

# **Terms of Reference & Code of Conduct for GM Mayor Disabled People's Panel**

## **Terms of Reference**

### **Purpose**

- Support delivery of the Greater Manchester Strategy by strengthening the voice of disabled people in shaping, influencing and challenging policy
- Advise the Mayor and Greater Manchester Combined Authority (GMCA) portfolio lead for Equalities, Fairness and Inclusion on key issues and help to develop solutions
- Consist of representatives of Disabled People's organizations from across Greater Manchester
- Reflect the skills, knowledge and experience of a diverse range of impairment specific groups
- Be transparent and accountable to its member groups and disabled people across Greater Manchester
- Reflect the 7 needs of Independent Living
- Be underpinned by the Social Model of Disability
- Be aligned to the principles of an inclusive society recognizing that disabled people have full and equal rights
- Benefit all disabled people across Greater Manchester, irrespective of gender, race, ethnicity, faith, sexual identity or age.

## **Term**

Until March 2020 with ambition to sustainably renew for further terms.

## **Membership**

Disabled People's Organizations across Greater Manchester, comprising:

## **Roles and Responsibilities**

### **You will:**

- Be in a position to influence and shape the policies that impact on the lives of disabled people in Greater Manchester.
- Gain experience of strategic representation and build relationships with key decision makers
- Connect with a growing network of disabled peoples organisations across Greater Manchester.

## **Commitment**

- Commit to attend panel meetings (aspiration is monthly with possible additional consultations).
- Commit to act on behalf of the Panel and advocate their views and perspectives rather than their own organisation when representing the Panel.

- Identify resources their organisation can bring to the panel and its operations.

## **Representation**

- Seek the views of local their organisation and the local community and bring them into the panel.
- Feedback information to their organisation and the wider community in their area, utilising local media if appropriate.
- Establish communication with key stakeholders including Transport for Greater Manchester (TfGM) and the GM Health and Social Care Partnership.
- Mandate delegates from the Panel to attend meetings with other bodies.
- Delegates to represent the panel's agreed views and not those of their own organisation and abide by collective responsibility when representing the Panel.

## **Participation**

- Willing to participate in training and development.
- Read any papers circulated before meetings, the value in meetings is the people together discussing what has been circulated so be prepared

to actively participate, critique, and debate the content of circulated papers bringing solutions as well as challenges.

- Promote working in partnership across the sector and act as a critical friend to the Mayor and GMCA.

## **Support**

GMCDP will

- Ensure accessibility of meetings & information and feedback to support you in being transparent and accountable in your role.
- Offer relevant training and development.

## **Organisational & Strategic Development:**

- Identify strategic priorities and developing a Work Plan based on the shared vision of the Greater Manchester Strategy.
- Facilitate Panel meetings and developing a sustainable resource plan.
- Liaise with key stakeholders including TfGM and the GM Health and Social Care Partnership

## **Impact and Evaluation**

- Seek real-world on-the-ground change that improves the lives and rights of disabled people across Greater Manchester.
- Make strategic interventions at the highest policy level.
- Deepen and expand the democratic engagement of your community and organisation in a transparent way.
- Produce an Annual Report of achievements and recommendations demonstrating the value we have brought to the Mayor and GMCA.

## **Code of Conduct**

### **It's important in this role that you**

- Do not feel you must be an expert on everything.
- Do not represent yourself or the views of your network/group/organisation in isolation.
- Do not use this position as a forum for giving your personal opinion, or for forging your own political or business alliances.
- Respect and promote diversity of belief, ethnicity and identity.

- Keep confidential the proceedings of the Panel and abide by collective responsibility when acting as a panel representative.
- When representing the Panel express the panel's agreed views and positions and embody the Code of Conduct in your activity.

## **Commitment**

- Associate Panel Membership will be offered to organisations who miss three consecutive meetings and a new panel member organisation selected in their place.
- Ideally disabled representatives of your organisation attend in preference to non-disabled members.
- Read all information circulated prior to meetings.
- Feed information outwards to your members and community and also bring information inwards from them to ensure democratic representation.

## **Follow the Seven Principles of Public Life**

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

## **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

## **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

## **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

## **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

## **6. Honesty**

Holders of public office should be truthful.

## **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour.

They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.