will make to policies, practices, service provision and to the physical features of premises, where they act to disadvantage the involvement of disabled people.

10.2 The GLA recognise the duty to make reasonable adjustments in a timely manner once they are made aware of any requests/ requirements.

10.3 When organising meetings the GLA will ensure that reasonable adjustments are made to enable disabled people who are full members of the SAP to actively participate in meetings.

10.4 Members of guests or speakers of the SAP who request reasonable adjustments should request them at least 3 weeks prior to the SAP meeting, to allow arrangements/ bookings to be made. If a member who has requested reasonable adjustments finds they cannot attend, they should (unless in the case of unavoidable emergency) notify the GLA 2 weeks before the meeting to allow the cancellation of any booking. Any members failure to do so will be discussed in the SAPs annual review.

10.5 Requests for reasonable adjustments from observer members of the SAP will be considered on a case by case basis.

11. Travel expenses

11.1 Full SAP members will be reimbursed for reasonable travel expenses they incur when attending meetings of the SAP on a cost recovery basis.

11.2 In accordance with the GLA's Expenses and Benefits Framework public transport should be used wherever possible:

"The Mayor and Assembly are committed to the use of public transport. Everyone is expected to use public transport wherever possible, and taxis and private cars should only be used when public transport is unavailable or impractical. Where a taxi or private car is used an explicit reason must be given as to why public transport is unavailable or impractical in order for the claim to be processed. A statement to the effect that "public transport was not available" is not sufficient in relation to the use of taxis or cars."

If a member of the SAP needs to use personal transport as public transport is not accessible for them, this should be stated on the claim form.

- 11.3 The following guidance from the GLA's Expenses and Benefits Framework should also be followed:
"All claims for Oyster card journeys must be supported by a printout of the journeys undertaken with the GLA business journeys highlighted and the reason for the journey stated on the expense claim form."
"Standard class is the normal class of travel".
- 11.4 Full members must always submit original receipts to support the expense claim. 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.
- 11.5 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).
- 11.6 Expenses payments can only be made to full SAP members. Observer Members of the SAP/ observers at meetings cannot claim expenses.

12. Recognition Payment

- 12.1 The GLA will make a payment of £50 to **full** members of the SAP for each panel meeting they attend. Observer members cannot claim this payment.
- 12.2 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.
- 12.3 Following each meeting SAP Members wishing to receive their 'GLA Participant Incentive Payment' should complete the 'GLA Participant Incentive Payment form' and return it to Preeti Sahaye (Business Support Officer).

13. Additional meetings

If full members of the SAP are asked to attend additional or sub group meetings, it will be clarified at point of invitation whether they will receive recognition payment or expenses payment for attending these meetings. It will then be at the member's discretion whether they decide to attend or not.

14. Confidentiality, public statements/ Press/ Media/ Social Media

- 14.1 SAP members (full members and observers) may be given access to confidential or 'non-public' information. In agreeing to these Terms of Reference and in addition to any other obligations that members may have to the GLA Family.
- 14.2 SAP members (full members and observers) will not directly or indirectly for any

purpose other than their membership of the SAP:

- i. disclose any confidential information to any third party (including organisations individuals may be representing on the SAP) except as expressly permitted; or
- ii. make any statement to, or communicate with the media or social media in respect of confidential information or in any way publish the same;

- 14.3 SAP members (full members and observers) will be clearly informed when information is confidential or 'non-public' and discussions are to be 'off the record'.
- 14.4 Confidential information will remain so for as long as it is confidential to the GLA or to any third party to whom the GLA owes a duty of confidentiality.
- 14.5 This will not prevent SAP members from using or disclosing any confidential information which they are authorised to use or disclose as required to disclose by law.)
- 14.6 Members may be asked to sign a confidentiality agreement by the GLA if required, either to cover all SAP activities, or to cover a single project/ scheme.
- 14.7 SAP Members should not claim to or give the impression that they represent the views of, (in writing or verbally) the SAP, either publically or privately, without approval from the GLA and the Chair.

END OF TERMS OF REFERENCE.

Other formats and languages

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Chinese

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Hindi

यदि आप इस दस्तावेज की प्रति अपनी
भाषा में चाहते हैं, तो कृपया निम्नलिखित
नंबर पर फोन करें अथवा नीचे दिये गये
पते पर संपर्क करें

Vietnamese

Nếu bạn muốn có văn bản tài liệu
này bằng ngôn ngữ của mình, hãy
liên hệ theo số điện thoại hoặc địa
chỉ dưới đây.

Bengali

আপনি যদি আপনার ভাষায় এই দলিলের প্রতিলিপি
(কপি) চান, তা হলে नीचेर ফোন নম্বরে
বা ঠিকানায় অনুগ্রহ করে যোগাযোগ করুন।

Greek

Αν θέλετε να αποκτήσετε αντίγραφο του παρόντος
εγγράφου στη δική σας γλώσσα, παρακαλείστε να
επικοινωνήσετε τηλεφωνικά στον αριθμό αυτό ή ταχυ-
δρομικά στην παρακάτω διεύθυνση.

Urdu

اگر آپ اس دستاویز کی نقل اپنی زبان میں
چاہتے ہیں، تو براہ کرم نیچے دئے گئے نمبر
پر فون کریں یا دیئے گئے پتے پر رابطہ کریں

Turkish

Bu belgenin kendi dilinizde
hazırlanmış bir nüshasını
edinmek için, lütfen aşağıdaki
telefon numarasını arayınız
veya adrese başvurunuz.

Arabic

إذا أردت نسخة من هذه الوثيقة بلغتك، يرجى
الاتصال برقم الهاتف أو مراسلة العنوان
أدناه

Punjabi

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੀ ਕਾਪੀ ਤੁਹਾਡੀ ਆਪਣੀ ਭਾਸ਼ਾ
ਵਿਚ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਹੇਠ ਲਿਖੇ ਨੰਬਰ 'ਤੇ ਫੋਨ ਕਰੋ ਜਾਂ ਹੇਠ
ਲਿਖੇ ਪਤੇ 'ਤੇ ਰਾਬਤਾ ਕਰੋ:

Gujarati

જો તમને આ દસ્તાવેજની નકલ તમારી ભાષામાં
જોઈતી હોય તો, કૃપા કરી આપેલ નંબર ઉપર
ફોન કરો અથવા નીચેના સરનામે સંપર્ક સાધો.

